

# 2017-2018 GUIDE FOR A **SAFE** CAMPUS



• Annual Security and Fire Safety Report • Emergency Management • Parking and Driving on Campus •

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## MONMOUTH UNIVERSITY



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# Welcome from President Dimenna



The safety of our community depends on each of us looking out for one another. When needed, we must also feel comfortable calling upon our dedicated Police Department officers, and our many trained campus professionals who provide educational programming, basic healthcare services, and mental health counseling throughout the year.

Whether using one of our blue-light boxes to call for an escort across campus, to request an unexpected jump start for a car, or to report a student in distress, I urge you to utilize the outstanding resources available to you as a member of the Monmouth University community.

Our Police Department works in close cooperation with neighboring jurisdictions and members of our Residential Life team, who also offer immediate coverage and counseling for safety and quality of life concerns 24 hours a day, seven days a week.

A synopsis of our annual reporting for The Clery Act, a federally mandated assessment required of all higher education institutions, provides a broad overview of campus policies and regulations aimed at securing a safe campus that fosters learning and inquiry outside the classroom.

The synopsis also includes a summary of the types of criminal activity on campus during the previous reporting period, and valuable information to ensure personal safety.

Campus security is not a function solely of our police department; it is a responsibility that we all share. I appreciate efforts of so many who ensure that Monmouth University is a safe and secure campus where we can learn and grow together.

Grey J. Dimenna, Esq.  
*President*



# Welcome from Police Chief McElrath



Welcome to the 2017-2018 academic year at Monmouth University! In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), I am pleased to provide you with this *Guide for a Safe Campus*.

The information contained in this publication provides crime statistics, which are regularly reported by Monmouth University to various local, state, and federal agencies. It also provides the University's drug and alcohol policies and emergency management policies, as well as valuable safety tips and other University-specific information.

This publication is available online at [www.monmouth.edu/mupd/SafeCampus/](http://www.monmouth.edu/mupd/SafeCampus/).

The University Police Department is an around-the-clock agency serving the needs of the University community every day of the year.

For emergencies and/or general assistance, please dial 4444 from on-campus telephones and 732-571-4444 from cell phones or off-campus locations. You may also dial 911 in the event of an emergency, or use one of the one hundred and three emergency telephones located throughout the campus. By simply lifting the telephone receiver, you will be connected directly to the police department. Please be advised that there are several emergency telephones on campus designed without receivers. These telephones are located primarily in parking lots. To use this type of phone, simply press the emergency button, and you will immediately be connected to the police department. The University Police also has a twenty-four-hour confidential hotline that can be reached at **732-263-5222** and offers an escort service as described on page 9.

If you have questions regarding this publication, or if I may assist you in any way, please feel free to contact me at **732-571-4444**.

William McElrath  
*Chief of Police*



# Annual Security and Fire Safety Report

IN COMPLIANCE WITH THE JEANNE CLERY ACT

## Monmouth University

Monmouth University is a private, coeducational university 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 159-acre, park-like campus includes two nationally recognized historic buildings, one of which is a landmark.

In the 2016–2017 academic year, Monmouth University enrolled approximately 6,200 undergraduate and graduate students in seven schools that offer degree programs in the humanities, social sciences, science, education, business, social work, nursing, and health studies.

Appropriately 1,800 undergraduate students reside in 11 residence halls, 3 apartment complexes on-campus, and 2 apartment complexes off-campus. Approximately 225 students are housed in off-campus university-owned and -sponsored apartments. Our suburban campus is located less than a mile from the Atlantic Ocean.

Student athletes compete in 23 Division I NCAA-sponsored sports.

If you have questions regarding the content of this publication, please contact the police department at **732-571-4444**.

The safety and security of the campus community is the primary responsibility of the University Police Department. We have 19 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.

The University's Physician Assistant, Speech-Language Pathology, Clinical Mental Health Counseling and Addiction Studies graduate programs are located at the University's off-site campus located at the Monmouth University Graduate Center at Monmouth Park Corporate Center, 185 State Highway 36 in West Long Branch. In maintaining the University's commitment to safety, a MUPD Safety Officer is assigned to the site from 8 a.m. until closing Monday-Friday. An emergency phone is in the parking lot as well. The emergency phone in the parking lot allows 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 and state police officers with more than 300 years of combined college and municipal police service. Police agencies currently represented include Rutgers, Hightstown, Middlesex County College, Newark, Paterson, the Township of Ocean, South Amboy, Allenhurst, Maplewood, Jersey City, Woodbridge, 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 Life and Leadership Engagement 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/or behavior, 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 Pier Village or University Bluffs are reminded to contact the Long Branch Police Department if they need assistance at **732-222-1000**, or **911** in an emergency.

There are 103 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 that 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 Life and Leadership Engagement and the Assistant Vice President for Student Life, 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

### Monmouth University Emergency Notification System

Students, faculty, and staff are required to register for the Monmouth University Emergency Notification System. 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 enroll. 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 emergency notification 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**.

The Alertus function of the emergency notification system will display the emergency notification on all University computer screens.

An additional function of the Alertus system allows all University owned, hard wired computers (no laptops) to be used as a panic alarm. The alarm can be activated by clicking on the "red button" icon on the lower right hand portion of your computer screen and following the prompts. Please remember that that this function must only be used when, due to the nature of the emergency, you are unable to contact the police by telephone. Also, the University will conduct tests on the Alertus panic alarm system. Never "self-test" the Alertus panic alarm function as an unnecessary emergency response will be activated.

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](http://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 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 Campus Crime Statistics (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 have 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 Life and Leadership Engagement (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 alert shall be issued. If there is a question or disagreement on whether the 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 i.e. “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 suspects 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 11 residence halls and 3 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. Residents are supplied an ID card or a front door key for access to their residence hall or apartment building. All visitors must be escorted at all times by their host. Students are also responsible for the behavior of their guests throughout the campus. **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 two off-campus housing facilities and has a resident staff member at all off-campus apartment complexes.

### ESCORT SERVICE

The University Police Department offers an 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. This service is available on the main campus as well as at the University Bluffs.

When a resident of University Bluffs cannot locate a parking spot on-site and is concerned for his/her safety, or for any other non-emergency safety concern, he/she can contact the Monmouth University Police Department at **732-571-4444** or **extension 444** to request a police escort to and/or from his/her vehicle to his/her apartment. **In the event of an emergency he/she should call 911.**

## 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 and off 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 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.

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

Fire alarm systems, fire extinguishers, and exit signs, 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 intentionally 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 or adjacent to any University building. Unburned candles may not be used for decorative purposes.

### **MONMOUTH UNIVERSITY LIST OF EXCEPTIONS REGARDING OPEN FLAMES**

- A.** Lighted candles shall be permitted for ceremonies, religious functions, cultural events, or honorary groups provided students have the approval of the University Chief of Police.
  1. Lit candles shall never be left unsupervised.
  2. Candles shall be securely fixed in sturdy, approved candleholders or glass enclosures (i.e., Hurricane lamps, etc.).
- B.** Open flames used in assembly areas holding more than fifty (50) people shall require approval of the Chief of the Monmouth University Police and be in compliance with the requirements of the National Fire Protection Association (NFPA) Life Safety Code 101/13.72.
- C.** Any open flames utilized by Facilities Management personnel in furtherance of their assigned duties.



- D. Food service operations, such as portable cooking equipment, shall be placed on a non-combustive surface.
- E. Laboratories are excluded from this policy, but extreme care should be exercised to ensure safe operations.
- F. Tailgating at sporting events. However, the Monmouth University Police and/or representatives of local or state jurisdictions have the authority to stop or prevent unsafe acts or conditions.
- G. Bonfires, with the prior approval of the West Long Branch Fire Marshall and Chief of Monmouth University Police.
- H. Open flame barbeque grills or propane tank barbeques for specific University events, such as Homecoming, with the necessary University approvals.
  - 1. The storage of propane or barbeque grills in any University-owned or -sponsored housing for students is strictly prohibited.
  - 2. The storage of propane or barbeque grills inside a University building requires the approval of the Monmouth University Chief of Police, and shall comply with NFPA 58.
- I. Pyrotechnic and open flame devices for special effects with the approval of the Monmouth University Chief of Police.

Consideration shall only be given for areas in which there are fire sprinklers.

## 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.

## HOVERBOARDS

Hover-boards or similar like devices are prohibited in all residential facilities owned or operated by the University. Hover-boards may be used on campus but cannot be charged in any facility of the University.

## 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 Compliance shall coordinate/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 and the Monmouth University Office of Compliance.

3. When possible 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 when it can be arranged, 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.

## SMOKING ON UNIVERSITY PROPERTY

1. Smoking is permitted on the grounds of the campus; however, smokers must be at least 25 feet away from building entrances or air intake systems. 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. Smoking, for purposes of this policy, shall be defined as the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from a hookah or an electronic smoking device (e-cigarette).
6. Appropriate disciplinary action will be taken against individuals who do not comply with this policy.

## Educational and Awareness Programs for Crime Prevention, Safety, and Campus Security Procedures and Practices

Upon request, the University Police Department will conduct crime prevention presentations on a variety of topics throughout the year. Crime prevention presentations will cover a wide variety of topics including texting while driving, sexual assault, alcohol and drug abuse, fire safety as well as other criminal issues pertinent to students and the college environment.

Additional programs include but are not limited to:

### 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.

### “SURVIVING THE ACTIVE SHOOTER INCIDENT”

This one hour seminar entitled “Surviving the Active Shooter Incident” is a powerpoint and DVD presentation discussing the dynamics of active shooter incidents and suggestions on how to best avoid and respond to them.



## OPERATION ID

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

## DRUG AND ALCOHOL EDUCATION

The Monmouth University Police Department, in conjunction with the Division of Student Life, 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.

Monmouth University's Office of Substance Awareness offers several educational and awareness programs throughout the year. These programs include, but are not limited to:

- Alcohol Screening Day
- Alcohol Awareness Month
- Drunk Driving Awareness Month in December
- Marijuana Screening
- Children of Alcoholics Day
- Designated Driver Appreciation Program: Students have the opportunity to show their appreciation to a designated driver by submitting a short story or poem about the person.
- Sandwiches and Serenity—Students in Recovery
- Cell Phone/Cab Program—students are encouraged to store local cab company phone numbers in their cell phones so they have easy access if necessary
- Safe Ride Home—free cab company vouchers are available at the Office of Substance Awareness, located in the Health Center, for students to promote positive decision making when drinking alcohol
- Project Pride—Inmates come to campus, escorted by guards for the day to share their stories of how life with substance abuse landed them in jail.
- DWI Course—Students drive University golf carts around a course while wearing goggles which simulate the effects of driving while intoxicated.
- Students in recovery club
- Outreach to local bars
- HERO Campaign Walk on Campus
- Heroin: A Family's Story
- Adderall Awareness Day
- Think Before you Act: A Young Man's Story
- What is Life like in Recovery—A presentation by students for students
- Training for Monmouth County liquor license holders: bars and liquor stores
- Presentations to classes, teams, conferences, and staff
- Newly developed recovery lounge

## THINGS YOU CAN DO TO DETER CRIME AND STAY SAFE:

- 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.
- Be aware of your surroundings—who's out there and what's going on.
- Walk with confidence. The more confident you look, the stronger you appear.
- Know your limits when it comes to using alcohol/drugs.
- Be assertive—don't let anyone violate your space.
- Trust your instincts. If you feel uncomfortable in your surroundings, leave.

- Watch your keys. Don't lend them. Don't leave them. Don't lose them. And don't put your name and address on the key ring.
- Be wary of isolated spots, like underground garages, offices after business hours, and apartment laundry rooms.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Have your key ready to use before you reach the door—home, car, or work.
- Park in well-lit areas and lock the car, even if you'll only be gone a few minutes.
- Drive on well-traveled streets, with doors and windows locked.
- Never hitchhike or pick up a hitchhiker.
- Keep your car in good shape with plenty of gas in the tank.
- In case of car trouble, call for help on your cellular phone. If you don't have a phone, put the hood up, lock the doors, and put a banner in the rear mirror that says, "Help Call Police".
- Do not have friends or relatives mail cash or gift cards which can be easily cashed in, to your University address.
- Practice Internet and phone safety. Do not release any personal or financial information to solicitors or vendors unless absolutely sure that they are legitimate.

## Campus Crime Statistics Act (Clery Act) Policy

The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (Clery Act) requires Monmouth University to collect, classify, count, and disseminate crime report statistics in an Annual Security Report (ASR) by October 1 of each year to all currently enrolled students and employees. Monmouth University must also provide the ASR to any prospective employee or student upon request.

The Clery Act requires Monmouth University to disclose statistics for reported crimes based on: where the crimes

occurred; to whom the crimes were reported; the types of crimes that were reported; and the year in which the crimes were reported.

### I. CLERY GEOGRAPHY

Monmouth University must disclose statistics for reported Clery crimes that occur: (1) on-campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that Monmouth University owns or controls. As specified in the Clery Act, the following property descriptions are used to identify the location of crimes in and around Monmouth University's campus:

#### A. On-Campus

On-campus property includes: (1) any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in Section A(1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

#### B. Non-Campus Buildings or Property

Non-campus buildings or property include: (1) any building or property owned or controlled by an officially recognized student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same contiguous geographic area of the institution, Pier Village and the University Bluffs.

#### C. Public Property

Public property includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the institution's campus or immediately adjacent to and accessible from the campus.



## II. DEFINITIONS OF CRIMINAL OFFENSES

The Clery Act requires institutions to disclose three general categories of crime statistics. The Violence Against Women Reauthorization Act of 2013 (VAWA), amended the Clery Act to require institutions to disclose an additional fourth category of crime statistics. Pursuant to the Clery Act, definitions are to be used for reporting crimes in accordance with the *Federal Bureau of Investigation's Uniform Crime Reporting Program*. The definitions for murder; robbery; aggravated assault; burglary; motor vehicle theft; weapons: carrying, possessing, etc.; law violations; drug abuse violations; and liquor law violations are from the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting (UCR) Handbook*. For sex offenses, definitions are excerpted from the FBI's *National Incident-Based Reporting System (NIBRS)* edition of the UCR. The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the *Hate Crime Data Collection Guidelines* of the FBI's *Uniform Crime Reporting Handbook*.

### A. Criminal Offenses

The following definitions are used to classify Clery Criminal Offenses:

1. **Criminal Homicide**—These offenses are separated into two categories: (a) Murder and Non-negligent Manslaughter, and (b) Negligent Manslaughter.
  - a. **Murder/Non-Negligent Manslaughter**—The willful (non-negligent) killing of one human being by another.
  - b. **Negligent Manslaughter**—The killing of another person through gross negligence.
2. **Robbery**—The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
3. **Aggravated Assault**—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
 

(It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably will result in serious personal injury if the crime were successfully completed.)
4. **Burglary**—The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
5. **Motor Vehicle Theft**—The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding. Such thefts are only counted under Clery from parking garages attached to a resident hall.)
6. **Arson**—Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
7. **Sex Offenses**—Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - a. **Forcible Sex Offenses**
    - i. **Rape**—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
    - ii. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

## **b. Non-Forcible Sex Offenses**

- i. Incest**—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- ii. Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

## **B. Hate Crimes**

The second category of statistics that must be disclosed is hate crimes. A hate crime is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. For each hate crime recorded, an institution must identify the category of bias that motivated the crime.

The following are the categories of hate crime which are required to be reported:

- 1. Criminal Homicide**
  - a. Murder and Non-Negligent Manslaughter**
  - b. Negligent Manslaughter**
- 2. Sex Offenses**
  - a. Rape**
  - b. Fondling**
  - c. Incest**
  - d. Statutory Rape**
- 3. Robbery**
- 4. Aggravated Assault**
- 5. Burglary**
- 6. Motor Vehicle Theft**
- 7. Arson**
- 8. Larceny-theft**—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are included.

- 9. Simple Assault**—An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- 10. Intimidation**—To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- 11. Destruction/Damage/Vandalism of Property**—To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **C. Arrests and Disciplinary Referrals for Violation of Weapons, Drug, and Liquor Laws**

The third category of crime statistics that Universities must disclose are the number of arrests and the number of persons referred for disciplinary actions for the following law violations:

- 1. Weapons, Carrying, Possessing, Etc.**—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- 2. Drug Abuse Violations**—The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

- 3. Liquor Law Violations**—The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

#### D. Violence Against Women Reauthorization Act of 2013 (VAWA) Offenses

The fourth category of crime statistics that Universities must disclose includes the following:

##### New Jersey Sex Offense Definitions

Consent in New Jersey is defined as:

##### 2C:2-10. Consent

- a. In general. The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.
- b. Consent to bodily harm. When conduct is charged to constitute an offense because it causes or threatens bodily harm, consent to such conduct or to the infliction of such harm is a defense if:
  - (1) The bodily harm consented to or threatened by the conduct consented to is not serious; or
  - (2) The conduct and the harm are reasonably foreseeable hazards of joint participation in a concerted activity of a kind not forbidden by law; or
  - (3) The consent establishes a justification for the conduct under chapter 3 of the code.
- c. Ineffective consent. Unless otherwise provided by the code or by the law defining the offense, assent does not constitute consent if:
  - (1) It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense; or
  - (2) It is given by a person who by reason of youth, mental disease or defect, or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the

nature of harmfulness of the conduct charged to constitute an offense; or

- (3) It is induced by force, duress, or deception of a kind sought to be prevented by the law defining the offense.

##### Consent Abbreviated

*As found in Monmouth University Student Handbook:*

**Consent:** is defined as the voluntary, informed, uncoerced agreement through freely given words or actions, which can be reasonably interpreted as willingness to participate in a mutually agreed upon sexual act and cannot be assumed by the absence of physical resistance. Past consent, no matter how recent, cannot be automatically taken as consent to any other sexual activity. For example, consensual kissing does not give the actor consent to penetration or fondling.

##### 2C:14-1. Definitions as used in this act:

The following definitions apply to this chapter:

- a. **"Actor"** means a person accused of an offense proscribed under this act;
- b. **"Victim"** means a person alleging to have been subjected to offenses proscribed by this act;
- c. **"Sexual penetration"** means vaginal intercourse, cunnilingus, fellatio, or anal intercourse between persons or insertion of the hand, finger, or object into the anus or vagina either by the actor or upon the actor's instruction. The depth of insertion shall not be relevant as to the question of commission of the crime;
- d. **"Sexual contact"** means an intentional touching by the victim or actor, either directly or through clothing, of the victim's or actor's intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor. Sexual contact of the actor with himself/herself must be in view of the victim whom the actor knows to be present;
- e. **"Intimate parts"** means the following body parts: sexual organs, genital area, anal area, inner thigh, groin, buttock, or breast of a person;

- f. **"Severe personal injury"** means severe bodily injury, disfigurement, disease, incapacitating mental anguish, or chronic pain;
- g. **"Physically helpless"** means that condition in which a person is unconscious or is physically unable to flee or is physically unable to communicate unwillingness to act;
- h. (Deleted by amendment, P.L.2011, c.232)
- i. **"Mentally incapacitated"** means that condition in which a person is rendered temporarily incapable of understanding or controlling his/her conduct due to the influence of a narcotic, anesthetic, intoxicant, or other substance administered to that person without his/her prior knowledge or consent, or due to any other act committed upon that person which rendered that person incapable of appraising or controlling his/her conduct;
- j. **"Coercion"** as used in this chapter shall refer to those acts which are defined as criminal coercion in section 2C:13-5(1), (2), (3), (4), (6) and (7).

### **Definitions Abbreviated**

*As found in Monmouth University Student Handbook:*

**Sexual Contact:** means any form of intentional touching, either directly or through clothing, of the victim's intimate parts designed to degrade or humiliate the victim or cause sexual arousal or gratification to the actor. Sexual contact can also occur when an actor intentionally touches him- or herself while in the view of and aware of the victim's presence and with the same purpose of humiliation, arousal, or self-gratification.

**Incapacitation:** is a physical condition where a person is unconscious or physically unable to leave or provide consent or a mental condition, permanent or temporary, which makes the victim incapable of understanding or controlling his or her conduct. Mental incapacitation includes the influence of alcohol or drugs.

**Sexual misconduct:** is defined as any sexual act or sexual contact upon another person without his or her explicit consent, which is a sexual offense under New Jersey criminal law (See NJSA Title 2C:14-1, et. al.). Sexual misconduct encompasses the act of sexual assault.

### **2C:14-2 Sexual Assault:**

- a. An actor is guilty of aggravated sexual assault if he/she commits an act of sexual penetration with another person under any one of the following circumstances:
  - (1) The victim is less than 13 years old;
  - (2) The victim is at least 13 but less than 16 years old; and
    - (a) The actor is related to the victim by blood or affinity to the third degree, or
    - (b) The actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional, or occupational status, or
    - (c) The actor is a resource family parent, a guardian, or stands in loco parentis within the household;
  - (3) The act is committed during the commission, or attempted commission, whether alone or with one or more other persons, of robbery, kidnapping, homicide, aggravated assault on another, burglary, arson, or criminal escape;
  - (4) The actor is armed with a weapon or any object fashioned in such a manner as to lead the victim to reasonably believe it to be a weapon and threatens by word or gesture to use the weapon or object;
  - (5) The actor is aided or abetted by one or more other persons and the actor uses physical force or coercion;
  - (6) The actor uses physical force or coercion and severe personal injury is sustained by the victim;
  - (7) The victim is one whom the actor knew or should have known was physically helpless or incapacitated, intellectually or mentally incapacitated, or had a mental disease or defect which rendered the victim temporarily or permanently incapable of understanding the nature of his/her conduct, including, but not limited to, being incapable of providing consent.



**Aggravated sexual assault is a crime of the first degree.**

Except as otherwise provided in subsection d. of this section, a person convicted under paragraph (1) of this subsection shall be sentenced to a specific term of years which shall be fixed by the court and shall be between 25 years and life imprisonment of which the person shall serve 25 years before being eligible for parole, unless a longer term of parole ineligibility is otherwise provided pursuant to this Title.

- b. An actor is guilty of sexual assault if he/she commits an act of sexual contact with a victim who is less than 13 years old and the actor is at least four years older than the victim.
- c. An actor is guilty of sexual assault if he/she commits an act of sexual penetration with another person under any one of the following circumstances:
  - (1) The actor uses physical force or coercion, but the victim does not sustain severe personal injury;
  - (2) The victim is on probation or parole, or is detained in a hospital, prison, or other institution, and the actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional, or occupational status;
  - (3) The victim is at least 16 but less than 18 years old and:
    - (a) The actor is related to the victim by blood or affinity to the third degree; or
    - (b) The actor has supervisory or disciplinary power of any nature or in any capacity over the victim; or
    - (c) The actor is a resource family parent, a guardian, or stands in loco parentis within the household;
  - (4) The victim is at least 13 but less than 16 years old and the actor is at least four years older than the victim.

**Sexual assault is a crime of the second degree.****2C:14-3 Aggravated Criminal Sexual Contact; Criminal Sexual Contact:**

- a. An actor is guilty of aggravated sexual contact if he/she commits an act of sexual contact with the victim under any of the circumstances set forth in 2C:14-2a. (2) through (7).

**Aggravated criminal sexual contact is a crime in the third degree.**

- b. An actor is guilty of criminal sexual contact if he/she commits an act of sexual contact with the victim under any of the circumstances set forth in section 2C:14-2c. (1) through (4).

**Criminal sexual contact is a crime of the fourth degree.*****Sexual Assault Abbreviated***

*As found in Monmouth University Student Handbook:*

**Sexual Assault:** is the penetration of another person under any of the following circumstances: (1) under the legal age of consent, (2) with a person who is incapable of giving consent because of temporary or permanent mental or physical incapacity, or (3) through the use or perception of physical force, threat, or coercion.

**2C:25-19 Definitions; as used in this act:**

- a. **"Domestic violence"** means the occurrence of one or more of the following acts inflicted upon a person protected under this act by an adult or an emancipated minor:
  - (1) Homicide N.J.S.2C:11-1 et seq.
  - (2) Assault N.J.S.2C:12-1
  - (3) Terroristic threats N.J.S.2C:12-3
  - (4) Kidnapping N.J.S.2C:13-1
  - (5) Criminal restraint N.J.S.2C:13-2
  - (6) False imprisonment N.J.S.2C:13-3
  - (7) Sexual assault N.J.S.2C:14-2
  - (8) Criminal sexual contact N.J.S.2C:14-3

- (9) Lewdness N.J.S.2C:14-4
- (10) Criminal mischief N.J.S.2C:17-3
- (11) Burglary N.J.S.2C:18-2
- (12) Criminal trespass N.J.S.2C:18-3
- (13) Harassment N.J.S.2C:33-4
- (14) Stalking P.L. 1992. C.209 (C.2C:12-10)

When one or more of these acts is inflicted by an unemancipated minor upon a person protected under this act, the occurrence shall not constitute “domestic violence,” but may be the basis for the filing of a petition or complaint pursuant to the provisions of section 11 of P.L.1982, c.77 (C.2A:4A-30).

- b. **“Law enforcement agency”** means a department, division, bureau, commission, board, or other authority of the State or of any political subdivision thereof which employs law enforcement officers.
- c. **“Law enforcement officer”** means a person whose public duties include the power to act as an officer for the detection, apprehension, arrest, and conviction of offenders against the laws of this State.
- d. **“Victim of domestic violence”** means a person protected under this act and shall include any person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present or former household member. “Victim of domestic violence” also includes any person, regardless of age, who has been subjected to domestic violence by a person with whom the victim has a child in common, or with whom the victim anticipates having a child in common, if one of the parties is pregnant. “Victim of domestic violence” also includes any person who has been subjected to domestic violence by a person with whom the victim has had a dating relationship.
- e. **“Emancipated minor”** means a person who is under 18 years of age but who has been married, has entered military service, has a child or is pregnant, or has been previously declared by a court or an administrative agency to be emancipated.

### **Definitions Abbreviated**

*As found in Monmouth University Student Handbook:*

**Domestic Violence:** is an actual or threatened physical harm or infliction of fear of imminent physical harm upon a family member, significant other, household member, resident sharing a room, or other individual with an intimate relationship to actor.

**Dating Violence is not defined by the New Jersey state criminal law. It is defined under the Code of Federal Regulations: Title 34 -Subtitle B- Chapter VI- Part 668.46.**

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and

- (i) Where the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (ii) For the purposes of this definition—
  - (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - (B) Dating violence does not include acts covered under the definition of domestic violence.
- (iii) For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **Dating Violence Abbreviated**

*As found in Monmouth University Student Handbook:*

**Dating violence:** is an act of domestic violence between two individuals in a social relationship of a romantic or intimate nature.

**2C:12-10 Definitions; stalking designated a crime; degrees.**

a. As used in this act:

- (1) **"Course of conduct"** means repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about, a person, or interfering with a person's property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.
- (2) **"Repeatedly"** means on two or more occasions.
- (3) **"Emotional distress"** means significant mental suffering or distress.
- (4) **"Cause a reasonable person to fear"** means to cause fear which a reasonable victim, similarly situated, would have under the circumstances.
  - a. A person is guilty of stalking, a crime of the fourth degree, if he/she purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.
  - b. A person is guilty of a crime of the third degree if he/she commits the crime of stalking in violation of an existing court order prohibiting the behavior.
  - c. A person who commits a second or subsequent offense of stalking against the same victim is guilty of a crime of the third degree.
  - d. A person is guilty of a crime of the third degree if he/she commits the crime of stalking while serving a term of imprisonment or while on parole or probation as the result of a conviction for any indictable offense under the laws of this State, any other state or the United States.

e. This act shall not apply to conduct which occurs during organized group picketing.

**Stalking Abbreviated**

*As found in Monmouth University Student Handbook:*

**Stalking:** occurs when an individual engages in conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer emotional distress. This includes cyber-stalking.

## Preventing and Responding to Sexual Misconduct, Domestic Violence, Dating Violence, Sexual Assault, and Stalking

### SEXUAL MISCONDUCT POLICY AND PROCEDURES

Monmouth University affirms the right of its students to participate in a community which is conducive to learning and personal growth. In order for this to be achieved, the environment of 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 misconduct which include but are not limited to sexual assault, gender based harassment, dating violence, domestic violence, sexual harassment, sexual exploitation, and stalking pose a serious threat to this spirit of community, and as such, Monmouth University prohibits all forms of sexual misconduct and will endeavor to address these issues in the following manner.

#### I. Non-Discrimination Statement

Monmouth University supports equal opportunity in every phase of our operation including recruitment, admission, educational programs, and employment practices of recruitment, hiring, promotion, reclassification, transfer, compensation, benefits, termination, layoff and return

from layoff, social and recreational programs and any other aspects of education or employment. The University does not discriminate on the basis of race, color, creed, ancestry, national origin, nationality, sex (including pregnancy and sexual harassment), affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, marital status, domestic partnership or civil union status, age, liability for military service, protected veteran status, or status as an individual with a mental or physical disability, including AIDS and HIV-related illnesses or any other protected category under applicable local, state or federal law. The University also complies with all major federal and state laws and executive orders requiring equal employment opportunity and/or affirmative action.

Monmouth University affirms the right of its faculty, staff, and students to work and learn in an environment free from discrimination and harassment, including sexual harassment, and has developed procedures to be used to resolve discrimination or harassment complaints. A copy of the University-wide policy on discrimination and harassment, including sexual harassment, which describes the procedures for resolving such complaints, may be obtained from:

***The Office of Equity and Diversity***

400 Cedar Avenue, Wilson Hall, Room 304

West Long Branch, NJ 07764

Phone: 732- 571-7577

Fax: 732-263-5140.

[www.monmouth.edu/resources/HR/OED/harass.asp](http://www.monmouth.edu/resources/HR/OED/harass.asp)

Additionally, inquiries may be made externally to:

**Office of Civil Rights (OCR), U.S. Department of Education**

400 Maryland Avenue, SW

Washington, DC 20202-1100

Customer Service Hotline Phone: 800-421-3481

Fax: 202-453-6012

TDD: 877-521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: [www.ed.gov/ocr](http://www.ed.gov/ocr)

**Equal Employment Opportunity Commission (EEOC)**

Contact: [www.eeoc.gov](http://www.eeoc.gov)

## **Filing a Complaint**

• **Information for Complainants:**

[www.monmouth.edu/uploadedFiles/Content/University/faculty-and-staff/offices-and-services/human-resources/equity-and-diversity/complainants.pdf](http://www.monmouth.edu/uploadedFiles/Content/University/faculty-and-staff/offices-and-services/human-resources/equity-and-diversity/complainants.pdf)

• **Information for Respondents:**

[www.monmouth.edu/uploadedFiles/Content/University/faculty-and-staff/offices-and-services/human-resources/equity-and-diversity/respondents.pdf](http://www.monmouth.edu/uploadedFiles/Content/University/faculty-and-staff/offices-and-services/human-resources/equity-and-diversity/respondents.pdf)

## **II. Jurisdiction of the University**

In meeting its educational mission, Monmouth University recognizes the importance of establishing and enforcing acceptable community standards of behavior. In doing so, members of the University community should know that they will be held accountable for both their behavior and actions on-campus as well as off-campus as they relate to established laws and regulations of federal, state, and local agencies, as well as policies of the University.

In connection, individuals who are members of the University community have a responsibility to represent themselves in a lawful and responsible manner at all times, both on and off campus. It would be unreasonable to suggest that a person committing a wrong act, on or off campus, which violated both the Student Code of Conduct and Criminal statutes, could not be punished by all injured parties, e.g., the citizens of the state or local community and the University.

The University reserves the right to exercise its discretion on taking disciplinary action against students of the University when the University's reputation or its orderly functioning as an academic community are clearly involved and distinct or to protect the safety and well-being of the campus community.

## **III. Prohibited Conduct**

Monmouth University prohibits the following specified conduct:

1. Sexual Misconduct
2. Sexual Assault
3. Non-Consensual Sexual Contact
4. Dating Violence

5. Domestic Violence
6. Stalking
7. Sexual Exploitation
8. Sexual Harassment
9. Gender Based Harassment
10. Retaliation

#### IV. Definitions

##### 1. Sexual Misconduct

Sexual Misconduct is defined as any sexual act or sexual contact upon another person without his or her explicit consent, which is a sexual offense under New Jersey criminal law (See NJSA title 2C:14-1, et. al.). Sexual Misconduct encompasses the act of sexual assault.

##### 2. Sexual Assault

Sexual Assault is sexual penetration of another person under any one of the following circumstances: (1) under the legal age of consent, (2) with a person who is incapable of giving consent because of temporary or permanent mental or physical incapacity or (3) through the use or perception of physical force, threat, coercion.

##### 3. Non-Consensual Sexual Contact

Sexual Contact means any form of intentional touching, either directly or through clothing, of the victim's intimate parts designed to degrade or humiliate the victim or cause sexual arousal or gratification to the actor. Sexual contact can also occur when an actor intentionally touches himself or herself while in the view of and aware of the victim's presence and with the same purpose of humiliation, arousal, or self-gratification.

Non-Consensual Sexual Contact is having sexual contact with another individual without affirmative consent, when an individual is incapacitated, or by threat or force.

##### 4. Dating Violence

Dating Violence is an act of domestic violence between individuals in a social relationship of a romantic or intimate nature.

##### 5. Domestic Violence

Domestic Violence is an actual or threatened physical harm or infliction of fear of imminent physical harm upon a family member, significant other, household member, resident sharing a room, or other individual with an intimate relationship to the actor.

##### 6. Stalking

Stalking occurs when an individual engages in conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of a third person or suffer other emotional distress. This includes cyber-stalking.

##### 7. Sexual Exploitation

Sexual exploitation refers to non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. (E.g. observing another individual's nudity/sexual activity; allowing another to observe nudity/sexual activity without the knowledge and consent of all participants; non-consensual streaming or distribution of images, photography, video or audio recording of sexual activity/ nudity without the knowledge and consent of all participants.

##### 8. Sexual Harassment

Sexual harassment is unwelcome action, language or visual representation of a sexual nature that has the effect of unreasonably interfering with an individual's education, employment, or participation in a University activity or that creates a hostile working, educational, or living environment. A form of quid pro quo (this for that) sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or limits or denies an individual's educational or employment access, benefits, or opportunities.



## 9. Gender Based Harassment

Acts of aggression, intimidation, stalking, or hostility based on gender or gender stereotyping constitute gender-based harassment. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex or for failing to conform to stereotypical notions of masculinity or femininity. To constitute harassment, the conduct must unreasonably interfere with another person's education or participation in educational programs or activities or create an intimidating, hostile, demeaning, or offensive academic or living environment.

## 10. Retaliation

Retaliation is any adverse action taken or threatened (including intimidation, threats, harassment, and other such action) against any complainant or person reporting or filing a complaint of sexual misconduct or any person cooperating in the investigation of allegations of sexual misconduct to include testifying, assisting or participating in any manner in an investigation.

## V. Key Terms

### 1. Affirmative Consent

Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. (E.g. lack of consciousness, being asleep, being involuntarily restrained, or being intoxicated).

### 2. Force

Force is the use or threat of physical violence to overcome an individual's free will to choose whether or not to participate in sexual activity or provide consent. Force may include words, conduct, or appearance. Force includes causing another's intoxication or impairment through the use of drugs or alcohol. Coercion, intimidation, and non-physical threats can all be forms of force. Consent obtained by force is not valid.

### 3. Coercion

Coercion is to force one to act or not act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force. Consent obtained through coercion is not valid.

### 4. Incapacitation

Incapacitation is a physical condition where a person is unconscious or physically unable to leave or provide consent. This includes a mental condition, permanent or temporary, which makes the victim incapable of understanding the nature of the activity or unable to communicate due to a mental or physical condition.

## VI. Reporting Process

- For student complaints involving faculty or non-faculty employees of the University please refer to the policies and procedures found on the following page: <http://monmouth.edu/resources/HR/OED/harass.asp>.
- For Student complaints involving persons who are neither students nor employees of the University please contact the following:
  - Monmouth University Police Department: **732-571-4444**
  - The Office of Equity and Diversity (Title IX Coordinator): **732-571-7577**
  - The Office of Student Life: **732-571-3417**
- For complaints against students in accordance with the Student Code of Conduct please contact the following:
  - Office of Student Life: **732-571-3417**

- Office of Equity and Diversity (Title IX Coordinator)  
**732-571-7577**
- Monmouth University Police Department  
**732-571-4444**

**4.** For student complaints involving another student(s) there are several options regarding how to proceed. These options are:

- Meeting with the Monmouth University Police Department if the incident took place on campus. **(732-571-4444)**, or meeting with the local police department if the incident took place off campus to file a police report. (See section XIII for local law enforcement contact information).
- Meeting with the Office of Student Life to file a complaint under the Student Code of Conduct and/or to request interim measures **(732-571-3417)**.
- File a complaint with the Title IX Coordinator/Deputy Title IX Coordinator in the Office of Equity and Diversity **(732-571-7577)**.
- Meet with a confidential resource which includes Counseling and Psychological Services **(732-571-7517)** and the Health Center **(732-571-3464)**.
- Make an anonymous report concerning an act of sexual misconduct without disclosing Complainants name or the name of the Respondent or without requesting any action. This can be done by contacting the Office of Equity and Diversity, Office of Student Life, or Monmouth University Police Department.
- A student may choose to take advantage of any or all of these options, simultaneously.
- A student may choose not to pursue any of these options.

Students who may be victims/survivors of a sexual misconduct are encouraged to report the assault to the proper authorities as soon as possible. A psychological counselor from the Office of Counseling and Psychological Services, a representative from the Office of Student Life, or an individual from the Monmouth University Police Department will assist a student in notifying the proper authorities if the student requests assistance.

Equally important, is the need for the student to seek medical attention immediately. It is critical that this be done as soon as possible to preserve any physical evidence. If a student wishes to have someone accompany the student to the hospital the student should inform MUPD, the Office of Student Life, the Office of Equity and Diversity, or a psychological counselor from the Office of Counseling and Psychological Services.

### **VII. Amnesty Policy**

In order to encourage reporting, Monmouth University will grant amnesty to a student who violates the student code of conduct (for example, the use of illegal drugs or underage consumption of alcohol) while reporting sexual assault and/or sexual misconduct. For instance a student may be engaging in underage consumption of alcohol and witness another individual being sexually assaulted. The student's should not hesitate to report the sexual assault because of their underlying violation of the student code of conduct. The University will not take action against that student for their underage consumption of alcohol because they reported a sexual assault.

This policy does not grant amnesty for students who are involved in criminal activity aside from the above mentioned violations of the student code of conduct. The University may require that the student who reported the incident attend educational remedies regarding the use of drugs and alcohol.

### **VIII. Title IX Coordinator**

Monmouth University has a designated Title IX Coordinator and a Deputy Title IX Coordinator. These employees are responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs.

#### **Title IX Coordinator**

Nina Anderson  
Wilson Hall Rm 304  
732-571-7577  
nanderso@monmouth.edu

#### **Deputy Title IX Coordinator**

Amy Arlequin  
Wilson Hall Rm 304  
732-571-7577  
aarlequi@monmouth.edu

The names and contact information for the Title IX/Deputy Title IX Coordinators can also be found at the following page: <http://monmouth.edu/resources/HR/OED/staff.asp>.

Following receipt of notice of an alleged violation of this policy, The Title IX Coordinator/Deputy Title IX Coordinator will conduct an assessment into the allegations to ensure that the alleged Respondent does not pose a threat to the campus community. The Title IX Coordinator/Deputy Title IX Coordinator will interview all involved parties as well as any witnesses to the incident. Both the Complainant and the Respondent will be informed of the options, resources, and interim measures available to them. The Title IX Coordinator/Deputy Title IX Coordinator will notify the Complainant and the Respondent of the outcome of the assessment, in writing, within five (5) business days of the completion of the assessment. If the assessment conducted by the Title IX Coordinator/Deputy Title IX Coordinator establishes that the Respondent poses a threat to the campus community, the University may choose to move forward under the Student Code of Conduct without the cooperation of the Complainant. The Title IX Coordinator/Deputy Title IX Coordinator cannot provide confidentiality to any parties involved in an allegation of sexual misconduct. Privacy will be provided to all parties involved to the extent that any information obtained will only be shared with people necessary to conduct the assessment. If the Title IX Coordinator/Deputy Title IX Coordinator receives an anonymous report of an alleged violation of this policy, an assessment will be conducted within the best of their ability given the information provided.

## **IX. Procedures for On-Campus Disciplinary Action under the Student Code of Conduct**

### **1. Timeframes**

A Complainant (student, employee, or 3rd party) who is a victim of prohibited conduct by a student may file charges against any student of the University for that Prohibited Conduct. Persons wishing to file charges based on the Student Code of Conduct must do so through the Office of Student Life. The Assistant Vice President for Student Life or another judicial officer will conduct an investigation into the matter to ascertain the particular facts of the case. The investigation is a prompt, fair, impartial process that provides an equal opportunity for the parties to provide information and identify relevant witnesses. In sexual misconduct cases mediation is not an option.

The University will seek to resolve every report under this policy within sixty (60) calendar days of an initial report, not counting any appeal. The University recognizes that each case has its own unique circumstances and timeframes for each stage of the process may vary depending on the details of a case. The University may extend any timeframe for good cause, with a written explanation to the Complainant and Respondent.

The University's process for responding to, investigating, and adjudicating reports under this policy will continue during any law enforcement proceeding or civil proceeding. The University generally will not wait for the conclusion of any related criminal proceeding. However, brief delays may occur to allow law enforcement to gather initial evidence.

### **2. Interim and Final Remedial Measures**

In all cases the University will take appropriate steps designed to mitigate the effects of the alleged prohibited conduct, prevent its reoccurrence, and make accommodations for the complainant(s) and respondent(s). These measures will be applied in a manner equitable to all parties involved. Such measures may include but are not limited to offering:

- Academic accommodations (e.g. changing a student's academic schedule, allowing a student to withdraw from or retake a class without penalty, or providing access to tutoring or other academic support).
- Residential accommodations (e.g. changing a student's campus residence).
- Work accommodations (e.g. adjusting a student's work schedule for University employment).
- Issuance of a "no contact" letter through the Office of Student Life. The duration of these letters may vary depending on the particular situation in which they are issued and may be permanent.
- Training and educational materials for the campus community.
- Protective measures (e.g. interim suspension of the Respondent).

Any decisions regarding interim measure shall be made by the Office of Student Life in consultation with relevant University

administrators. Such action may be taken in the immediate aftermath of an incident and/or while an investigation or a disciplinary action is pending. It is not necessary to file a complaint under this Policy, participate in the adjudication process, or file a criminal complaint in order to request services or accommodations from the University. Students may request accommodations even in cases where the victim has requested that no investigation be undertaken.

The Title IX Coordinator/Deputy Title IX Coordinator will seek to minimize unreasonable burdens on either party; however, reasonable efforts will be made to allow the parties to continue their academic, University housing, and/or University employment arrangements. The University will provide information about any interim measures and accommodations implemented only to those who need to know in order to make them effective.

## **X. Hearing, Determination, and Outcome**

The Office of Student Life will provide simultaneous written notice of the charges, date and time of the hearing and the name of the hearing panel members to the Complainant and the Respondent no less than five (5) business days prior to the hearing. The hearing panel will be comprised of one member of the administration, one faculty member from the University Disciplinary Committee, and one student designated by the Student Government Association. The Vice President for Student Life and Leadership Engagement or his/her designee reserves the right to substitute a member of the administration for the student member for interim suspension hearings and during semester breaks and holidays when students are not generally present on the campus. Both the Respondent and the Complainant will have an opportunity to object beforehand to the panel members. The Respondent may NOT waive his/her right to a hearing. The "preponderance of the evidence" standard will be used to make determinations in hearings. This means determining whether "is it more likely than not" that a violation of the Student Code of Conduct occurred.

The Respondent and the Complainant have the right to review any information provided to the University that will be used during the disciplinary proceedings. Both the Respondent and the Complainant have the right to submit

written statements as to their account of the matter. Upon request accommodations may be made to limit face-to-face contact between the respondent and the complainant during disciplinary hearings. In addition, both parties to the matter are entitled to have one advisor of choice. However, a person who will be a witness in the hearing may not also serve as an advisor. Each party is responsible for presenting his/her own information and therefore, advisors are not permitted to speak or participate directly in any meeting or hearing but are only allowed to provide support and/or guidance directly to their respective party. The parties should select an advisor who has a schedule which will allow attendance at the scheduled dates and times for meetings and hearings. Delays will not normally be permitted due to the scheduling conflicts of an advisor. The Title IX Coordinator and judicial officer must be notified by the parties at least two (2) business days prior to any scheduled meeting or hearing if they plan to have an advisor present for the meeting or hearing and if so, the identity of the advisor. The Title IX Coordinator, his/her designee and the judicial officer reserve the right to remove an advisor from any meeting or hearing for violation of this policy.

### **1. Request for Accommodations**

All students with disabilities who are involved in the student conduct process including complainants, respondents, supporters, and witnesses may seek accommodations for any stage of the student conduct process, including hearings, conduct meetings, investigations, and any pre-hearing meetings. Any student requesting an accommodation must do so far enough in advance to allow the request to be reviewed and an appropriate accommodation identified and implemented. Accordingly, each student seeking an accommodation is strongly encouraged to do so as early as possible in the student conduct process. To request an accommodation please refer to the policy on the following page: <https://www.monmouth.edu/university/current-students.aspx>

### **2. Statement of Witnesses**

Any persons having specific knowledge of the matter may be called as witnesses. Every effort will be made to obtain names and written statements of witnesses

and documentary evidence for both the complainant(s) and the respondent(s). If available these documents must be submitted to the Office of Student Life at least five (5) business days prior to the hearing. The hearing panel may preclude the testimony of any witness who does not submit a statement in conformance with this requirement if, in the opinion of the hearing panel, allowing such testimony would substantially impair either the complainant's or the respondent's ability to effectively present their case. In making this determination the hearing panel shall consider such factors as the reasons why a statement was not on file, the nature of the testimony summarized in the proposed witness's statement prior to the hearing, and other appropriate factors.

### **3. Control of the Hearing Proceedings**

The presiding hearing officer shall exercise control over the manner in which the hearing is conducted to avoid unnecessary lengthy hearings and to prevent harassment or intimidation of witnesses. Anyone who disrupts a hearing or who fails to adhere to hearing guidelines may be excluded from the proceedings and is subject to disciplinary action.

### **4. Burden of Proof**

A preponderance of the evidence standard shall be applied. Therefore it must be established that it is more likely true than not true that the alleged violation took place. It should be noted that the resolution is not dependent upon the number of witnesses who testify on either side, but rather on the credibility and weight which is attributed to such testimony.

### **5. Privacy of Hearings**

The hearing shall be conducted in private. People not directly involved in the hearing are excluded from the proceedings.

### **6. Questions during Hearings**

The hearing panel may address questions to any party during the proceedings or to any witness called by the parties or by the hearing panel. Complainants and Respondents may address their questions of witnesses

through the hearing panel, which shall have the discretion to decide whether the question will be posed to the witness.

### **7. Evidence for Consideration**

Pertinent records, exhibits, and written statements may be received as evidence for consideration by the hearing panel at the discretion of the chairperson. If available these documents must be submitted to the Office of Student Life at least five (5) business days prior to the hearing. Both the Respondent and the Complainant will receive copies of such and will be given a similar, timely opportunity to review the documents.

### **8. Appearance of Witnesses**

The hearing panel may require the presence of witnesses by sending them a letter via hand-delivery or certified mail, return receipt requested or via email with a read/received receipt. University students and employees are expected to comply with such requests unless a verified hardship would result.

### **9. Failure to Appear at Hearings**

The failure of individuals charged with misconduct to appear at a hearing after proper notice will not prevent the hearing from taking place or invalidate the outcome.

### **10. Recording of Hearings**

A recording of the hearing shall be made. The recording will be under the control of the Vice President for Student Life and Leadership Engagement. A request to review the recording must be made in writing and the recording must be reviewed in the Office of Student Life.

### **11. Determination of the Hearing**

Within five (5) business days after the hearing deliberations are completed, the hearing panel shall determine (by majority vote) whether the Respondent has violated the Student Code of Conduct. The Chairperson on behalf of the hearing panel, shall prepare a written report to the Vice President of Student Life and Leadership Engagement or his/her designee consisting of: a statement of charges, evidence presented to the panel, the decision of the hearing panel and the sanctions imposed.

## 12. Notification of the Hearing Board Decision

The Vice President or his/her designee will notify both the Complainant and the Respondent simultaneously in writing of the hearing panel's decision within five (5) business days of the receipt of the decision. The President of the University will also be notified of the decision.

## XI. Appeals Process

An appeal shall be limited to the review of the verbatim record of the initial hearing and supporting documents unless a further hearing is required to receive and evaluate new evidence. An appeal may be initiated for one or more of the following purposes:

1. The hearing process as described in the code was materially violated in such a manner that the outcome could have been affected.
2. A violation of individual/organization rights as outlined in this document.
3. Submission of new evidence sufficient enough to alter a decision, or other relevant facts not brought out in the original hearing because such facts were not known to the person appealing at the time of the original hearing.
4. To determine if the sanctions imposed were appropriate for the violation(s) of the Student Code which the student was found to have committed.

A decision reached by a hearing panel or a sanction imposed may be appealed by either party. The appeal must be submitted in writing to the Vice President of Student Life and Leadership Engagement or his/her designee within five (5) business days of the finding by the hearing panel.

1. The appeal and any supporting documentation shall be sent to the opposing party for review. The opposing party shall be given five (5) business days to submit a reply.
2. The Vice President or his/her designee shall review the matter and render a decision on the appeal within twenty (20) business days from receipt of the written appeal.
3. Within five (5) business days of the receipt of the decision by the Vice President for Student Life and Leadership Engagement or his/her designee, an appeal can be made to the President. The appeal and any supporting

documentation shall be sent to the opposing party for review. The opposing party shall be given five (5) business days to submit a reply.

4. The President or his/her designee shall make a final decision on the case within twenty (20) business days from the receipt of the appeal. The President or his/her designee shall make a final decision on the case.

Following the President's or his/her designee's decision the matter shall be concluded with no further recourse.

All deadlines and timeline requirements set forth in this section may be extended for good cause. Both the respondent and the complainants will be notified in writing of any delay and provided the date of the new deadline.

## XII. Sanctions for Sexual Misconduct

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

- a. **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 Life.
- b. **Disciplinary Probation**—May include, but not be 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.
- c. **Education/Service Work**—a requirement to participate in an educational program or to perform a number of service work hours. Included in this sanction may be a requirement to participate in a psychological consultation/ assessment and/or counseling.
- d. **Residence Hall Probation**—a defined period of time whereby a student living in residence is given an opportunity to modify his/her behavior without further violations.
- e. **Residence Hall Suspension**—separation from the residence halls for a defined period of time.



- f. **Residence Hall Expulsion**—permanent separation from the residence halls.
- g. **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 Life and Leadership Engagement.
- h. **Expulsion**—permanent separation of the student from the University. This action will be permanently recorded in the files of the Vice President for Student Life and Leadership Engagement.

### **XIII. On- Campus Resources**

#### **1. Confidential Resources**

Victims of sexual assault or sexual misconduct are encouraged to report any crime to the police. Should a victim prefer that details of an incident be kept confidential, they are encouraged to seek on-campus services through Counseling and Psychological Services (732-571-7517) or Health Services (732-571-3464). These resources can offer confidential emotional and medical support.

Disclosure of the details of sexual assault or sexual misconduct to any other office on campus requires that the office share the information with individuals on campus responsible for such matters. The University will keep the information concerning an incident of prohibited conduct and the individuals involved as private as possible however, any office or individual outside of a confidential resources cannot provide confidentiality.

##### **a. Counseling and Psychological Services**

Student Center 3rd Floor — **732-571-7517**

Hours of Operation:

Monday-Friday: 8:45 a.m. – 5:00 p.m.

**e-mail:** [mucounseling@monmouth.edu](mailto:mucounseling@monmouth.edu)

[www.monmouth.edu/counseling](http://www.monmouth.edu/counseling)

##### **b. Campus Health Services**

Birch Hall

Hours of Operation:

Monday-Thursday: 8:00 a.m. – 7:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

#### **2. Office of Student Life**

Student Center Room 206 — **732-571-3417**

Hours of Operation:

Monday-Friday: 8:45 a.m. – 5:00 p.m.

<http://www.monmouth.edu/university/student-services.aspx>

#### **3. Office of Equity and Diversity/Title IX Coordinator**

Wilson Hall Room 304 — **732-571-7577**

Hours of Operation:

Monday-Friday: 8:45 a.m. – 5:00 p.m.

<http://www.monmouth.edu/university/equity-and-diversity.aspx>

#### **4. Office of Judicial Affairs**

Student Center Room 212 — **732-263-5218**

Hours of Operation:

Monday-Friday: 8:45 a.m. – 5:00 p.m.

<http://www.Monmouth.edu/university/judicial-affairs.aspx>

#### **5. Office of Residential Life**

Pinewood Hall — **732-571-3465**

Hours of Operation:

Monday-Thursday: 8:45 a.m. – 5:00 p.m.

[www.monmouth.edu/reslife](http://www.monmouth.edu/reslife)

### **XIV. Off-Campus Support Services**

#### **1. Monmouth Medical Center**

300 Second Ave, Long Branch, NJ 07740

Emergency Care: **732-923-7300/7328**

[www.barnabashealth.org/Monmouth-Medical-Center.aspx](http://www.barnabashealth.org/Monmouth-Medical-Center.aspx)

#### **2. 180 Turning Lives Around**

Hazlet, NJ

Sexual Assault Hotline — **1888-264-RAPE (7273) or 732-264-RAPE**

[180nj.org](http://180nj.org)

#### **3. Rape, Abuse, and Incest National Network (RAINN)**

National Sexual Assault Hotline — **1800-656-HOPE**

[www.rainn.org/get-help/national-sexual-assault-hotline](http://www.rainn.org/get-help/national-sexual-assault-hotline)

4. **NJ Coalition Against Sexual Assault (NJCASA)** 24  
Hour State Hotline — **1-800-601-7200**  
<https://njcasa.org/>

5. **National Coalition Against Domestic Violence**  
**1-303-839-1852**

6. **Police**

1. **Monmouth University Police**  
**732-571-4444**

2. **Long Branch Police Department**  
**732-222-1000**

3. **West Long Branch Police Department**  
**732-229-5000**

4. **Ocean Township Police Department**  
**732-531-1800**

5. **Emergencies**  
**Dial 911**

#### **XVI. Prevention and Awareness Programs**

The University sponsors educational programs to promote awareness of all forms of sexual misconduct throughout the year. Specific programs are included during New Student Orientation and twice a year in the fraternity and sorority education program. All incoming freshman students are required to complete our online educational program, Not Anymore. The program is made available to all students and employees and participation is strongly encouraged. This program focuses on consent, bystander intervention and healthy relationships. Annually, a week of educational programming is held on campus called Hawks United Week. Programming during this week focuses on the prevention and awareness of sexual misconduct on our campus. During this week presentations and performances are held as well as passive programming. The topics addressed during this week include but are not limited to sexual assault, domestic violence, dating violence, stalking, and bystander intervention. In addition, programs will be conducted by the Office of Counseling and Psychological Services, the Office of Equity and Diversity, the Office of Student Life and Residential Life.

Printed material on the subject will also be distributed to all incoming first-year residential students at move in and at ID pick up for commuter students. Information will also be available in the Office of Student Life, Health Services, Office of Equity and Diversity, and the Office of Counseling and Psychological Services. Further information on the Sexual Assault Policy and Procedures may be obtained by contacting the Offices of Student Life, University Police, The Office of Equity and Diversity, and the Office of Judicial Affairs.

#### **XVII. Training**

The Office of Equity and Diversity provides numerous trainings throughout the year to both students and employees to ensure they are familiar with and understand the Universities' policies and procedures on sexual misconduct. All individuals responsible for implementing sexual misconduct policy, investigating, and determining violations of this policy will receive annual training on relevant topics and how to conduct investigations and disciplinary proceedings that protect the safety and respectful treatment of all parties and promote accountability to the Monmouth community.

#### **XVIII. Policy Compliance**

Any person with a concern about the Universities' handling of a particular matter should contact the Universities' Title IX Coordinator, Nina Anderson or the Deputy Title IX Coordinator Amy Arlequin at **732-571-7577**.

The U.S. Department of Education, Office for Civil Rights is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, **(800) 421-3481**.



# Campus Sexual Assault Victim's Bill Of Rights

## I. INTRODUCTION

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends. The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance. The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures, and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

## II. 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.

"Campus authorities" as used in this act shall mean any individuals or organizations specified in an institution's statement of campus security policy as the individuals or organizations to whom students and employees should report criminal offenses.

## A. 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 suggestion that victims were contributorily negligent or assumed the risk of being assaulted.
- To be free from any pressure from campus personnel to:
- Report crimes if the victim does not wish to do so.
- Report crimes as lesser offenses than the victim perceives the crime to be.
- Refrain from reporting crimes.
- Refrain from reporting crimes to avoid unwanted personal publicity.

## B. RIGHTS TO RESOURCES ON/OFF-CAMPUS

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

**C. CAMPUS JUDICIAL RIGHTS**

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

**D. LEGAL RIGHTS**

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

**E. CAMPUS INTERVENTION RIGHTS**

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
- To be notified of the options for and available assistance in changing academic and living situations after an alleged sexual assault incident if so requested by the victim and if such changes are reasonably available.

**F. 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 reasonable effort to ensure that every student at that 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.

## **EDUCATIONAL AND AWARENESS PROGRAMS FOR PREVENTION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, INTERPERSONAL VIOLENCE, AND SEXUAL MISCONDUCT**

Monmouth University sponsors programs throughout the year to promote awareness of sexual assault, acquaintance rape, domestic violence, dating violence, stalking, interpersonal violence, and other forms of sexual misconduct. Specific programs are presented during the New Student Orientation program and twice a year as part of the Greek education program. Additional programs are conducted throughout the year by the Office of Counseling and Psychological Services, Office of Residential Life, and the Office of Student Life. The Office of the General Counsel, the Office of Equity and Diversity, and Student Life also conduct educational sessions and awareness for both students and employees throughout the year.

Monmouth University’s Office of Counseling and Psychological Services sponsors numerous programs throughout the year which are presented by both campus clinicians and outside specialists. Programs include, but are not limited to:

- **SCREAM**—a live performance on sexual assault on campus performed by college student actors
- **Take Back the Night**—a campus walk that raises awareness, recognizes the need for survivor support, and provides literature and educational information, discussion groups are also held the same evening

- **Campus Sexual Assault Awareness Month in April**—with numerous programs that vary each year
- **Denim Day**—a statewide recurrence in April recognized on campus with awareness campaigns and speakers
- **Walk a Mile in Her Shoes**—a campus walk where men are encouraged to “walk in her shoes” by wearing women’s shoes and walking across campus to raise awareness; survivor presentations are held at this event
- Sessions on drug facilitated rape by specialists
- **The Clothesline Project**—a demonstration raising awareness about sexual assault with informational pamphlets available to the campus community
- **Hawks United Week in October**—a weeklong event consisting of numerous programs that vary each year
- Presentations by Monica Gural, Esq., Supervisor, Domestic Violence Representation, Legal Services of New Jersey
- Survivor presentations that encourage student questions and discussion
- Men’s Discussion Group
- Women’s Discussion Group
- Presentations in class as requested by faculty on sexual assault and relationship issues
- Presentations as requested by various student groups on sexual assault and relationship issues
- Students in Recovery Club and new Recovery Lounge.

In addition, the Office of Substance Awareness co-sponsors a Bystander Intervention program with Student Activities. The program focuses on the importance of intervening with a focus on sexual assaults.

Monmouth University also presents *The Vagina Monologues* which focuses on the prevention of domestic violence, dating violence, and sexual assault prevention and awareness.

Monmouth University is a Community Partner with 180 Turning Lives Around, the local women’s center. The agency regularly participates in campus programs on sexual assault, partners with the University, and presents programs for students. The University is also a member of the Campus

Consortium of the New Jersey Coalition Against Sexual Assault. The agency also supports Monmouth University programming and assists us with training staff and students, and in recent years a campus chapter, “Begin by Believing,” was established. Incoming students also receive CPS Emergency Services wallet cards with 24-hour hotline numbers.

### Training Programs

Monmouth University also provides several training programs to its employees and students throughout the year, including, but not limited to:

- **Not Anymore**—online educational program for students and employees focused on sexual violence, bystander intervention, and healthy relationships
- In-person educational sessions for both students and employees on campus policies and procedures and available resources—conducted by the Office of the General Counsel, the Office of Equity and Diversity, and Student Life
- RA Training Sessions focusing on FERPA, Clery, Title IX, and policies and procedures regarding sexual misconduct—conducted by the Office of the General Counsel and the Office of Equity and Diversity
- Sexual Assault RA Training—normally held in August by 180 Turning Lives Around

### 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](http://www.state.nj.us/njsp/info/reg_sexoffend.html).

## Visa and Immigration Resources

### Immigration & Visa Information for Victims of Sexual & Interpersonal Violence

In March 2013, Congress passed, and the President signed, a bill to reauthorize the Violence Against Women Act (VAWA).

It requires institutions to provide written notices to students and employees (and to student and employee victims) about “existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community”.

Institutions are encouraged to notify victims about U and T nonimmigrant statuses, which are available to certain non-immigrant crime victims. Other relevant information would be how withdrawing from courses—a common interim measure or accommodation—may affect status, or whether reporting to police may reveal that someone is out of status.

International students and scholars with questions about their immigration and visa status are advised to seek the assistance of an immigration attorney. This document is a resource to explain certain aspects of the law but is not a replacement for legal advice.

***I've been a victim of assault; does my immigration status affect my ability to access on-campus resources?***

**No.** Under the law, students and staff who are victims or survivors of sexual and interpersonal violence receive the same rights under Title IX of the 1972 Education Amendments (Title IX) and the Violence Against Women Act (VAWA), regardless of immigration and visa status. Information about on-campus medical and counseling resources, as well as available accommodations, may be found at: [http://monmouth.edu/student\\_handbook/default.asp](http://monmouth.edu/student_handbook/default.asp) and <http://monmouth.edu/sexual-misconduct/>. Information about the student conduct process may be found at: [http://monmouth.edu/student\\_handbook/default.asp](http://monmouth.edu/student_handbook/default.asp). The College will not retaliate against you or treat you differently on the basis of reporting a crime.

***Can I press criminal charges as a documented or undocumented immigrant?***

**Yes.** Information about New Jersey's criminal definitions of sexual assault, domestic violence, dating violence, and stalking may be found in this Annual Security Report which can also be located at the following link <http://www.monmouth.edu/university/campus-safety.aspx>. Specific questions about filing charges may be addressed to:

**Monmouth University Police Department**  
**Chief McElrath**  
**732-571-4444**

***Are there specific visa and immigration statuses for victims of crimes?***

**Yes.** For victims of sexual assault, domestic violence, dating violence, and stalking, there may be other visa options, including U and T Visas. For specifics, talk to an immigration attorney.

**U visa:**

- For victims of substantial physical or mental abuse as the result of certain criminal activity, including sexual abuse, domestic violence, rape, assault, or other related crimes
- Victim/applicant must be a victim of qualifying criminal activity and likely to be helpful to the investigation and/or prosecution of that criminal activity
- Generally valid for four years
- For more information, consult an immigration attorney, and see: <http://www.uscis.gov/humanitarian/victims-human-trafficking-other-crimes/victims-criminal-activity-u-nonimmigrant-status/victims-criminal-activity-u-nonimmigrant-status>

**T visa**

- For victims of human trafficking
- Must comply with reasonable requests from law enforcement for cooperation in investigation or prosecution of trafficking act(s) (unless unable to cooperate because of physical or psychological trauma), and must be able to demonstrate that the victim/applicant would suffer extreme hardship if removed from the United States
- Generally valid for four years
- For more information, consult an immigration attorney, and see: <http://www.uscis.gov/humanitarian/victims-human-trafficking-other-crimes/victims-human-trafficking-t-nonimmigrant-status>



***Is there an office on campus that can provide me additional information?***

**Yes.** International Students and Faculty Services can provide useful information regarding immigration status. Note that for questions regarding changes to other visa statuses, or legal options that fall outside of standard F-1 and J-1 student visas, or employer-sponsored work visas, consult a qualified immigration attorney.

**International Student and Faculty Services  
Barbara Nitzberg  
Student Center 1<sup>st</sup> Floor Room 30  
732-571-3640**

**Visa Options: F-1 and J-1 status students**

- Options for reduced course load approval due to medical conditions certified by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist
- Options for, and consequences to, withdrawing from your academic program
- Information about returning to the academic program at a later date, if the student chooses to withdraw
- Options and consequences for accompanying spouses
- General information on options for changing visa status.
- General information on U and T visas.  
(Referral to a qualified immigration attorney)
- Referral to a qualified attorney

**Visa Options: H-1B, O-1, E-3, or TN employees**

- Options for a work leave of absence, and consequences to your immigration status
- Options and consequences for accompanying spouses
- General information on options for changing visa status. Referral to a qualified immigration attorney
- General information on U and T visas  
(Referral to a qualified immigration attorney)
- Referral to a qualified immigration attorney

**Pending U.S. permanent residents (green card not yet approved)**

- Impact of leaving your employment on your pending employer-sponsored permanent resident application;
- Referral to a qualified attorney

***What are immigration lawyers and what do they do?***

Immigration lawyers are licensed attorneys who specialize in the field of immigration law. They function as the client's advocate, and can represent clients before immigration agencies, both in immigration court as well as in filing applications for immigration benefits. The lawyer can give general advice and can discuss immigration options. Like all lawyers, immigration lawyers are bound by professional ethical and legal requirements, and keep client discussions confidential.

***Where can I find a local immigration attorney?***

- U.S. Citizenship and Immigration Services (USCIS), a bureau of the Department of Homeland Security (DHS), offers two sites to help individuals find free or low-cost legal representation.
- USCIS Find Help in your Community Web page | USCIS Find Legal Services Web page
- The Board of Immigration Appeals (BIA) provides a listing of attorneys by state who provide immigration services either for free or for little cost.
- The American Immigration Lawyers Association (AILA) offers an online Immigration Lawyer Referral Service that can help a student or scholar find an immigration lawyer.



**Campus and community visa and immigration assistance services for victims of dating or domestic violence, sexual assault, or stalking**

**Campus Services**

**International Students and Faculty Services**

Barbara Nitzberg 732-571-3640

**Campus Police** 732-571-4444

**Community Legal Services**

**CASA of New Jersey**

77 Church St., New Brunswick, NJ 08901  
609-695-9400 <http://www.casaofnj.org>

**Legal Services of New Jersey**

P.O. Box 1357, Edison, NJ 08818  
888-576-5529 <http://www.lsnj.org>

**Catholic Charities of the Archdiocese of Newark**

976 Broad St., Newark, NJ 07102  
973-733-3516 <http://www.ccannj.com>

**Camden Center for Law and Social Justice**

9 N. Georgia Ave., Atlantic City, NJ 08401  
609-348-2111 <http://www.cdlsj.org>

**National Services**

**U.S. Citizenship and Immigration Services (USCIS)**

- USCIS Find Help in your Community Web page,  
<http://www.uscis.gov/citizenship/learners/find-help-your-community>
- USCIS Find Legal Services Web page,  
<http://www.uscis.gov/avoid-scams/find-legal-services>

**Board of Immigration Appeals (BIA)**

Listing of attorneys by state who provide immigration services either for free or for little cost, <http://www.justice.gov/eoir/probono/states.htm>

**American Immigration Lawyers Association (AILA)**

Immigration Lawyer Referral Service, at <http://www.ailalawyer.org/>

**American Bar Association (ABA)**

Information on finding legal services by state,  
<http://apps.americanbar.org/legalservices/findlegalhelp/home.cfm>

## Good Samaritan Practice

The health and safety of students is of paramount concern to all at Monmouth University. Resources such as the University Police Department, Office of Residential Life, Substance Awareness, and the Health Center are available for students to seek assistance for themselves, and, equally important, their fellow student. Recognizing there are times when students or members of a University organization find themselves in a position where medical assistance is needed to ensure the proper care of a person who is significantly intoxicated or under the influence of drugs, the University has established this Good Samaritan Practice.

This practice has been established to ensure that proper medical assistance and intervention is sought in these instances and not delayed for fear of punitive action by the University under the Student Code of Conduct. All students are expected to act first out of concern for themselves and others by contacting appropriate University personnel, i.e., a Resident Assistant (RA), Area Coordinator (AC) or Head Resident, or the University Police to obtain emergency assistance.

### Under the Good Samaritan Practice:

- Students and/or organizations that seek assistance from University, police, or medical authorities to address a situation involving a significantly intoxicated or under-the-influence individual(s) will not be charged with a violation of the University's alcohol and/or drug policy.
- The practice applies to both the caller and the subject of the call if they under the legal drinking age to consume.
- This practice does not, however, preclude the University or other appropriate authorities from taking disciplinary action for other Student Code of Conduct offenses which may be associated with the situation, i.e., vandalism, theft, physical or sexual assault, etc., or the University Police Department filing appropriate criminal charges.
- Individuals and/or organizations involved in a situation that falls under the Good Samaritan Practice will be required to complete certain educational and counseling initiatives which are intervention and prevention based. Failure to complete these activities would result in action under the Code of Conduct.

Students and/or organizations that demonstrate a consistent and repeated pattern of such behavior, after appropriate intervention and education has been provided, will not be considered under this practice.

## Alcoholic Beverages Policy

The Division of Student Life 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 whatever form is inconsistent with this purpose. 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 for the use of alcohol (21). Monmouth University does permit the 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 the responsible conduct of Monmouth University students and others with regard to such use.

In addition, Monmouth University students are expected to follow the laws of the state of New Jersey off campus as well involving the use of alcoholic beverages. Students violating local and state alcoholic regulations off campus will be disciplined under the Student Code of Conduct. We recognize the need for order and regulation in this process and 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.

### **A. The use of alcoholic beverages on campus is regulated primarily by the laws of the State of New Jersey as follows:**

1. No one under 21 years of age may purchase, possess, or consume alcoholic beverages.
2. Transportation of open alcoholic beverage containers in any kind of vehicle, including University vehicles, on or off campus is a violation of state law. 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 the campus unless specifically approved by the Vice President for Student Life and Leadership Engagement or his/her designee.
3. The Attorney General has defined public areas as including Residence 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 reasonable expectation of privacy.
4. 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., law suits 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.
5. Any University official who knowingly distributes alcohol to an underage person will be charged criminally and will be disciplined.
6. All employees are expected to exercise good judgment when consuming alcohol on campus and are expected to behave appropriately and within the confines of the law.

**B. DEFINITION OF ALCOHOL:**

1. 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 which has an alcoholic content. This would include, but not be limited to, all forms of alcoholic beverages, beer, wine, wine coolers, and distilled spirits.

**C. JURISDICTION AND VIOLATIONS:**

1. The All University Social Event Alcohol Policy shall apply to every function and event, excluding those held at private residences owned by the University, including but not limited to receptions, banquets, dinners, tailgating, picnics, or any outdoor event, social event, and campus-wide activity sponsored by organizations or individuals associated with Monmouth University. All events must be registered and regulated as outlined below.
2. This policy shall be in effect during all periods of the year, including the summer.
3. Student violations of this policy will be reviewed under the jurisdiction of the Student Code of Conduct and appropriate sanctions applied. Applicable sanctions are outlined within the Code of Conduct. Violations by other constituencies or groups within the University may include criminal prosecution, disciplinary action up to and including discharge, and the loss of future approval for alcohol related events for a prescribed period of time.

**D. 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.

**E. REGISTRATION AND REGULATIONS OF EVENTS – POLICY IMPLEMENTATION:**

1. Any event at which there will be alcoholic beverages must be authorized by the Vice President for Student Life and Leadership Engagement or his/her designee.

**F. HOSTING RESPONSIBILITIES FOR AN EVENT:**

Any person(s) 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. If University funds are being used to purchase the alcohol being served, an Alcohol Approval Form must be first submitted to the area vice president then on to the President for approval and signature two weeks prior to the scheduled event. A copy of the form is available on the shared drive under Public Forms. A copy of these materials must be submitted to the Vice President for Student Life and Leadership Engagement at least two (2) 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 Social Affairs Permit from the New Jersey State Division of Alcoholic Beverage Control (ABC) will be required. The process to apply for a license must be started at least four (4) weeks in advance of the event by first contacting the office of The Vice President for Student Life and Leadership Engagement for approval and further directions. The cost associated with obtaining such a license will be the responsibility of the host and due at the time of application. Once your event is approved by the Division of ABC you will be issued an event license that must be displayed at your event and a copy must be submitted to the Vice President for Student Life and Leadership Engagement or his/her designee.
3. Provide adequate safety and security as determined by the Vice President for Student Life and Leadership Engagement in consultation with the Chief of University Police and the event’s sponsor.

4. The consumption of alcoholic beverages will take place only during the timeframe authorized by the Vice President for Student Life and Leadership Engagement or his/her designee, 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 timeframe or designated area will be a violation of this policy.
5. Ensuring 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.
6. The alcohol provided for the event must be acquired through the University's Dining Service contract or via any means deemed appropriate by the Vice President for Student Life and Leadership Engagement or his/her designee.
7. The host or host organization is responsible for the care of the facility and must make all arrangements to have the area cleaned.
8. 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 against the host of the organization or the organization itself.
9. 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.

#### **G. PROHIBITION OF "OPEN" EVENTS AND CONSUMPTION:**

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

#### **H. AMENDMENTS TO THE POLICY:**

All requests for amendments to this policy must be directed to the Vice President for Student Life and Leadership Engagement for consideration. Any changes to this policy will be made in accordance with policy implementation

as outlined in the Administrative Policies and Procedures Handbook.

#### **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 that violates this policy and the abuse of alcoholic beverages will be coordinated by the Division of Student Life.
2. The University will provide resources and time for the prevention of, and the education concerning, conduct that violates this policy. The University will provide information to deans, Student Life personnel, directors, student organizations, and staff regarding: student rights and responsibilities concerning this policy, the availability of personal counseling regarding alcohol abuse, and the 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 for handling conduct covered in this policy.

#### **Health Risks**

The health risks most commonly associated with the use of alcoholic beverages are described below:

Whether in the form of beer, wine, or liquor, alcohol is a mind-altering chemical, which has effects similar to barbiturates and narcotics. Alcohol acts as a depressant to the central nervous system. In small amounts, alcohol can produce mild relaxation and a feeling of well-being. In large amounts, alcohol can cause intoxication, sedation, unconsciousness, or death.

Hangovers are probably the best known sign of too much alcohol in the body. They are caused by the body's reaction to the toxic, or poisonous, effects of alcohol. Often those effects

can occur at very low levels of drinking.

**Liver**—95% of all alcohol is metabolized by the liver. Because clearing alcohol out of the body is a “priority,” the other functions of the liver, such as regulating blood glucose levels, are slowed down.

**Stomach**—Alcohol causes a surge in the flow of digestive acids, which can irritate the stomach lining. Nausea and vomiting frequently occur, while regular, heavy drinking can cause ulcers and chronic stomach problems.

**Nervous System**—Alcohol suppresses almost every function, causing problems such as slurred speech, uncoordination, loss of balance, and memory loss.

**Heart**—Alcohol makes the heart work harder and less efficiently. Long-term heavy drinking is associated with heart muscle disease, irregular heartbeats, and an increased risk of coronary artery disease.

**Other Heart Problems**—Heavy, prolonged, or excessive drinking can lead to malnutrition, cancer, psychological problems, miscarriages, possible birth defects, and infertility in women, as well as impotency and sterility in men.

### University Resources and Programs

Monmouth University has developed a multifaceted response to meet the needs of students who may be at risk for alcohol and other drug problems. Substance awareness programs are coordinated through the Office of Substance Awareness, in collaboration with the Office of Counseling and Psychological Services, Health Services, Judicial Affairs, Athletics, Residential Life, and Student Activities.

Drug and alcohol counseling, treatment, or rehabilitation programs available to students:

- Confidential substance abuse assessments, short-term counseling, recommendations, and referrals are available from a licensed clinician.
- The Health Center staff of physicians and nurse practitioners can also assist with substance abuse concerns, especially if a health problem exists.
- Students in recovery club
- Students in recovery lounge

Visits to the Health Center are confidential. The number is **732-571-3464**.

Educational Programs and Courses targeted at preventing drug and alcohol abuse:

- Monmouth provides an online alcohol education program for students.
- Substance abuse assessments are provided for violators of the alcohol/drug policy.
- Presentations for student organizations, groups, or classes on alcohol and other drug issues are regularly scheduled, as well as hosting outside national speakers.
- The Substance Awareness Resource Center, located in the Health Center, contains pamphlets, schedules for 12 Step Meetings, brochures, videos, books, etc., that focus on a variety of substance awareness topics.
- Alcohol Awareness Month and National Alcohol Screening Day Events are held in the spring semester.
- National Collegiate Alcohol Awareness Week and Drunk Driving Awareness Month Events are held in the fall semester.
- Support services are available for students who are concerned about a family member or friend's substance abuse or addiction.

### Program Review

In compliance with Federal Law, this policy will be reviewed biennially to determine the effectiveness of the University's Alcohol and Drug Prevention Program; implement changes to the program as required and to ensure that disciplinary sanctions are consistently enforced.

### Appendix A

#### USCS 11145G. DRUG AND ALCOHOL ABUSE PREVENTION

Notwithstanding any other provision of law, no institution of higher education shall be eligible to receive funds or any form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and



employees that, at a minimum includes:

1. The annual distribution to each student and employee of –
  - a. standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
  - b. a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - c. a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  - d. a description of any drug or alcohol counseling, treatment, or rehabilitation or entry programs that are available to employees or students; and
  - e. a clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions to, and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by paragraph 1.a; and
2. A biennial review by the institution of its program to—
  - a. determine its effectiveness and implement changes to the program if they are needed; and
  - b. ensure that the sanctions required by paragraph 1.e are consistently enforced.

### **Sanctioning Guidelines for Violations of the Alcohol Policy**

The following sanctions will be in effect for students found responsible for violating the Monmouth University alcohol policy.

The University reserves the right at any point in the range of offenses to impose sanctions deemed appropriate, in addition to or in place of sanctions listed below. Additionally, the University reserves the right at any point in the range of offenses to request students to seek a formal alcohol evaluation as deemed necessary by the Director of

Counseling and Psychological Services, the Coordinator of Substance Awareness, and/or the Vice President for Student Life and Leadership Engagement or their designee. In all cases, the University reserves the right to prosecute criminally for violation of policies concerning alcohol and drugs.

### **Sanctions**

Use, Possession, Distribution, and/or Being in the Presence of Alcohol for Those Individuals Under 21 Years of Age

#### **First Offense:**

1. Minimum \$100 fine (depending upon quantity) and/or a service work assignment.
2. Assignment to an on-campus educational program. (Failure to complete this program will result in an increased fine as well as an alternative assignment to be determined by the Vice President for Student Life and Leadership Engagement or her designee.)
3. Parental notification. (Applicable when a summons for a violation of state law or borough ordinance is received.)

#### **Second Offense:**

1. Minimum \$200 fine. (no exceptions)
2. Educational and/or service work assignment.
3. Parental notification.
4. A mandatory meeting with Monmouth University's Substance Awareness Coordinator.
5. Arrest by the MUPD and face criminal prosecution for violations that occur on campus.

#### **Third Offense:**

1. One semester suspension from the University. Readmission contingent upon review by the Vice President for Student Life and Leadership Engagement in consultation with the Coordinator of Substance Awareness and the Director of Counseling and Psychological Services.
2. Parental notification.
3. Arrest by the MUPD and face criminal prosecution.

These sanctions were both initiated and endorsed by the Monmouth University Student Government Association.

**Parental Notification:**

The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform parents/guardians of students under 21 years of age when their student has been found in violation of University alcohol and drug policies.

The Office of Student Life will notify parents/guardians of students under 21 years of age when a student is found responsible for (1) a violation of the drug policy, (2) a second violation of the alcohol policy, and (3) on the first violation of the alcohol policy when one or more of the following occurs:

- a summons for a violation of state law or borough ordinance is issued
- the student demonstrates a reckless disregard for his or her personal safety or the safety of others
- medical attention to any person, including the student, is required as a result of the student's alcohol-related behavior
- the student operates a motor vehicle under the influence of alcohol

**Violations of the Alcohol Policy by Students  
21 Years of Age or Over**
**1. Consuming alcoholic beverages in public areas as defined in the Student Handbook**

- First Offense: Warning.
- Second Offense: Fine of up to \$200.

**2. Consuming alcoholic beverages to the point of problematic intoxication**

- First Offense: Warning.
- Second Offense: Fine of up to \$200.
- Sanctions will be determined on a case-by-case basis.

**3. Distribution to Individuals Under 21:**

- First Offense: Up to \$200 fine and ten hours of community service.
- Second Offense: Criminal prosecution; fine up to \$500 and 20 hours of community service.

**Recommended Actions for Noncompliance  
with Sanctions:**

The student will receive a written warning of noncompliance. To insure that the student will receive the letter, it will be delivered by either certified mail, via e-mail with a read/received receipt, or hand delivered by a member of the residential life staff.

If there is continued noncompliance, a hold will be placed on a student's record preventing them from registering for classes, etc. Students may also be subjected to action under the Student Code of Conduct for failing to comply.

## Substance Abuse Policy

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

The use, possession, or sale of alcohol, illegal drugs, or narcotics, and/or paraphernalia by a student 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 student's involvement. In addition, the presence of the odor of marijuana, and the possession of drug paraphernalia or any device used to ingest marijuana in any campus residence hall, building, etc., may also subject students to internal disciplinary action.

**A. Drug Laws**

According to the New Jersey Code of Criminal Justice pertaining to controlled substances, students should be aware of the following:

1. It is unlawful for any person, knowingly or purposely, to manufacture, distribute or dispense, possess, or have under his/her control with the intent to manufacture, distribute, or dispense, a controlled dangerous substance or controlled substance analog.
2. It is unlawful for any person, knowingly or purposely, to obtain or to possess a controlled dangerous substance unless the substance was obtained directly by a valid prescription from a practitioner (physician, dentist, etc.).

3. Anyone convicted of distributing a controlled substance to a person under age 18 will be subject to twice the term of imprisonment, fine, and penalty.
4. New Jersey law provides strict liability for drug-induced deaths. Even if the victim voluntarily takes the drug, the person who distributes or dispenses the controlled substance can be prosecuted for a homicide. Anyone convicted of any drug offense, including use, will have to pay a special penalty which starts at \$500 and goes up to \$32,000.
5. Anyone convicted of any drug offense will automatically lose his or her driver's license for at least six months. It doesn't matter if a car was used in committing the offense.

## B. Health Risks

The health risks most commonly associated with the use of alcoholic beverages, drugs, and narcotics are described below:

### Drugs and Narcotics

We live in a drug-oriented society. Drugs have saved lives, reduced pain, and improved the quality of our lives. However, misuse and abuse of drugs can cause critical injury or death.

**Marijuana**—Marijuana is a drug taken to produce a high or euphoric feeling and a state of relaxation. The short-term effects of marijuana include distortion of time perception, increased heart rate, dilation of the blood vessels, and loss of short-term memory. Visual perception and psychomotor skills are also decreased, which have adverse effects on driving ability. The effects of long-term use include loss of motivation, chronic bronchitis, decreased lung capacity, and an increased risk of lung cancer. In men, marijuana use can result in reduced levels of testosterone.

**Cocaine**—Cocaine is a powerful stimulant. It is most often inhaled (snorted) into the nose. It can also be smoked or injected. No matter how it is taken, the drug's immediate effect is to create a high that is often described as orgasmic or euphoric. It creates increased alertness, suppresses appetite, and temporarily relieves depression. Studies indicate that cocaine's effect on the body and psyche is dangerous. It

is thought that some of the damage caused by cocaine is irreversible. The least harmful effects are nosebleeds and nasal erosions that result from irritation of the lining of the nose. Most dangerous are the "coke blues" which are intense downs that often occur after a high, which results in the user trying other drugs to relieve the psychological and emotional discomfort. There is a strong psychological dependency on "coke" which slowly increases as tolerance develops.

**Stimulants**—Caffeine is the most widely used stimulant, and can be found in coffee, tea, cola, and cold medications. Amphetamines are also stimulants. They are also referred to as "speed and uppers." Stimulants increase awareness, keep people awake, and depress the appetite. Short-term effects include elevated blood pressure, nervousness, and hyperactivity. Long-term effects include insomnia, malnutrition, and acute psychosis.

**Depressants**—Depressants, also called "downers," include Quaaludes, barbiturates, and tranquilizers. These drugs reduce anxiety, induce sleep, and promote relaxation. Used together, they can be extremely dangerous and can suppress the central nervous system enough to cause death. Downers cause slower response time, loss of rational judgment, decreased coordination, and loss of motor skills. Driving skills are seriously affected. Tolerance and physical dependence often develops.

**Hallucinogens**—Hallucinogens include LSD, mescaline, and PCP. They produce dream-like perceptions and/or panic reactions that produce horrifying perceptions. PCP is a hallucinogen, which is particularly dangerous and can cause a person to become violent to himself/herself and others.

**Ecstasy** (MDA) is a drug that became popular in the 1980s. It has been billed as "the perfect drug" by enhancing thinking, coordination, and empathy. The use of "Ecstasy" also results in irreversible brain damage. Although most hallucinogens do not result in physical or psychological dependence, tolerance to them can develop.

**Narcotic Analgesics**—These drugs include opium, morphine, heroin, and codeine. They relieve pain. Improper use of narcotics can result in physical dependence in a relatively short period of time. A narcotic overdose can result in death.

**Steroids**—Steroids are drugs that resemble the male sex hormone, testosterone. Popular since the 1950s, steroids have been used by athletes and body builders to increase muscle mass and improve athletic performance. The true effectiveness of steroids in improving strength and performance is not known; however, it is known that steroids pose certain health risks. Taken in large doses, steroids can cause psychological dependence, increased anger, aggression, depression, and will stunt growth in adolescents who have not attained their full height. Men may also experience nipple and breast growth, shrunken testicles, and baldness. Intravenous steroid users are at risk for hepatitis, liver cancer, an altered sex drive, and AIDS.

### C. University Resources and Services

See University Resources and Services under the University's Alcoholic Beverages Policy set forth in this Guide for a Safe Campus.

### D. Program Review

See Program Review under the University's Alcoholic Beverages Policy set forth in this Guide for a Safe Campus.

### Sanctions for Violation of Substance Abuse Policy

The University reserves the right at any point in the range of offenses to impose sanctions deemed appropriate, in addition to or in place of sanctions listed below. Additionally, the University reserves the right at any point in the range of offenses to request students to seek a formal evaluation as deemed necessary by the Director of Counseling and Psychological Services, Coordinator of Substance Awareness, and/or the Vice President for Student Life and Leadership Engagement. In all cases, the University reserves the right to prosecute criminally for violation of policies concerning alcohol and drugs.

### Use, Possession, or in the Presence of Controlled Dangerous Substances/Paraphernalia

#### First Offense:

1. Residence hall probation.

Non-residents found in violation will have privileges of being in any residential facility including the quad, apartments, and parking lots of the residence halls held on a probationary

basis. Any subsequent violation of University or residence hall policy will result in suspension from the residence halls.

2. Up to \$200 fine.
3. Possible service work assignment.
4. Disciplinary probation for one full semester.
5. Possible educational program.
6. A mandatory meeting with Monmouth University's Substance Awareness Coordinator.
7. Parental notification.
8. Arrest by MUPD.

#### Second Offense:

1. Suspension from the University for a minimum of one semester.
2. A fine up to \$400.
3. Reinstatement upon approval of Student Life personnel and Director of Counseling and Psychological Services and/or a formal alcohol and other drug evaluation at a licensed treatment facility.
4. Disciplinary probation upon return to the Institution for a period of two full semesters.
5. Permanent loss of on-campus housing privileges.
6. Parental notification.
7. Arrest by MUPD.

#### Third Offense:

1. Expulsion from the University.
2. Parental notification.
3. Arrest by MUPD.

### Selling or Distribution of Controlled Dangerous Substances

Expulsion from the University and criminal prosecution.

### Other Significant Laws Pertaining to Substance Abuse

- Anyone convicted of distributing a controlled substance to a person under age 18 will be subject to twice the term of imprisonment, fine, and penalty.

- New Jersey law provides strict liability for drug-induced deaths. Even if the victim voluntarily takes the drug, the person who distributes or dispenses the controlled substance can be prosecuted for a homicide. Anyone convicted of any drug offense, including use, will have to pay a special penalty which starts at \$500 and goes up to \$32,000.
- Anyone convicted of any drug offense will automatically lose his or her driver's license for at least six months. It doesn't matter if a car was used in committing the offense.

### **Medical Marijuana Policy**

Medical marijuana, while legally permitted in New Jersey, is prohibited on the Monmouth University campus and on all Monmouth University owned or controlled property. As an institution of higher education and an employer, Monmouth University is required to comply with the Drug Free Schools and Communities Act. Since the federal government does not recognize the difference between medical and recreational use of marijuana, Monmouth University must prohibit all marijuana use, possession, or cultivation (including medical marijuana) on its campus and on all University owned or controlled property. Therefore, even a student with a valid medical marijuana prescription will not be permitted to use, possess or cultivate medical marijuana on the Monmouth University campus or on any Monmouth University owned or controlled property. Monmouth University will not pursue charges under the Student Code of Conduct for students who possess a valid medical marijuana prescription and engage in the off-campus use of medical marijuana, which is consistent with their prescription. However, in order to avoid being charged with a violation the Student Code of Conduct, students will be required to produce a valid medical marijuana prescription if they are either suspected or found to be under the influence of marijuana on the Monmouth University campus or on a University owned or controlled property. Health Services, located in Birch Hall, is a confidential resource that is available to all Monmouth University students and can assist with a variety of health related issues and concerns.

## **Campus Security Authorities**

### **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 or individuals who have 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 unless the official is exempt from being a campus security authority as set forth in this policy.

### **B. Responsibilities of Campus Security Authorities (CSAs)**

1. Campus Security Authorities must report allegations of Clery Act crimes that they conclude happened in good faith to the Monmouth University Police Department. Allegations of Clery Act crimes can be reported on Monmouth University Campus Security Authority Crime & Incident Report Form and submitting it to the Monmouth University Police Department. A copy of the form can be obtained from the Monmouth University Police Department. It is important to report allegations to the Monmouth University Police Department immediately because the report may be the basis for determining if there is a serious or continuing threat to the safety of the campus community which may warrant a timely warning or Hawk Safety Alert. If a CSA is unsure whether or not an incident is a Clery crime, he or she should report it.

2. Unless a CSA is a Monmouth University Police Officer, he or she is not responsible for determining authoritatively whether or not a crime took place and should never try to apprehend an alleged perpetrator of a crime.
3. If an individual reporting an incident needs assistance, a CSA should explain how to get help. CSAs should let a victim know that help is available even if he or she does not want an investigation conducted. If it is an emergency situation, the CSA should immediately contact the Monmouth University Police Department at **732-571-4444** or call **911**.
4. CSAs do not have the responsibility to try and convince a victim to contact law enforcement if a victim chooses not to do so. However, if a victim does not want a report to go any further than the CSA, a CSA must explain that he or she is required to submit the report for statistical purposes, but can submit the report without identifying the victim.

### **C. Examples of Campus Security Authorities at Monmouth University**

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

1. President
2. Provost & V.P. for Academic Affairs
  - a. Provost & V.P. for Academic Affairs
  - b. Vice Provosts
  - c. All Associate Vice Provosts
  - d. All Associate Vice Presidents
  - e. All Assistant Vice Presidents
  - f. All Academic Deans
  - g. All Associate Deans
  - h. All Assistant Deans
  - i. All Directors
  - j. Athletics Professor in Residence
  - k. All Department Chairs
  - l. All faculty taking students on domestic and international trips
  - m. All faculty advisors
3. V.P. & General Counsel
  - a. V.P. & General Counsel
  - b. Associate General Counsel
  - c. Director of Equity and Diversity/Title IX Coordinator
  - d. Director of Internal Audit
4. V.P. for Enrollment Management
  - a. V.P. Enrollment Management
  - b. All Associate Vice Presidents
  - c. All Assistant Vice Presidents
  - d. All Directors
5. V.P. for Finance
  - a. V.P. Finance
  - b. All Associate Vice Presidents
  - c. All Assistant Vice Presidents
  - d. All Directors
6. V.P. for External Affairs
  - a. V.P. External Affairs
  - b. All Associate Vice Presidents
  - c. All Assistant Vice Presidents
  - d. All Directors
7. V.P. & Director of Athletics
  - a. V.P. and Director of Athletics
  - b. All Directors
  - c. All Associate Directors
  - d. All Head Coaches
  - e. All Assistant Coaches
8. V.P. Student Life & Leadership Engagement
  - a. V.P. for Student Life and Student Engagement
  - b. All Associate Vice Presidents
  - c. All Assistant Vice Presidents
  - d. All Directors



- e. All Associate Directors
- f. All Assistant Directors
- g. All Area Coordinators and Residential Assistants in Residential Life
- h. All Coordinators in Student Life and Student Activities
- i. All Advisors to recognized student clubs and organizations, fraternities and sororities
- 9. V.P. for Administrative Services
  - a. V.P. Administrative Services
  - b. All Members of the M.U.P.D.
  - c. All Associate Vice Presidents
  - d. All Assistant Vice Presidents
  - e. All Directors
- 10. V.P. for Information Management
  - a. V.P. for Information Management
  - b. All Associate Vice Presidents
  - c. All Assistant Vice Presidents
  - d. All Directors

*\* If you are unsure whether or not you are a CSA, please contact Amy Arlequin, the Clery Compliance Officer, at 732-571-7577.*



## **D. Examples of Non-Campus Security Authorities at Monmouth University**

Individuals who would not meet the criteria for being campus security authorities include, but are not limited to:

1. A faculty member who does not have any responsibility for student and campus activity beyond the classroom.
2. Clerical staff.
3. Professional counselors whose official responsibilities include providing mental health counseling to members of the Monmouth University community and functioning within the scope of his/her license or certification, including, but not limited to:
  - a. Director of Psychological Counseling
  - b. Psychological Counselors
  - c. Assistant Director of Psychological Counseling
4. All physicians, nurse practitioners, clinicians, coordinators in Health Services whose official responsibilities include treating, examining, and/or counseling members of the Monmouth University community and functioning within the scope of his/her license or certification, including, but not limited to:
  - a. Director of Health Services
  - b. Substance Awareness Coordinators
  - c. Volunteer Substance Awareness Assistants
  - d. University Health Clinicians
  - e. Consulting Physicians
  - f. University Nurse Practitioners

*\* Individuals in Section C and D above who are not acting within the scope of their license, may be considered a campus security authority if they meet the definition. An example would be a psychological counselor who is an advisor to the student club. If an incident was reported during a club event, the individual must report as a CSA.*

## II. WHAT ARE MY RESPONSIBILITIES AS A CAMPUS SECURITY AUTHORITY?

- If an individual reporting an incident needs assistance, a CSA should explain how to get help. Let a victim know that help is available even if he or she does not want an investigation conducted. The decision to act on this option is the victim's. However, in the midst of an emergency situation, a CSA should immediately contact the MUPD at **(732) 571-4444** or call **911**.
- Even if you are unsure whether an incident is a Clery crime, or even if it's criminal in nature, you should report it. **WHEN IN DOUBT, REPORT!**
- Provide as much information about the criminal incident as possible to aid law enforcement and categorize the incident.
- A CSA crime report should include personally identifying information if available. This is important for law enforcement purposes and to avoid double counting of crimes/incidents. The Clery statistical disclosures base on these reports will be kept anonymous, i.e., no personally identifying information is disclosed in Monmouth University's annual security report.
- If a victim does not want a report to go any further than the CSA, explain that you are required to submit the report for statistical purposes, but you can submit it without identifying the victim.
- If a crime is reported to you and goes no further than that, Monmouth University will not have fulfilled its obligation under the law and the campus community might not have the information they need to stay safe on campus. If the Department of Education finds that Monmouth University did not report a crime/incident in its annual security report, it can be fined and lose its federal funding, i.e., financial aid. Again... **IF IN DOUBT, REPORT!**
- Submit your crime/incident report in a timely manner. Forms can be accessed by the Office of the General Counsel or the MUPD. You may even report in an e-mail to the MUPD.
- Reports shall be submitted to the MUPD.

## III. PREPARATION AND DISCLOSURE OF CRIME STATISTICS

The Monmouth University Police Department is responsible for collecting and reporting the annual crime statistics from local police agencies and campus security authorities. This information is included in the Monmouth University Guide for a Safe Campus. By October 1 of each year, notification of the new Guide for a Safe Campus is e-mailed to current students and employees. A hard copy of the report is available upon request to the Monmouth University Police Department.

The crime statistics are also submitted to the United States Department of Education on an annual basis.

The Monmouth University Police Department collects its own statistics and accepts supplemental numbers from campus security authorities in their reporting roles. The Monmouth University Police Department also annually sends a request to local law enforcement agencies that have jurisdiction over some of the University's Clery geography. Additionally, an annual notice is sent to each individual Campus Security Authority at Monmouth University to ensure that all incidents have been reported for the previous calendar year.

Clery reporting covers the preceding calendar year, January 1 to December 31.



## Crime and Fire Statistics Charted

The charted statistics on the following pages are provided in compliance with the 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.

Per Federal Law, Monmouth University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- **Patti Swannack**—Vice President for Administrative Services: **732-571-3546**
- **Timothy Orr**—Construction Manager: **732-571-3566**
- **Dean Volpe**—Captain of Police: **732-571-3492**
- **Michael Wunsch**—Director of Compliance/Risk Manager: **732-263-5355**
- **Mary Anne Nagy**—Vice President for Student Life and Leadership Engagement: **732-571-3417**
- **Bill McElrath**—Director/Chief of Police: **732-571-3488**

When calling please provide as much information as possible about the location, date, time, and cause of the fire.

## CONFIDENTIAL REPORTING

Students wanting to report criminal activities confidentially should contact the Director of Counseling and Psychological Services, the Vice President for Student Life and Leadership Engagement, or the Assistant Vice President for Student Life. 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

## CLERY ACT NOTIFICATION

Monmouth University Police Department Crime Statistics 2014-2016	Murder			Negligent Manslaughter			Forcible Sex Offenses						Non-Forced Sex Offenses						Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson		
							Rape			Criminal Sexual Contact			Incest			Statutory Rape																	
	'16	'15	'14	'16	'15	'14	'16	'15	'14	'16	'15	'14	'16	'15	'14	'16	'15	'14	'16	'15	'14	'16	'15	'14	'16	'15	'14	'16	'15	'14			
On Campus, in all Areas Combined	0	0	0	0	0	0	4	3	2	0	3	1	0	0	0	0	0	0	1	0	0	0	0	2	0	1	3	0	0	0	0	0	0
In Residential Areas on Campus Only	0	0	0	0	0	0	2	2	2	0	3	1	0	0	0	0	0	0	0	0	0	0	2	0	1	3	0	0	0	0	0	0	
Pier Village	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	0	0	0	0	0	
The University Bluffs	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	1	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Reported to MU Officials other than Police	0	0	0	0	0	0	4	2	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Monmouth Corporate Park	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	0	0	0	0	0	

- When a hate crime is reported, it will be labeled with the following categories of prejudice: R=Race; G=Gender; REL=Religion; SO=Sexual Orientation; GI=Gender Identity; NO=National Origin; E=Ethnicity; and/or D=Disability. In addition to the criminal offenses listed on the chart, the following crimes need to be reported if they are hate crimes: larceny-theft; simple assault; intimidation; destruction, damage, vandalism of property, making graffiti, or any other crime involving bodily injury. In 2012 there was (0). In 2013 there was (0). In 2014 there was (0).
- Of the four (4) total Rape offenses reported in 2016, one (1) occurred in the fall of 2013 and another in the fall of 2014 but, neither was reported until the fall of 2016.

# Crime and Fire Statistics

## CLERY ACT NOTIFICATION

Crimes Only Listed if Prejudice 2014-2016	Larceny/ Theft			Simple Assault			Intimidation			Destruction, Damage, or Vandalism to Property (Criminal Mischief)			Other Crimes (involving bodily injury)		
	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014
On Campus in all areas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
On Campus Residences Only	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>The University Bluffs</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reported to MU Officials other than Police	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monmouth Corporate Park	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Crime and Fire Statistics

## CLERY ACT NOTIFICATION

Fire Statistics 2014-2016	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by the Fire	Year of the Fire
Garden Apartments	1	1	Toaster Oven Malfunction	0	0	\$30	2016
Great Lawn Apartments	0	N/A	N/A	0	0	N/A	N/A
Beechwood Hall	0	N/A	N/A	0	0	N/A	N/A
Cedar Hall	0	1	Accused set shot glass of alcohol on fire in room	4	0	\$1,000.00	2014
Elmwood Hall	0	N/A	N/A	0	0	N/A	N/A
Laurel Hall	0	N/A	N/A	0	0	N/A	N/A
Maplewood Hall	0	N/A	N/A	0	0	N/A	N/A
Mullaney Hall	0	N/A	N/A	0	0	N/A	N/A
Oakwood Hall	0	N/A	N/A	0	0	N/A	N/A
Pinewood Hall	0	N/A	N/A	0	0	N/A	N/A
Redwood Hall	0	N/A	N/A	0	0	N/A	N/A
Spruce Hall	0	N/A	N/A	0	0	N/A	N/A
Willow Hall	0	N/A	N/A	0	0	N/A	N/A
Hesse Hall	0	N/A	N/A	0	0	N/A	N/A

- Fires only occurred in buildings and years listed for the required reporting period; N/A indicates non-applicability.
- There weren't any applicable fires in 2015.



# Crime and Fire Statistics

## CLERY ACT NOTIFICATION

Fire Safety Systems – Residential Housing 2014-2016	Fire Alarm Monitoring Done On Site (by MUPD)	Building Equipped with Full Sprinkler System	Building Has Fire Alarms & Smoke Detectors	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
Garden Apartments	Y	Y	Y	Y	Y	4
Great Lawn Apartments	Y	Y	Y	Y	Y	4
Beechwood Hall	Y	Y	Y	Y	Y	4
Cedar Hall	Y	Y	Y	Y	Y	4
Elmwood Hall	Y	Y	Y	Y	Y	4
Laurel Hall	Y	Y	Y	Y	Y	4
Maplewood Hall	Y	Y	Y	Y	Y	4
Mullaney Hall	Y	Y	Y	Y	Y	4
Oakwood Hall	Y	Y	Y	Y	Y	4
Pinewood Hall	Y	Y	Y	Y	Y	4
Redwood Hall	Y	Y	Y	Y	Y	4
Spruce Hall	Y	Y	Y	Y	Y	4
Willow Hall	Y	Y	Y	Y	Y	4
Hesse Hall	Y	Y	Y	Y	Y	4

• Full sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

• Pier Village and the University Bluffs Apartments are overseen by municipal fire officials. Certificate of the fire Systems Operability are available upon request.

# Crime and Fire Statistics

## CLERY ACT NOTIFICATION

Number of Arrests by All Police 2014-2016	Liquor Laws			Drug Abuse Laws			Weapons		
	2016	2015	2014	2016	2015	2014	2016	2015	2014
On Campus in All Areas	33	32	35	8	12	7	1	0	0
On Campus Residential Areas	33	30	33	8	12	7	1	0	0
<i>Pier Village</i>	0	0	0	0	0	0	0	0	0
<i>The University Bluffs</i>	0	0	0	0	0	0	0	0	0
On Adjacent Public Property	0	0	0	0	0	0	0	0	0
Monmouth Corporate Park	0	0	0	0	0	1	0	0	0

• Due to Long Branch Police Department's CAD/Reporting software, arrest applicability is indeterminable.

Number of students not arrested but referred for campus disciplinary action 2014-2016	Liquor Laws			Drug Abuse Laws			Weapons		
	2016	2015	2014	2016	2015	2014	2016	2015	2014
On Campus in All Areas	111	132	142	17	16	20	1	0	1
On Campus Residences Only	111	129	139	12	16	13	1	0	1
<i>Pier Village</i>	0	0	0	0	0	1	0	0	0
<i>The University Bluffs</i>	0	0	0	5	2	4	0	0	0
On Adjacent Public Property	0	0	2	0	0	0	0	0	0
Monmouth Corporate Park	0	0	0	0	0	0	0	0	0

# Crime and Fire Statistics

## CLERY ACT NOTIFICATION

Violence Against Women Act (VAWA) Offenses 2014-2016	Domestic Violences			Dating Violence			Stalking		
	2016	2015	2014	2016	2015	2014	2016	2015	2014
On Campus in All Areas	3	1	1	5	2	4	1	0	0
On Campus Residences Only	2	0	1	2	1	2	0	0	0
<i>Pier Village</i>	0	0	0	0	0	0	0	0	0
<i>The University Bluffs</i>	0	0	0	0	0	1	0	0	0
On Adjacent Public Property	0	0	0	0	0	0	0	0	0
Reported to Other than Police	0	0	0	0	1	0	0	0	0
Monmouth Corporate Park	0	0	0	0	0	0	0	0	0

## 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.

## Sexual Harassment Policies And Procedures

### PROCEDURES FOR REPORTING AND RESOLVING COMPLAINTS REGARDING DISCRIMINATION/SEXUAL HARASSMENT AGAINST FACULTY

#### I. INTRODUCTION

Consistent with the University's mission as an institution of higher education and its policies against discrimination and sexual harassment, the University abides by all applicable federal, state, and local laws which prohibit discrimination, including, but not limited to, on the basis of race, religion, color, national or ethnic origin, age, sex (including sexual harassment), sexual orientation, marital status, disability, gender identity, or other legally protected classes in any educational or employment program, policy, or practice of Monmouth University (including outside contractors and visitors). In accordance with these laws and policies, the University also prohibits retaliation against anyone that has complained about discrimination or otherwise exercised rights guaranteed by these laws. Regardless of the means selected for resolving allegations of discrimination, including sexual harassment, the initiation of a complaint will not cause any reflection on the complainant nor will it affect such person's employment, compensation, or work assignments. Every effort should be made to resolve any incident as soon as possible while the facts and potential testimony of witnesses, if any, are current.

#### II. PROCEDURE

The procedures described below are provided for the prompt and equitable resolution of complaints by faculty, students, and non-faculty employees who believe they have been subjected to discrimination, including sexual harassment in violation of the University's policy against discrimination and sexual harassment. These procedures will be followed when the alleged violator is a faculty member of the University. Separate procedures address non-faculty members. Allegations of discrimination, including sexual harassment involving a student, are addressed through the Student Code of Conduct.

Nothing in this procedure shall limit or prohibit the filing of a grievance or action under a collective bargaining agreement, the University's Code of Conduct for student disciplinary actions, or with an external agency responsible for addressing issues of discrimination or sexual harassment.

#### A. Optional Informal Process Between the Parties

1. If a person believes that he or she has been discriminated against, the following are the optional procedures for informal resolution. If the complainant wishes, he or she may choose to file a formal complaint rather than pursue the procedures for informal resolution. (See Section II C.)
2. Those initiating an informal resolution process may inform, either orally or in writing, the individual perceived as engaging in discriminatory conduct or communication as soon as possible that such conduct or communication is offensive and must stop. If a meeting is arranged, a neutral witness may be present. The Director of the Office of Equity and Diversity may be present to provide assistance in attempting to resolve the alleged complaint.
3. If a person does not wish to or feel comfortable communicating directly with the alleged violator or if the direct communication with that individual has not resolved the problem, the person should contact one of the following for assistance or advice as soon as possible:
  - a. Appropriate Chairperson, School Dean, or officer of the Faculty Association.
  - b. Counselor/Advisor in Counseling and Psychological Services.
  - c. The Vice President for Student Life and Leadership Engagement.
  - d. His/her immediate supervisor.
  - e. The Vice President for Administrative Services.
  - f. The Provost.
  - g. The Director of the Office of Equity and Diversity.

4. The Director of the Office of Equity and Diversity may be contacted directly at any time regarding any issue of discrimination or sexual harassment. Again, if the individual filing the complaint wishes, he or she may choose to file a formal complaint, (see Section II, C for formal complaint procedures).
5. Any University official approached with a complaint pursuant to this procedure, including the appropriate officials listed above, shall immediately notify the Director of the Office of Equity and Diversity of the complaint and its substance.
6. The Director of the Office of Equity and Diversity will initiate the informal resolution process.

## **B. Informal Resolution Process**

1. The initial attempt at resolving a complaint regarding discrimination or sexual harassment may be conducted according to an informal process.
2. During this initial phase, the student, employee, or faculty member filing the complaint (complainant) may meet with the appropriate University officials designated in Section II, A.2 or the Director of the Office of Equity and Diversity in order to describe the complaint verbally. No written outline of the complaint is required at this stage unless requested by the Director of the Office of Equity and Diversity. The requesting party will be afforded an opportunity to review the written complaint.
3. The Director of the Office of Equity and Diversity will investigate the complaint informally. This investigation is limited to meetings with the complainant, the person accused of having committed the alleged act or acts (respondent) and except for unusual circumstances, any other appropriate campus administrators, faculty members, members of the nonacademic staff, and/or students who may have knowledge of the situation.
4. The following items shall be included in the initial meeting with both the complainant and the respondent as soon as possible thereafter:
  - a. A copy of the University policy allegedly violated and a copy of these procedures will be given.
  - b. Assurance that the matter will be pursued.
  - c. Assurance that the Director of the Office of Equity and Diversity or another appropriate official will be available throughout the process to answer questions or address concerns.
  - d. Assurance that the matter will be kept confidential to the extent possible.
  - e. Assurance that retaliation will not be permitted. Any acts of retaliation shall be subject to investigation and shall be properly addressed.
5. The Director of the Office of Equity and Diversity, along with, when appropriate, other involved University officials, shall discuss the initiation of the complaint with the respective parties, the process of investigation and resolving the complaint, and the timetable for the completion of this process, i.e., investigation, resolution, and recommendation. An attempt to resolve the complaint with the complainant and the respondent will follow.
6. The Director of the Office of Equity and Diversity will attempt to reach an informal resolution within fifteen (15) working days and inform the complainant of the results in writing, including providing information about how to file a formal complaint. If the informal resolution is not completed, the Director of the Office of Equity and Diversity will contact the complainant who may choose to extend the informal process for up to fifteen (15) working days or to move directly to the formal complaint process.
7. Every effort will be made to resolve the complaint at the lowest level possible and consistent with the desires of the person bringing forward the complaint. However, the University recognizes that under certain circumstances, it has a legal obligation to ascertain where discrimination and/or sexual harassment exist irrespective of whether a formal complaint is actually filed. Therefore, at any point during the informal process, either the complainant, respondent, or the Director of the Office of Equity and Diversity may move the complaint to the formal process set forth below.

### C. Formal Complaint Procedure

1. Should the initial informal attempt or attempts to resolve the matter be unsuccessful, or if the student or employee chooses not to utilize the informal complaint process, the complainant may initiate the formal complaint procedure. A formal complaint must be submitted in writing to the Director of the Office of Equity and Diversity.
2. The student or employee should file a formal complaint within ninety (90) working days following the last alleged discriminatory incident. Where the informal complaint process has been pursued, the ninety (90) -day limit can be extended.
3. When a student believes that it is not in his or her best interest for a complaint to be investigated during the course of a semester, the formal complaint must still be filed within the above time limit. However, at the written request of the student and approval by the Director of the Office of Equity and Diversity, notice to the charged parties shall be delayed to no later than fourteen (14) working days after the end of the semester in which the alleged discriminatory act is alleged to have occurred. Under such circumstances, all of the time limits dependent on the date of the formal complaint shall start to run from within fourteen (14) working days after the end of the semester.
4. The written complaint must be filed with the Office of Equity and Diversity and include the following:
  - a. The complainant's name, campus location, and status within the University community, including title, department, and school as appropriate.
  - b. The basis of the alleged act or acts of sexual harassment or discrimination; that is, race, religion, color, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity, or other protected class.
  - c. A brief description of what occurred, including dates, times, and names of witnesses or individuals who can corroborate the allegations, and the complainant's reason for concluding that the behavior or action was discriminatory or sexually harassing.
  - d. The name and position in the University community held by the person or persons who committed the alleged act(s).
  - e. Copies of materials, if any, which may be relevant to the investigation of the complaint.
  - f. The date(s) on which the alleged act(s) was committed.
  - g. The date(s) on which the complainant first knew of the alleged act(s), and any steps the complainant has taken to date, if any, to resolve the complaint.
  - h. A statement indicating the remedy sought by the complainant.
  - i. The signature of the complainant.

### D. Procedures for Investigating Formal Written Complaints

1. As soon as possible, but within fourteen (14) working days after receipt of the written complaint, the Director of the Office of Equity and Diversity of the University shall review the materials, which comprise the written complaint, and commence investigation of the complaint. The Director of the Office of Equity and Diversity shall consult, if appropriate, with a faculty resource person with regard to academic and classroom behavioral issues. The Provost, when appropriate, upon request from the Director of the Office of Equity and Diversity, shall select the faculty resource person in consultation with the Faculty Association. The formal investigation may include initial meetings with the complainant and with the respondent, a discussion of the available procedures, and an exploration of possible avenues for resolution of the complaint. As part of the investigation, the Director of the Office of Equity and Diversity will notify the respondent of the allegations within ten (10) working days from receipt of the complaint, and shall provide the respondent with a copy of the written complaint.



2. If the investigation of a complaint would require interviewing students or employees who may not be available between semesters, and those interviews are significant to the complaint, these deadlines will be delayed until the beginning of the following semester and the complainant so notified.
3. Possible outcomes of an investigation are (1) a finding that the allegations are not warranted or could not be substantiated, (2) a finding that the allegations are substantiated and constitute sexual harassment, discrimination, or inappropriate behavior and, if so, will be referred to the Provost for corrective action, (3) a finding that the allegations were brought forth in bad faith or a malicious manner and, if so, will be referred to the appropriate administrative authority for corrective action, (4) a finding that the allegations could not be substantiated, but still warrant preventative or corrective training/education by the University for the affected area.
4. The Director of the Office of Equity and Diversity shall, as soon as possible, but within sixty (60) working days after receipt of the written complaint, make every effort to complete a fact-finding investigation of the complaint and submit a final report to the Vice President and General Counsel.
5. The Vice President and General Counsel will review the findings of the investigation with the Provost, who will then take appropriate action, if any. The Faculty Association will be notified that a decision has been made and the name of the faculty member involved. The Director of the Office of Equity and Diversity will be notified by the Vice President and General Counsel as to the proposed actions, if any, against the parties in the complaint.
6. The Director of the Office of Equity and Diversity will within five (5) working days notify all parties of the determination and consult with the appropriate University authorities to insure implementation of the decision.

## **E. University Action**

Where required by state and federal law, the University may assume the role of a complainant and pursue a report or complaint of sexual harassment or discrimination, either informally or formally. The University may respond to complaints or reports by persons external to the University community about alleged sexually harassing or discriminatory conduct by University faculty.

## **III. DISCIPLINE**

Whenever a violation of this policy is brought to the University's attention through appropriate channels, prompt corrective action will be taken. For example, individuals found to have engaged in discrimination, sexual harassment, or retaliation pursuant to these procedures may be subject to disciplinary action for violations of the University's policies (up to and including separation from the University). The University will follow applicable University procedures in taking any disciplinary action. Any disciplinary action taken against a member of a collective bargaining unit will be in accordance with the applicable collective bargaining agreement.

## **IV. APPEALS**

Any party aggrieved with the resolution of the complaint by Provost under Section II, D.5 above may appeal that resolution to the President within twenty (20) working days of the notification by the Provost. Such an appeal shall be submitted in writing and shall be decided within fourteen (14) working days of its receipt. The determination of the President will be deemed final and binding but shall be subject to appeal as set forth below in this paragraph. The President's determination shall be sent to the involved faculty member, the Provost, and the Faculty Association. A faculty member may appeal the decision of the President through the arbitration process set forth in Article VII of the Faculty Agreement. The Faculty Association shall, within ten (10) working days after receipt of the President's decision notify the Provost in writing of its intent to proceed to arbitration.

**V. CONFIDENTIALITY**

1. Cases involving discrimination and especially sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited to individuals who have a legitimate need to know or who have information relevant to the investigation in order that the privacy of all individuals involved is safeguarded to the extent practicable under the circumstances.
2. Every effort should be made to protect members of the University community so that they may use the discrimination and sexual harassment grievance procedures without fear of reprisal or retaliatory action.
3. University employees and students are obligated to comply with requests to provide statements during an investigation.

**VI. FALSE CHARGES**

Once a complaint of sexual harassment and/or discrimination has been made, the University has an obligation to investigate the matter. Any complaint determined to be intentionally dishonest or made maliciously without regard for the truth shall subject such complainant to disciplinary action. The determination as to whether a complaint constitutes a false charge under this section shall be made as part of the complaint resolution process set forth in these procedures.

**VII. MONITORING**

1. The Director of the Office of Equity and Diversity shall monitor all reported incidents of alleged discrimination and sexual harassment for an appropriate time period, subsequent to their resolution, to ensure that the offending conduct has ceased, any corrective action has been complied with, and retaliatory actions have not occurred.
2. The Director of the Office of Equity and Diversity will monitor repeated complaints within the same unit or against the same individual. Where repeated complaints or violations are identified, the Office of the Office of Equity and Diversity will refer the matter to the Provost for training, education, and/or disciplinary action.

**VIII. TIME LIMITS**

1. All of the time limits contained in this document may be extended for good cause, upon notification to the parties and the Director of the Office of Equity and Diversity.
2. If the complainant fails to respond within the time limits provided, upon written notice of such failure, the complaint may be deemed to have been withdrawn.

**IX. RECORDINGS**

1. During the formal investigation process, the Director of the Office of Equity and Diversity shall electronically record all interviews for the purpose of creating a transcript of the interview. Once the recordings have been transcribed, reviewed, and signed by the person interviewed, the recording will be destroyed.
2. Recording of interviews will not be allowed by anyone else.

**X. RELEASE OF DOCUMENTS**

Except as stated above, documents obtained in the course of an investigation (formal or informal) will not be released to any party to the investigation. See Section XII below.

**XI. REPRESENTATION**

1. No party, including the complainant, respondent, or witnesses, shall be allowed to have an attorney present at the proceedings under these procedures.
2. Any complainant or respondent who is a member of a collective bargaining unit may have his or her union representative present during proceedings under these procedures.

**XII. RECORD KEEPING**

1. All records required to be kept by the Director of the Office of Equity and Diversity, including recordings of interviews, are confidential. The records shall be so noted and maintained in the files of the Director of the Office of Equity and Diversity.

2. Records pertaining to individuals who have either filed complaints or who have been subject of complaints shall be maintained in the Director of the Office of Equity and Diversity's files. Except as required by University policy and/or law, no records maintained by the Director of the Office of Equity and Diversity shall be released.

### **XIII. RETALIATION**

The University will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an informal resolution or formal investigation of a sexual harassment or discrimination allegation will not be subjected to retaliation. The University will take appropriate steps to assure that a person against whom such an allegation is made is treated fairly. The Director of the Office of Equity and Diversity will take appropriate follow-up measures to assure the goals of this policy are met. Persons who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the University using the same procedure for lodging a discrimination/sexual harassment complaint.

### **XIV. REPORTING REQUIREMENTS**

To assure University-wide compliance with this policy and with federal and state law, the Director of the Office of Equity and Diversity must be advised of all reported incidents of sexual harassment and discrimination and their resolution.

## **PROCEDURES FOR REPORTING AND RESOLVING COMPLAINTS REGARDING DISCRIMINATION/SEXUAL HARASSMENT AGAINST NON-FACULTY EMPLOYEES**

### **I. INTRODUCTION**

Consistent with the University's mission as an institution of higher education and its policies against discrimination and sexual harassment, the University abides by all applicable federal, state and local laws which prohibit discrimination on the basis of race, religion, color, national or ethnic origin, age, sex (including sexual harassment), sexual orientation, marital status or disability in any educational or employment program, policy, or practice of Monmouth University (including outside contractors and visitors). In accordance with these laws and policies, the University also prohibits retaliation against anyone that has complained about discrimination or otherwise exercised rights guaranteed by these laws. Regardless of the means selected for resolving allegations of discrimination, including sexual harassment, the initiation of a complaint will not cause any reflection on the complainant nor will it affect such person's employment, compensation or work assignments or, in the case of students, grades, class selection or other matters pertaining to his or her status as a student at the University. Every effort should be made to resolve any incident as soon as possible while the facts and potential testimony of witnesses, if any, are current.

### **II. PROCEDURE**

The procedures described below are provided for the prompt and equitable resolution of complaints by faculty, students and non-faculty employees who believe they have been subjected to discrimination, including sexual harassment in violation of the University's policy against discrimination and sexual harassment. These procedures will be followed when the alleged violator is not a faculty member or a student of the University. Separate procedures address faculty members. Allegations of discrimination, including sexual harassment involving a student, are addressed through the Student Code of Conduct. Nothing in this procedure shall limit or prohibit the filing of a grievance or action under a collective bargaining agreement, the University's Code of Conduct



for student disciplinary actions or with an external agency responsible for addressing issues of discrimination or sexual harassment.

All employees and students, covered by this procedure, who believe they have been subjected to discrimination, including sexual harassment, have several ways to make their concerns known.

#### **A. Initial Attempt at Informal Resolution (Optional)**

1. If a person believes that he or she has been discriminated against, the following are the optional procedures for informal resolution. If the complainant wishes, he or she may choose to file a formal complaint rather than pursue the procedures for informal resolution. (See Section II C).
2. Those initiating an informal resolution process may inform, either orally or in writing, the individual perceived as engaging in discriminatory conduct or communication as soon as possible that such conduct or communication is offensive and must stop. If a meeting is arranged, a neutral witness should be present.
3. If a person does not wish to or feel comfortable communicating directly with the alleged violator or if the direct communication with that individual has not resolved the problem, the person should contact one of the following for assistance or advice as soon as possible:
  - a. Your immediate supervisor, appropriate School Dean or Chairperson.
  - b. Counselor/Advisor in Counseling and Psychological Services.
  - c. The Vice President for Student Life and Leadership Engagement.
  - d. The Vice President for Administrative Services.
  - e. The Provost.
  - f. The Director of the Office of Equity and Diversity.
4. The Director of the Office of Equity and Diversity may be contacted directly at any time regarding any issue

of discrimination or sexual harassment. Again, if the individual filing the complaint wishes, he or she may choose to file a formal complaint, (see Section II, C for formal complaint procedures).

5. Any University official approached with a complaint pursuant to this procedure, including the appropriate officials listed above, shall immediately notify the Director of the Office of Equity and Diversity of the complaint and its substance.
6. The Director of the Office of Equity and Diversity will initiate the informal resolution process.

#### **B. Informal Resolution Process**

1. The initial attempt at resolving a complaint regarding discrimination or sexual harassment may be conducted according to an informal process.
2. During this initial phase, the student or employee filing the complaint (complainant) may meet with the appropriate University officials designated in Section II, A.2 or the Director of the Office of Equity and Diversity in order to describe the complaint verbally. While no written outline of the complaint is required at this stage, such a written outline or any other written materials related to the complaint will be reviewed.
3. The Director of the Office of Equity and Diversity will investigate the complaint informally. This investigation may include but is not limited to meetings with the complainant, the person accused of having committed the alleged act or acts (respondent) and any other appropriate campus administrators, faculty members, members of the nonacademic staff and/or students who may have knowledge of the situation.
4. The following items shall be included in the initial meeting with both the complainant and the respondent as soon as possible thereafter:
  - a. A copy of the University policy allegedly violated and these procedures will be given.
  - b. Assurance that the matter will be pursued.
  - c. Assurance that the Director of the Office of Equity and Diversity or another appropriate official will

be available throughout the process to answer questions or address concerns.

- d. Assurance that the matter will be kept confidential to the extent possible.
  - e. A statement regarding non-retaliation.
5. The Director of the Office of Equity and Diversity, along with, when appropriate, other involved University officials, shall discuss the initiation of the complaint with the respective parties, the process of investigation and resolving the complaint, and the timetable for the completion of this process, i.e., investigation, resolution and recommendation. An attempt to resolve the complaint with the complainant and the respondent will follow.
  6. The Director of the Office of Equity and Diversity will attempt to reach an informal resolution within fifteen (15) working days and inform the complainant of the results in writing, including providing information about how to file a formal complaint. If the informal resolution is not completed, the Director of the Office of Equity and Diversity will contact the complainant who may choose to extend the informal process for up to fifteen (15) working days or to move directly to the formal complaint process.
  7. Every effort will be made to resolve the complaint at the lowest level possible and consistent with the desires of the person bringing forward the complaint. However, the University recognizes that under certain circumstances, it has a legal obligation to ascertain where discrimination and/or sexual harassment exist irrespective of whether a formal complaint is actually filed. Therefore, at any point during the informal process, either the complainant, respondent or the Director of the Office of Equity and Diversity may move the complaint to the formal process set forth below.

### **C. Formal Complaint Procedure**

1. Should the initial informal attempt or attempts to resolve the matter be unsuccessful, the complainant may initiate the formal complaint procedure. A

formal complaint must be submitted in writing to the Director of the Office of Equity and Diversity.

2. The student or employee should file a formal complaint within ninety (90) working days following the last alleged discriminatory incident. Where the informal complaint process has been pursued, the ninety (90) day limit can be extended.
3. When a student believes that it is not in his or her best interest for a complaint to be investigated during the course of a semester, the formal complaint must still be filed within the above time limit. However, at the written request of the student and approval by the Director of the Office of Equity and Diversity, notice to the charged parties shall be delayed to no later than fourteen (14) working days after the end of the semester in which the alleged discriminatory act is alleged to have occurred. Under such circumstances, all of the time limits dependent on the date of the formal complaint shall start to run from within fourteen (14) working days after the end of the semester.
4. The written complaint must be filed with the Office of Equity and Diversity and must include the following:
  - a. The complainant's name, campus location, and status within the University community, including title, department, and school as appropriate.
  - b. The basis of the alleged act or acts of sexual harassment or discrimination; that is, race, religion, color, national or ethnic origin, age, sex, sexual orientation, marital status or disability.
  - c. A brief description of what occurred, including dates, times and names of witnesses or individuals who can corroborate the allegations, and the complainant's reason for concluding that the behavior or action was discriminatory or sexually harassing.
  - d. The name and position in the University community held by the person or persons who committed the alleged act(s).

- e. Copies of materials, if any, which may be relevant to the investigation of the complaint.
- f. The date on which the alleged act(s) was committed.
- g. The date on which the complainant first knew of the alleged act(s), and any steps the complainant has taken to date, if any, to resolve the complaint.
- h. A statement indicating the remedy sought by the complainant.
- i. The signature of the complainant.

#### **D. Procedures for Investigating Formal Written Complaints**

1. As soon as possible, but within fourteen (14) working days after receipt of the written complaint, the Director of the Office of Equity and Diversity of the University shall review the materials which comprise the written complaint and commence investigation of the complaint. The Director of the Office of Equity and Diversity shall consult, if appropriate, with a faculty resource person with regard to academic and classroom behavioral issues. The Provost when appropriate, upon request from the Director of the Office of Equity and Diversity, shall select the faculty resource person. The formal investigation may include initial meetings with the complainant and with the respondent, a discussion of the available procedures and an exploration of possible avenues for resolution of the complaint. As part of the investigation, the Director of the Office of Equity and Diversity will notify the respondent of the allegations within the ten (10) working days from receipt of the complaint, and shall provide the respondent with a copy of the written complaint.
2. If the investigation of a complaint would require interviewing students or employees who may not be available between semesters, and those interviews are significant to the complaint, these deadlines will be delayed until the beginning of the following semester and the complainant so notified.
3. Possible outcomes of an investigation are (1) a finding that the allegations are not warranted or could not be substantiated, (2) a finding that the allegations are substantiated and constitute sexual harassment, discrimination, or inappropriate behavior and, if so, will be referred to the appropriate administrative authority for corrective action, (3) a finding that the allegations were brought forth in bad faith or a malicious manner and, if so, will be referred to the appropriate administrative authority for corrective action, (4) a finding that the allegations could not be substantiated, but still warrant preventative or corrective action by the University.
4. The Director of the Office of Equity and Diversity shall, as soon as possible, but within sixty (60) working days after receipt of the written complaint, make every effort to complete a fact-finding investigation of the complaint and submit a final report to the Vice President and General Counsel.
5. The Vice President and General Counsel will review the findings of the investigation with the appropriate area Vice President, who will then take appropriate action. The Director of the Office of Equity and Diversity will be notified by the Vice President and General Counsel as to the proposed actions, if any, against the parties in the complaint.
6. The Director of the Office of Equity and Diversity will within five (5) working days notify all parties of the determination and consult with the appropriate University authorities to insure implementation of the decision.

#### **E. University Action**

The University may assume the role of a complainant and pursue a report or complaint of sexual harassment or discrimination, either informally or formally. The University may respond to complaints or reports by persons external to the University community about alleged sexually harassing or discriminatory conduct by University employees.



### III. DISCIPLINE

Whenever a violation of this policy is brought to the University's attention through appropriate channels, prompt corrective action will be taken. For example, individuals found to have engaged in discrimination, sexual harassment or retaliation pursuant to these procedures may be subject to disciplinary action for violations of the University's policies (up to and including separation from the University). The University will follow applicable University procedures in taking any disciplinary action. Any disciplinary action taken against a member of a collective bargaining unit will be in accordance with the applicable collective bargaining agreement.

### IV. APPEALS

Any party aggrieved with the resolution of the complaint by the appropriate Vice President under Section II, D.4 above may appeal that resolution to the President within fourteen (14) working days of the notification by the appropriate Vice President. Such an appeal shall be submitted in writing and shall be decided within fourteen (14) working days of its receipt. The determination of the President will be deemed final and binding.

### V. CONFIDENTIALITY

1. Cases involving discrimination and especially sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited to individuals who have a legitimate need to know or who have information relevant to the investigation in order that the privacy of all individuals involved is safeguarded to the extent practicable under the circumstances.
2. Every effort should be made to protect members of the University community so that they may use the discrimination and sexual harassment grievance procedures without fear of reprisal or retaliatory action.
3. University employees and students are obligated to comply with requests to provide statements during an investigation.

### VI. FALSE CHARGES

Once a complaint of sexual harassment and/or discrimination has been made, the University has an obligation to investigate the matter. Any complaint determined to be intentionally dishonest or made maliciously without regard for the truth shall subject such complainant to disciplinary action. The determination as to whether a complaint constitutes a false charge under this section shall be made as part of the complaint resolution process set forth in these procedures.

### VII. MONITORING

1. The Director of the Office of Equity and Diversity shall monitor all reported incidents of alleged discrimination and sexual harassment for an appropriate time period, subsequent to their resolution, to ensure that the offending conduct has ceased, any corrective action has been complied with and retaliatory actions have not occurred.
2. The Office of Equity and Diversity will monitor repeated complaints within the same unit or against the same individual. Where repeated complaints or violations are identified, the Office of Equity and Diversity will respond accordingly with training, education, and/or disciplinary action.

### VIII. TIME LIMITS

1. All of the time limits contained in this document may be extended for good cause, upon notification to the parties and the Director of the Office of Equity and Diversity.
2. If the complainant fails to respond within the time limits provided, upon written notice of such failure, the complaint may be deemed to have been withdrawn.

### IX. TAPE RECORDINGS

1. During the formal investigation process, the Director of the Office of Equity and Diversity shall tape record all interviews for the purpose of creating a transcript of the interview. Once the recordings have been transcribed, reviewed and signed by the person interviewed, the tapes will be destroyed.
2. Tape recording of interviews will not be allowed by anyone else.

## X. RELEASE OF DOCUMENTS

Except as stated in Section II, D.3 above, documents obtained in the course of an investigation (formal or informal) will not be released to any party of the investigation.

## XI. REPRESENTATION

1. No party, including the complainant, respondent or witnesses shall be allowed to have an attorney present at the proceedings for these procedures.
2. Any complainant or respondent who is a member of a collective bargaining unit may have his or her union representative present during proceedings under these procedures.

## XII. RECORD KEEPING

1. All records required to be kept by the Director of the Office of Equity and Diversity, including tape recordings of interviews, are confidential. The records shall be so noted and maintained in the files of the Director of the Office of Equity and Diversity.
2. Records pertaining to individuals who have either filed complaints or who have been subject of complaints shall be maintained in the Director of the Office of Equity and Diversity's files. Except as required by University policy and/or law, no records maintained by the Director of the Office of Equity and Diversity shall be released.

## XIII. RETALIATION

The University will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an informal resolution or formal investigation of a sexual harassment or discrimination allegation will not be subjected to retaliation. The University will take appropriate steps to assure that a person against whom such an allegation is made is treated fairly. The Director of the Office of Equity and Diversity will take appropriate follow-up measures to assure the goals of this policy are met. Persons who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the University using the same procedure for lodging a discrimination/sexual harassment complaint.

## 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 Web Advisor listed under e-Forms if they choose to register a contact at a later date. The Confidential Contact will be notified within 24 hours if a student is reported missing. The Confidential Contact is exclusive to missing persons and will only be used if in the case of a missing person.

### NOTIFICATION

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

### Responsible Parties Available for Reporting

- **Mary Anne Nagy**—Vice President of Student Life and Leadership Engagement **732-571-3417**
- **James Pillar**—Associate Vice President for Student Life **732-263-5326**
- **Mark Holfelder**—Associate Director of Residential Life **732-571-3465**
- **Megan Jones**—Associate Director Of Residential Life And Housing Operations **732-571-7575**
- **Harold Hillyard**—Assistant Director of Residential Life and Judicial Affairs **732-571-3465**

### **Members of the Area Coordinator Staff:**

- Aisling Cassidy—732-571-3465
- Tony Conard—732-571-3465
- Nina Dacey—732-571-3465
- Carolyn A. Houck—732-571-3465
- Nicholas A. Manento—732-571-3465

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 of Student Life, Associate Directors, or Assistant Director), will notify the Monmouth University Police Department and the Office of the Vice President for Student Life and Leadership Engagement. Credibility will be determined by 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 of Student Life, Associate Directors, or Assistant Director.) A member of the Director’s Staff will notify the Monmouth University Police and the Office of the Vice President for Student Life and Leadership Engagement.

### **TIMELINE OF ACTION AFTER NOTIFICATION**

Area Coordinator will contact student staff in the area in which the potential missing student resides, and the student staff will do the following:

- A. Perform a health and welfare check of the room – identify if the student is there.
- B. Canvass the suite/wing/apartment and inquire if the student has been seen on campus.
- C. Document all information.
- D. Inform the Monmouth University Police Department of a potential missing student.

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:
  1. Last sighting of missing student.
  2. Check the ProWatch system for building access activity.
  3. Check with Gourmet Dining Services to look for meals in any on-campus dining facility.
  4. Areas where student may visit or stay frequently.
  5. If the student has a boyfriend/girlfriend/significant other that he/she stays with (on/off campus or at another institution).
  6. If determined that the missing student’s boyfriend/ girlfriend/significant other is at another institution, do we know first and/or last name of that person?
  7. If the students are aware of any issues/incidents that may have impacted the potential missing student within the past month?
  8. If there is any indication that the missing student may be in any sort of trouble, or may have been the victim of a crime, the University Police will be contacted immediately.
- B. Review the Residential Life’s 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 Counselor on call should be notified.
- 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 cellular telephone, or an “ADSU” module in User Interface.
- E. Contact Health Services and determines if the student has been utilizing their services within the past five (5) days.

The Director Staff will do the following:

- A.** Using User Interface, inquire if a student has purchased a meal plan; if so, proceed to "Step B."
- B.** Contact a manager of the Gourmet Dining staff at (732) 263-5608 or extension 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 (apartment residents)—inquire if he/she has purchased a Commuter Meal Plan. The activity of the student can be determined as well.
- C.** Determine the last time the student used his/her ID card to gain access to any on-campus residence hall.
- D.** 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:

- A.** Perform a health and welfare check at the student's room.
- B.** Canvass the suite/wing/apartment and see if student was seen.
- C.** Document all information and update Area Coordinator on duty.

The Area Coordinator on duty will do the following:

- A.** Update the Director Staff as to the progress of the student staff.
- B.** Check students class schedule/reach out to professors for attendance.

The Director Staff will:

- A.** Consult with Monmouth University Police Department pertaining to the status of the student.
- B.** Notify the Counselor on call about the missing resident.

- C.** Update Vice President of Student Life and Leadership Engagement.
- D.** Notify Academic Advisor.
- E.** Notify Health Services.
- F.** In consultation with the Vice President of Student Life and Leadership Engagement, a member of Residential Life or Monmouth University Police Department will contact parents, the Student's Confidential Contact, or the appropriate emergency contact.
- G.** 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.

The Area Coordinator of that specific area will do the following:

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

### **AFTER 24 HOURS:**

The student staff will do the following:

- A.** Perform a health and welfare check at the student's room.
- B.** Canvass the suite/wing/apartment and see if student was seen.
- C.** Document all information and update Area Coordinator on duty.

The Area Coordinator on duty will do the following:

- A.** Update the Director Staff as to the progress of the student staff.
- B.** Check student's class schedule/reach out to professors for attendance.

The Director Staff will:

- A.** Communicate with Monmouth University Police Department.
- B.** Update Vice President of Student Life and Leadership Engagement.

The Area Coordinator of that specific area will do the following:

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

### **AFTER 48 HOURS:**

The student staff will do the following:

- A.** Perform a health and welfare check at the student's room.
- B.** Canvass the suite/wing/apartment and see if student was seen.
- C.** Document all information and update Area Coordinator on duty.

The Area Coordinator on duty will do the following:

- A.** Update the Director Staff as to the progress of the student staff.
- B.** Check student's class schedule/reach out to professors for attendance.

The Director Staff will:

- A.** Update Monmouth University Police Department.
- B.** Update Vice President of Student Life and Leadership Engagement.

The Area Coordinator of that specific area will do the following:

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

### **AFTER 72 HOURS CONTINUING UNTIL DAY 6:**

All Professional staff will do the following:

- A.** Update student staff as information becomes available.
- B.** Continue to refer students to counseling as needed.

### **FOLLOW UP WHEN STUDENT IS FOUND:**

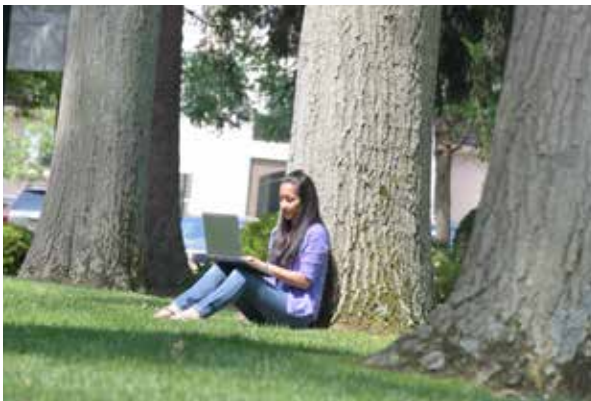
When the student is located, the Director Staff will do the following:

- A.** Notify Monmouth University Police Department.
- B.** Notify Vice President of Student Life and Leadership Engagement.
- C.** Notify Academic Advisor.
- D.** Notify Director of Counseling and Psychological Services.
- E.** Notify Residential Life Assistant Staff (Area Coordinator).
- F.** Notify Director of Health Services.
- G.** Notify Student Staff (Resident Assistants).
- H.** Notify Support Offices that the student may be affiliated (EOF, Athletics).
- I.** Meet with Student and discuss incident.
- J.** Determine impact on professional staff. Determine if any additional follow-up is needed.



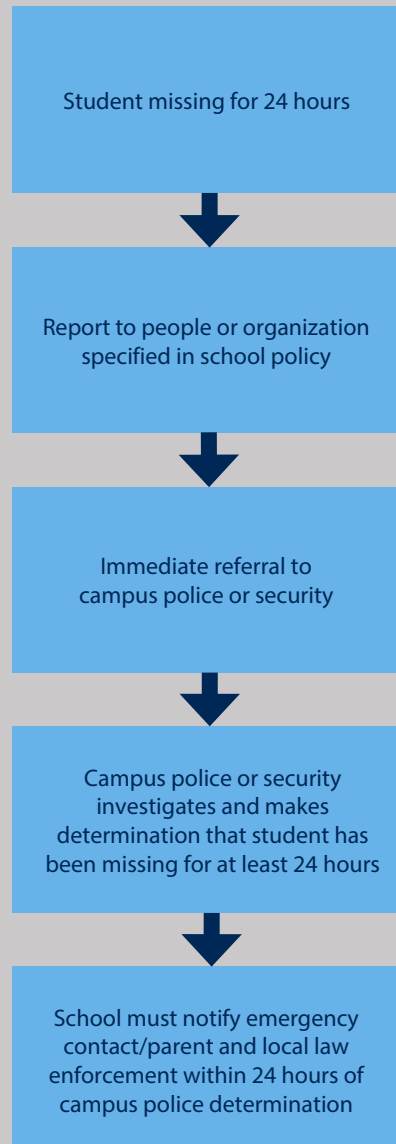
## INTERVENTION IF STUDENT IS MISSING OVER 7 DAYS

- A.** The Associate Vice President of Student Life in consultation with the Vice President of Student Life and Leadership Engagement to determine the course of action.
- B.** The Vice President of Student Life and Leadership Engagement will convene:
  1. Associate Vice President of Student Life.
  2. Director of Health Services.
  3. Director of Counseling and Psychological Services.
  4. Registrar.
  5. Monmouth University Police Department.
  6. Any additional resources as determined appropriate by the Vice President of Student Life and Leadership Engagement. 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 with a member of Counseling and 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.



## Missing Resident Student Procedures

SCHOOLS WITH A CAMPUS POLICE OR SECURITY DEPARTMENT





# Emergency Management







## Introduction

This section is a handy reference guide to emergency management at Monmouth University. It is being distributed by the Monmouth University Crisis Management Team and the Monmouth University Police Department. It has been written in coordination with the West Long Branch Office of Emergency Management. Although it is difficult to anticipate every kind of emergency situation that could occur, these plans can act as a guide in most situations. Please take the time to familiarize yourself with these plans and leave a copy of these plans in a convenient location. If you have any questions, or need further information, contact Chief of Police William McElrath by calling **732-571-4444**. Thank you for your cooperation.

## The Monmouth University Police and Crisis Management Team

### MONMOUTH UNIVERSITY EMERGENCY NOTIFICATION SYSTEM

**Register at: <http://notify.monmouth.edu>**

In an effort to keep all members of the Monmouth University community apprised of the latest school closings and important emergency information, community members are required to visit **<http://notify.monmouth.edu>** and register for Monmouth University Emergency Notification System. This service allows the University to send emergency alerts

to students, faculty, and staff. You can receive these alerts on your mobile and home telephones. Communication during crisis situations is an important part of the University's response to emergency situations. It is key to the health and safety of the campus community that they be given important information in as timely a manner as humanly possible. It is also important to note the redundancy of our communication systems, as any one system may be compromised due to weather, malicious intent, or normal wear and tear.

Communication between police dispatch, the campus community, and first responders is a key to the successful resolution of any incident or emergency on or near the campus. We ask that you review and familiarize yourself with these systems. Please also note the important requirement to sign up for Monmouth University Emergency Notification System, which is our primary emergency notification resource.

It is only with knowledge of the emergency communication system that you can take advantage of it in time of need.

### ADDITIONAL NOTIFICATION METHODS

#### Classroom Notification

All classrooms are equipped with phones that can be simultaneously contacted by the University police. These phones will be utilized to give emergency information and directions/instructions during an emergency.

### Monmouth University Voice Mail

Enables students, faculty, and staff to receive alerts via University phone.

### Monmouth University E-Mail

Enables students, faculty, and staff to receive alerts via University e-mail.

### Monmouth University Web Site

Allows students, faculty, and staff to receive emergency information on the University Web page and MU social media sites.

### Area Media Outlets

Enables students, faculty, and staff to receive alerts via radio and television stations.

FM 88.9 WMCX The X

FM 92.7 WOBN

FM 94.3 WJLK

FM 95.9 WRAT

FM 98.5 WBBO

FM 101.5 WKXW

FM 107.1 WWZY The Breeze

AM 1010 WINS

AM 1310 WADB

AM 1450 WCTC

Hawk TV (campus-wide)

TV News 12 New Jersey

Channel 4 WNBC News

MU social media sites

### Police Unit PA Systems

Enables students, faculty, and staff to receive alerts via police department vehicles.

### Electronic Sign (Larchwood Entrance)

Enables students, faculty, and staff to receive alerts via electronic sign when entering the non-resident lot.

### Electronic Sign (Norwood Entrance)

Enables students, faculty, and staff to receive alerts via sign on Norwood Avenue.

### Electronic Sign (Quad by Student Underpass)

Electronic sign display board allows students, faculty, and staff to receive alerts via electronic sign when entering/exiting underpass.

### Electronic Sign (Woods Theatre)

Enables students, faculty, and staff to receive alerts via sign on Cedar Avenue.

**Note:** For any emergency or weather-related information, call the Monmouth University Emergency Hotline at: **732-263-5900**.

The University tests all its emergency notification and response procedures on a regular basis through scenario-based exercises, tabletops, and simple equipment operability checks.



## Emergency Action Plan

### I. POLICY

- A.** This plan has been developed to comply with the OSHA Hazardous Waste Operations and Emergency Response Rule, as set forth in OSHA 29 C.F.R. 1910.120 (q), and 1910.38(a). This plan is designed to minimize hazards to workers at Monmouth University (the "University"). In the event of a fire, chemical spill, or other incident, University employees shall follow the procedures below, evacuate from the danger area, and are not permitted to assist in handling the emergency except as specified in this and referenced plans.

**\*PLEASE NOTE:** This policy applies to all parts of the University except Monmouth Park Corporate Center ("MPCC"). In the event of an emergency at the MPCC, dial 911. On campus, contact MUPD at ext. 4444 (732-571-4444).

- B.** This plan applies to:

1. Fire Emergencies;
2. Bomb Threats;
3. Chemical Spills (*see Incident Report on page 85*); and
4. Accidents and First Aid.

### C. FIRE EMERGENCIES

1. The University Fire Evacuation Policy outlines the procedure to be followed to evacuate students and employees from a campus building in the event of an emergency.
2. The Monmouth University Police Department (MUPD) must be notified immediately of such situations at **ext. 4444 (732-571-4444)**.
3. MUPD shall notify the local fire department of the emergency.
4. The Fire Evacuation Policy, at a minimum, shall include the elements listed at OSHA 1910.38 (a) and (b), and shall be reviewed annually and updated as necessary.

## Fire Evacuation Policy

### I. POLICY STATEMENT:

- A.** 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 (until relieved by applicable fire department personnel) and must be notified immediately of such situations at their emergency number, x4444, or if dialing from 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.

### II. EMERGENCY COORDINATORS:

- A.** 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.
- B.** In addition, the Director of Compliance/Risk Manager must appoint at least two Emergency Coordinators for each building or group of buildings on campus. One of the Emergency Coordinators will serve as the primary emergency contact and the other(s) will serve as the back-up coordinator(s). All assigned emergency coordinators will be provided the same information and training.
- C.** A plaque or poster listing the emergency coordinators for each area of the building must be displayed in each department.
- D.** Emergency Coordinators shall receive annual training about their responsibilities which shall cover the following tasks:
1. Assist in the safe and orderly evacuation of the occupants of the building;

2. Serve as the first point of contact for questions about the emergency evacuation procedures;
  3. Ensure that a Fire Evacuation Information Plaque is posted inside every classroom and/or office, on the left side of the door jamb approximately 5 feet from the floor and at the point of exit from each floor(s) of the building within each coordinator's area of responsibility;
  4. Receive training on the use of fire extinguishers on a voluntary basis;
  5. Have thorough knowledge of the assembly area for each coordinator's building and assisting supervisors in accounting for all personnel at the assembly point;
  6. Notify emergency personnel of anyone requiring evacuation assistance;
  7. Assist emergency personnel as needed; and
  8. Maintain and update the Fire Evacuation Information Plaque, as required, and ensure that the poster is mounted appropriately in accordance with item #3 of this paragraph.
- E.** The Vice President for Administrative Services, Director of Compliance/Risk Manager and Chief of Police shall maintain a current list of building Emergency Coordinators.

### III. REPORTING FIRE AND EMERGENCIES:

- A.** If a fire is discovered, activate the nearest fire alarm and call the University Police at **x4444**.
1. Give your name; the location of the emergency; and the nature of the emergency.
  2. If the fire alarm does not work, or the building is not equipped with one, dial **x4444** and notify occupants verbally of the emergency and the need to evacuate.
  3. 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.
  4. Hazardous equipment or processes should be shut down before leaving unless doing so presents a greater hazard.

5. Remember to close all doors when leaving as long as conditions permit.

### IV. EVACUATION PROCEDURES:

- A.** Evacuate via the nearest stairwell or street level exit.
- B.** Do not use elevators.
- C.** Each University building has a pre-designated assembly point.
- D.** After you have left the building, go to the pre-designated assembly point and remain there.
1. At the assembly point, supervisors will account for all personnel and report any that are unaccounted for to the University Police.
- E.** 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.
- F.** 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.
1. People requiring evacuation assistance should proceed to the nearest stairwell and position themselves to the side of the stairwell. The presence and location of these individuals should be reported to the emergency responders or University Police (**x4444**).
  2. Emergency personnel will attend to their evacuation.
  3. In the unlikely event that a person needing evacuation assistance must be evacuated before emergency personnel arrive, the person shall be asked to instruct as to the safest method of evacuation for him or her.
- G.** No one is permitted to reenter any building until the ranking police officer or commander on the scene has given the "all clear" message.

### V. TRAINING:

- A.** Each Department Head is responsible for training its employees on all elements of this Emergency Action Plan and Fire Evacuation Policy.
- B.** New employees will be provided instruction on where to obtain this document and given the Fire Evacuation Factsheet attached to this policy during initial training

by the Office of Compliance when first assigned to the department.

- C. Additional training is necessary when an employee's responsibilities under the plan change or when there are changes to the plan.

- I. Additional training is available upon request from the Office of Compliance (compliance@monmouth.edu).

## **VI. RESIDENCE HALLS:**

- A. The Associate Vice President for Student Life is responsible for establishing evacuation procedures for University students residing in residence halls, campus apartments and University sponsored housing.
- B. These procedures shall be in writing and made available to Conference Services and Special Events and all other departments that utilize the residence halls and/or campus apartments to house students, employees, or visitors. See "PROCEDURES FOR RESIDENTIAL LIFE STAFF TO ASSIST IN EVACUATION OF RESIDENCE HALLS".

## **VII. CONFERENCE AND EVENT SERVICES:**

- A. The Senior Director of Conference Services and Special Events, or their designee is responsible for notifying groups who have contracted through them for space of the evacuation procedures for all areas they will be occupying.
- B. These groups must be notified of the evacuation procedures for the areas they will be occupying prior to the start of their event.

## **VIII. FIRE DRILLS:**

- A. 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.
- B. These inspections and drills must conform to the regulatory requirements and must be properly documented.
- C. When discrepancies and/or violations occur, they must be identified and corrected.

- D. Violations include, but are not limited to:

1. Failure of building occupants to exit a building;
2. Disregard of fire alarms; and
3. Disregard of a legitimate directive of police officers and other emergency personnel.

## **IX. FIRE PREVENTION:**

- A. The University prohibits, without prior approval, the use of open flames (i.e., candles, incense, hot plates, etc.) of any type, anywhere on campus, including sporting events.
- B. Exceptions to this Policy can be found listed in the section "LIST OF EXCEPTIONS REGARDING OPEN FLAMES".
- C. The procedure for obtaining approval requires the group to submit, in writing, a memorandum including the details of the event to the Dean, Chief of University Police, Area Vice President and Department Head.

## **X. POSTINGS:**

- A. The Monmouth University Fire Evacuation Information Plaque shall be displayed in each department area within the building.

## **XI. DISTRIBUTION:**

This Fire Evacuation Policy and the Fire Evacuation Factsheet shall be distributed annually to all employees.

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

- A. 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 the University Police at **x4444**.
  2. The Residential Life Staff should immediately proceed to exit the building via the nearest exit on their floor.
    - a. If possible and 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.

3. Never use the elevator. Close the door as you leave the area/room.
4. The Head RA/RA should proceed to the front of the building and wait for the University Police to arrive.
  - a. If it has been determined by the University Police that there is no imminent danger, the staff can assist the police with monitoring the residents as they exit the building.
5. While outside, the University Police and the Residential Life Staff should instruct all residents to remain at least 100 feet from the building.
6. While assembled outside of the building, every effort should be made to determine if all residents have safely exited the building.
  - a. This should be coordinated by the Resident Life Assistant on duty, the Head Residential Life Assistant of the building, and the Area Coordinator of the building, if possible.
7. In the event of inclement weather, University Police and Residential Life Staff shall make arrangements for those needing shelter to be moved quickly as possible to other areas of shelter.
8. Once the fire alarm has been cleared by the fire department or the University Police and the system has been reset, the officers shall notify the Residential Life Staff and residents to re-enter the building.
  - a. Anyone found remaining in the building, or reentering the building prior to the building being cleared by the fire department, are subject to University disciplinary charges as well as criminal charges.
  - b. It should also be noted that if the alarm was set off as a result of a prank, the University Police will investigate and prosecute if warranted.

## **MONMOUTH UNIVERSITY LIST OF EXCEPTIONS REGARDING OPEN FLAMES**

- A.** Lighted candles shall be permitted for ceremonies, religious functions, cultural events, honorary groups provided they have the written approval of the University Chief of Police.
  1. Lit candles shall never be left unsupervised.
  2. Candles shall be securely fixed in sturdy, approved candleholders or glass enclosures. (i.e. Hurricane lamps, etc.)
- B.** Open flames used in assembly areas holding more than fifty (50) people shall secure written approval of the University Chief of Police and be in compliance with the requirements of the National Fire Protection Association (NFPA) Life Safety Code 101/13.72.
- C.** Any open flames utilized by Facilities Management personnel in furtherance of their assigned duties.
- D.** Food service operations, such as portable cooking equipment, shall be placed on a noncombustive surface.
- E.** Laboratories are excluded from this policy, but extreme care should be exercised to ensure safe operations.
- F.** Tailgating at sporting events. However, the Monmouth University Police and/or representatives of local or state jurisdictions have the authority to stop or prevent unsafe acts or conditions.
- G.** Bonfires, with the prior approval of the West Long Branch Fire Marshall and University Chief of Police.
- H.** Open flame barbeque grills or propane tank barbeques for specific University events, such as Homecoming, with the necessary University approvals.
  1. The storage of propane or barbeque grills in any University owned or sponsored housing for students is strictly prohibited.
  2. The storage of propane or barbeque grills inside a University building requires the written approval of the Monmouth University Chief of Police, and shall comply with NFPA 58.



- I. Pyrotechnic and open flame devices for special effects with the written approval of the Monmouth University Chief of Police.

Consideration shall only be given for areas in which there are fire sprinklers.

## Fire Evacuation Policy Factsheet

### IF YOU DISCOVER A FIRE OR SMOKE CONDITION:

- Activate the nearest Fire Alarm.
- Notify anyone nearby of the emergency and tell them to evacuate.
- Follow instructions of Bldg. Emergency Coordinator or Res. Life Staff.
- Turn off electrical, gas, and hazardous equipment, if you can do so safely.
- Close the doors on your way out, if you can do so safely.
- Evacuate using the nearest exit. Follow the EXIT signs.
- Do not use elevators!
- Go to the Assembly Point. Do not reenter the building until the "all clear" message is given.
- If you activated the alarm or have important information about the fire:

### Call MUPD at x4444 (732-571-4444) or 911 from safe location

- Tell them your name
- Information about the fire
- Any persons that require evacuation assistance
- Where you can be reached for more information (i.e., location and phone #)

### FIRE EXTINGUISHERS—Remember ...

- You are not required to fight a fire.
- Always activate the Fire Alarm before you use the Fire Extinguisher!
- Evacuate immediately if there is any danger from smoke, heat or flames.
- Use fire extinguishers to fight SMALL, non-spreading fires only and, ONLY if you've been trained.

### (Small fire = a fire no larger than a wastepaper basket!)

- Remember P.A.S.S.:
- Pull the pin
- Aim low, pointing the extinguisher nozzle at the base of the fire
- Squeeze the handle to release the extinguishing agent
- Sweep from side to side at the base of the fire until it appears to be out
- Report any used/discharged Fire Extinguishers to Facilities Management or MUPD.

## Bomb Threat Procedures

### I. Introduction

It is the policy of Monmouth University to ensure that all employees, students, contractors, and visitors are protected from the possible risks associated with a bomb threat and/or a suspicious package. All bomb threats are taken seriously, and appropriate evacuation measures may be taken. Nearly all bomb threats are false alarms; however, all threats are taken seriously. All bomb threats (even if considered to be a hoax) must be reported to the Monmouth University Police Department (MUPD).

The purpose of this policy is to inform University personnel of the proper procedures to follow in the event of a bomb threat. All employees are required to familiarize themselves with these procedures.

Most bomb threats are received by telephone. These threats are sometimes reported by persons who want to create an atmosphere of anxiety or panic, which could possibly result in the disruption of normal activities at a specific location(s). Terrorist or politically motivated bombers usually select targets that will bring publicity and political gain. Criminally motivated bombers usually select targets for reasons related to revenge, intimidation, extortion, etc.

In the event a bomb threat is received, a command post will be established at MUPD Headquarters where authorized personnel will be stationed to direct operations.

Emergency coordinators will assist in coordinating the evacuation of their building or area. (According to the University's Fire Evacuation Policy there should be an

emergency coordinator in each building. Employees should familiarize themselves with the location of the nearest emergency exit in your building. Each Department Head is responsible for accounting for his/her personnel. The building's Emergency Coordinator should identify himself or herself to the first responding police officer.

The following procedures should be followed in the event you receive a phone call, a verbal or physical threat, or suspicious mail or package.

## II. Receiving and Reporting a Threat

- A. Remain calm; call MUPD at **ext. 4444** and notify your department head.
- B. The MUPD Shift Commander or his/her designee will immediately notify the Major Crimes Unit of the Monmouth County Prosecutors Office.
- C. If possible, obtain the following information by using the Bomb Threat Checklist:
  1. If your phone has a caller ID display, copy the numbers and/or letters. Do not hang up the phone. If possible, have another person listen in on the conversation. Immediately have someone contact MUPD from another phone. Give the name, phone number, and room number where the bomb threat was received so the person who received the call can be reached if needed.
  2. Listen—Be calm and courteous. Do not interrupt the caller. Obtain as much information as you can. Take notes on exact phrases or statements. Note the time the call is received, the sex and accent of the caller, his/her attitude, and any background noises that can help identify where the caller may be located (bells, talking, traffic, etc.). Try to keep the caller on the line as long as possible.
  3. The most crucial information you can obtain from the caller is what time will the bomb explode, where it is located, and the appearance of the bomb. Also ask if

they placed the bomb, where they placed it and their name.

4. If the threat was left on a voice mail, notify MUPD immediately and do not delete or forward the message.
5. Do not use two-way radios or cellular phones: radio signals have the potential to detonate a bomb. If at all possible, use a landline telephone.
6. Do not evacuate the building until MUPD arrives and assesses the threat.
7. Do not activate the fire alarm. This may cause unnecessary panic.
8. The MUPD Shift Commander will respond and make a determination whether or not the fire alarm should be activated, if occupants should evacuate, and/or to search the building.



## Bomb Threat Checklist for Phoned Threats

Exact message received:

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Name of person receiving call: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Caller's Identity:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Approximate age:
<b>Origin of call</b> (if you can tell or ask):	<input type="checkbox"/> Local <input type="checkbox"/> Long Distance	<input type="checkbox"/> Booth <input type="checkbox"/> Cell Phone	<input type="checkbox"/> Internal (from within building)
<b>Vocal Characteristics:</b>	<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> Pleasant	<input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy	<input type="checkbox"/> Intoxicated <input type="checkbox"/> Other
<b>Speech:</b>	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred	<input type="checkbox"/> Stutter <input type="checkbox"/> Lisp <input type="checkbox"/> Other
<b>Language:</b>	<input type="checkbox"/> Excellent <input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> Foul <input type="checkbox"/> Other
<b>Accent:</b>	<input type="checkbox"/> Local <input type="checkbox"/> Not local	<input type="checkbox"/> Regional <input type="checkbox"/> Foreign	<input type="checkbox"/> Other
<b>Manner:</b>	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Belligerent <input type="checkbox"/> Righteous	<input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent
<b>Background noises:</b>	<input type="checkbox"/> Machinery <input type="checkbox"/> Trains <input type="checkbox"/> Street <input type="checkbox"/> Office Machines	<input type="checkbox"/> Quiet <input type="checkbox"/> Music <input type="checkbox"/> Voices <input type="checkbox"/> Party Atmosphere	<input type="checkbox"/> Bedlam <input type="checkbox"/> Animals <input type="checkbox"/> Other

### QUESTIONS TO ASK:

1. When is the bomb going to explode? When will the device function? When will the release occur?
2. What is the material involved? How much material is involved?
3. Where is it right now?
4. What does it look like? What kind of device is it?
5. What will cause the device to function?
6. Did you place the device? Why? Are there additional devices?
7. What is your name? Where are you? What is your address?

### III. Suspicious Letter or Package:

- A.** If you see a suspicious package, do not touch or move it. Evacuate the area. Do not assume it is the only package.
- B.** If the threat is received as a letter or in some other form of writing, upon discovery the letter or note should be immediately secured and the MUPD must be contacted at **ext. 4444**. The note should be handled as little as possible as it may be useful in an investigation. If the suspicious letter was not yet opened, do not open it. MUPD will collect the letter as is for further analysis.
- C.** Be familiar with the following Letter and Parcel Bomb Recognition Points:
  - 1. Foreign mail, airmail, an unexpected delivery, and/or special delivery
  - 2. Restrictive markings, such as “confidential” or “personal”
  - 3. Excessive postage
  - 4. Hand-written or poorly typed addresses
  - 5. Incorrect titles
  - 6. Titles but no names
  - 7. Misspellings of common words
  - 8. Oily stains or discoloration
  - 9. No return address
  - 10. Excessive weight
  - 11. Rigid envelope
  - 12. Lopsided or uneven envelope
  - 13. Protruding wires or tinfoil
  - 14. Excessive securing material, such as masking tape or string
  - 15. Visual distractions
  - 16. Strange odor
  - 17. Strange sounds

### IV. Evacuation Procedure

Once the circumstances of the threat are assessed, a decision will be made whether or not to evacuate an area or building of the University. You should remain calm. Do as directed—do not waste time.

If you are directed to evacuate, please do the following:

- A.** Take outdoor clothing, keys, handbag, briefcase, etc. with you if it can be done without delay. Evacuate via the nearest accessible exit. **DO NOT RUN. DO NOT USE ELEVATORS.**
- B.** In classrooms, the faculty member is responsible for immediately evacuating students from the building and ensuring that the classroom door is closed upon exiting.
- C.** In science laboratories, ensure that all burners, and/or open flames are turned off and gas jets are closed before leaving the classroom and the door is closed after you exit.
- D.** Staff and personnel in offices should make sure that all doors are shut as they leave.
- E.** In residential buildings, if safety and circumstances permit, upon exiting the building the Residential Life staff (RA's) should knock on the doors of the residents of their floor and direct the residents to immediately leave the building.
- F.** Each University building has a pre-designated assembly point. Staff and students should gather at the assembly point as soon as possible for further direction. Further instructions will be provided by emergency responders; evacuees should stand a minimum of three hundred feet from the building or where directed.
- G.** You are required to cooperate with emergency personnel.
- H.** Individuals with physical disabilities may remain in a building during an emergency evacuation only if they are non-ambulatory, or when elevator assistance is essential for their evacuation and such individuals are located either above or below the ground floor. Please advise the appropriate emergency personnel if you require assistance. Evacuees who have knowledge of the location(s) of individuals requiring evacuation assistance should contact or seek out the emergency responders and provide that information after they have evacuated. All other persons physically able to evacuate should evacuate.

Once the area and/or building has been evacuated, Emergency Personnel and Facilities Management Staff will be posted at all possible entrance points to prevent people from inadvertently entering a hazardous area. Once evacuated, staff must not reenter the facility. If a search is needed, this will be performed by emergency personnel, who have been trained to deal with these types of situations.

When the situation has been resolved, emergency/security personnel will direct employees and students when it is safe to reenter the building or provide further direction.

**Please Note:** The Office of University Marketing and Communication (**732-571-3411**) will handle any press inquiries. University personnel are not authorized to make any statement to the press or news media.

## V. Handling of Suspicious Unopened Packages or Envelopes

At any time a package or envelope is received that appears suspicious, these instructions should be followed. Notify your supervisor and call the University Police at **ext. 4444** or **732-571-4444** from your cell phone.

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others, or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled the package or letter. Give this list to the University Police upon their arrival.

## Chemical Spill or Exposure Procedures

1. Exposures/Spills at Edison Science Building or Spills Requiring Outside Resources
  - a. In addition to the evacuation procedures outlined in the Fire Evacuation Policy above, specific chemical spill response procedures to be taken in the event of a chemical spill have been developed and are included in the University Chemical Hygiene Plan, available online through the Office of Compliance webpage (<http://www.monmouth.edu/resources/HR/compliance/default.asp>), for the Edison Science Building.
  - b. Hazardous chemical spills or leaks outside of those described in the Chemical Hygiene Plan, for which specific in-house response procedures have not been developed, may require the assistance of outside resources.
  - c. The University does not have personnel trained to respond to and/or cleanup hazardous chemical spills or leaks, except for the specific response procedures developed in the Chemical Hygiene Plan.
  - d. The appropriate Chemical Hygiene Officer (CHO) shall be responsible for complying with the specific requirements of his/her plan to include training, personal protection equipment, Safety Data Sheets (SDS), chemical inventory, and an annual update.
  - e. In the event of ANY chemical spill beyond the control of the person causing the spill, employees and students must evacuate from the danger area in accordance with the University's Fire Evacuation Policy and Chemical Hygiene Plan.
  - f. The individual(s) who causes, witnesses, discovers, or has any other relevant information regarding the spill is responsible for prompt notification to MUPD at **ext. 4444**.
  - g. All spills resulting in a potentially hazardous exposure shall be reported to MUPD at (**ext. 4444**) and the Director of Compliance at **732-263-5355**.
  - h. MUPD shall follow the procedures listed in Section II of this policy, below.

- i. Any spill, as discussed above, must be immediately documented and reported by the responsible party, or the party who discovered the spill, to the Office of Compliance at **732-263-5355**. The Director of Compliance can also be reached during off hours through MUPD.
2. Minor Spills or Spills Occurring at Other Campus Areas
  - a. In the event of a minor spill or release of a hazardous substance, the person(s) responsible for the spill or release may respond, provided that the incident is within the control of the responsible party and the responsible party has the appropriate knowledge and training of the hazard and the appropriate personal protective equipment.
  - b. In the event of any chemical spill or release of a hazardous substance beyond the control of the person causing the spill, employees and students must evacuate from the danger area as described above and in accordance with the University Fire Evacuation Policy and Chemical Hygiene Plan. Appropriate notifications must then be made to the MUPD at **ext. 4444**.
  - c. All spills resulting in a potentially hazardous exposure shall be reported to the MUPD at (**ext. 4444**) and the Director of Compliance at **732-263-5355**.
  - d. MUPD will follow the procedures listed in Section II of this policy, below.



# Monmouth University Office of Compliance Incident Report—Spills

Date: \_\_\_\_\_

**REPORTING PARTY**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**INCIDENT DESCRIPTION**    ☐ **Occurred**    ☐ **Discovered**

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Material Involved: \_\_\_\_\_ Approximate Amount: \_\_\_\_\_ Attach SDS sheet

Weather Conditions: \_\_\_\_\_ Source/Cause: \_\_\_\_\_

Transporting Vehicle or Container: \_\_\_\_\_

Responsible Party/Company: \_\_\_\_\_

**Please answer the following questions to the best of your ability:**

- 1. The number and type of injuries, if any \_\_\_\_\_
- 2. Was there any dangers/threats posed by the spill? \_\_\_\_\_
- 3. Was there any damage to roadway, property, or other? \_\_\_\_\_
- 4. Did spill enter any drains/sewers? Was it absorbed into soil/ground? \_\_\_\_\_
- 5. Were any local and/or state agencies notified? \_\_\_\_\_
- 6. If yes, which agency? \_\_\_\_\_
- 7. Did evacuation procedures occur? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		
NJDEP REPORT _____	_____	_____
OFFICE	DATE	TIME



## Accidents and First Aid

1. In the event of an accident or incident requiring medical assistance, immediately notify **MUPD at ext. 4444**.

## Research Animals on Campus

1. In the event of an emergency in the Edison Science building where research animals may be housed, the Chief of the MUPD and the Director of Compliance/Risk Manager shall be notified. The Director of Compliance/Risk Manager shall then notify the Monmouth University veterinarian and the Institutional Animal Care and Use Committee ("IACUC") Chair.
2. Upon notice, the Monmouth University veterinarian shall initiate the emergency procedures as established by IACUC and update the Director of Compliance/Risk Manager, as necessary.

### V. PRE-EMERGENCY PLANNING AND COORDINATION WITH OUTSIDE AGENCIES

- A. The following are the ways in which the University will work with external emergency response authorities in the event of a fire, bomb threat, chemical spill, or accident requiring outside assistance:
  1. The Monmouth University Chief of Police ("Chief"), or his/her pre-appointed alternate, is designated as the University's Emergency Management Coordinator (EMC) for emergency situations.
    - a. The Chief, or his/her pre-appointed alternate, shall be responsible for coordinating all emergency response activities with outside agencies.
  2. In the absence of the EMC, or his/her pre-appointed designee, the Incident Commander shall serve as the point of contact.
    - a. The Incident Commander is the highest-ranking police department employee in charge on any given eight-hour work shift.
  3. The Emergency Management Coordinator and/or Incident Commander shall act as a liaison with the following emergency response authorities:

- a. West Long Branch First Aid Ambulance Service: **(911 or 732-229-5000)**.
- b. West Long Branch Fire: Monmouth County Dispatcher **(911 or 732-577-8700)**.
- c. West Long Branch Emergency Management Coordinator: **(911 or 732-229-5000)**.
- d. Long Branch Fire Department **(732-222-1000)**.
- e. Oakhurst Fire Department and Oakhurst First Aid **(732-222-4624 and 732-222-9517)**.
- f. Emergency Planning, Monmouth University Police Department: **(732-571-4444)**.
- g. Monmouth University Health Center **(732-571-3464)**.
- h. Monmouth Medical Center Emergency Room **(732-923-7386)**.
- i. Veolia Environmental Services **(800-431-2387 or 973-347-7111)**.

4. A list of phone numbers for the above agencies and a copy of this Plan have been placed by the phones in the following locations:

- a. Monmouth University Police Dispatch; and
- b. Facilities Management Dispatch.

5. Response to any of the above mentioned situations will be as per the Incident Command System (ICS) and the National Incident Management System (NIMS).

### VI. PERSONNEL ROLES, LINES OF AUTHORITY, TRAINING, AND COMMUNICATION

#### A. ROLES AND RESPONSIBILITIES

1. The following outlines the roles of key emergency response personnel at the University to include lines of authority, level of training, appropriate response, and methods of communication during an emergency:
  - a. The EMC, or his/her designee, shall coordinate emergency response operations at the University.
    - i. He/she shall act as a liaison between the University and external emergency response authorities during an emergency.

- ii. In the event of his/her absence, the Incident Commander shall assume the duties of EMC.
  - b. The Incident Commander shall perform all necessary duties as required by the nature of the incident until relieved by either the EMC or external emergency response authorities.
  - c. The Director of Compliance/Risk Manager shall be the contact person for employees and regulatory agencies/authorities who have questions about emergency response and environmental health and safety concerns at the University. Any media or public inquiries shall be immediately referred to the MU Office of Communications and University Relations (**ext. 3526**). University personnel are not authorized to make any statement to the press or news media.
    - i. The Emergency Action Plan shall be available on the University Web site. The Director of Compliance/Risk Manager shall also provide a copy of the Emergency Action Plan to employees upon request.
    - ii. He/she shall coordinate all training requirements, reporting requirements, contacts with regulatory and external agencies, and overall administration of the Emergency Action Plan.
    - iii. The Director of Compliance/Risk Manager shall, in addition, conduct and record critiques of all response actions and exercises in conjunction with the EMC.
  - d. The EMC, possible Incident Commanders, and the Director of Compliance/Risk Manager shall receive training to competently carry out their required duties as listed above and in addition have competency in the following areas:
    - i. know and be able to implement the Monmouth University Incident Command System;
    - ii. know how to implement the Monmouth University Evacuation and Emergency Action Plans;
    - iii. be able to facilitate the Emergency Bomb Threat Procedure; and
    - iv. Be familiar with the Monmouth University Chemical Hygiene Plan.
- B. JOB POSITIONS TO BE TRAINED AT AWARENESS LEVEL**
- 1. These are individuals who, because of the nature of their job, may come across a chemical spill or leak.
  - 2. These individuals shall be trained to know the emergency procedures, evacuation routes, and appropriate emergency response phone numbers including how to contact the MUPD.
  - 3. They shall be responsible for notifying authorities in the event of an emergency, shall be capable of securing any area where a spill/leak has occurred, and shall know the procedures for evacuating the area.
  - 4. These individuals shall be responsible for allowing only trained/authorized personnel into or near spill/leak areas until relieved by the proper authority and shall wait just outside the warm zone in a safe area.
  - 5. These individuals shall be trained at the First Responders Awareness Level.
    - a. Individuals in these positions are likely, because of their positions, to witness or discover a hazardous substance release and shall have training to initiate an emergency response sequence by notifying proper authorities and take no further action.
    - b. The individuals in these positions shall receive initial training upon initial employment with the University and refresher training annually.
    - c. A list of individuals trained, dates of refresher training, and an outline of the training program shall be maintained in the Office of Compliance.
- THESE JOB POSITIONS ARE POSITIONS TRAINED AT FIRST RESPONDERS AWARENESS LEVEL:**
- A. MONMOUTH UNIVERSITY POLICE DEPARTMENT:**
- 1. Chief
  - 2. Captain
  - 3. Sergeants
  - 4. Corporal

5. Patrol Officers

6. Safety Officers

**B. FACILITIES MANAGEMENT:**

1. Vice President for Administrative Services

2. Directors (Operations, Service Response)

3. Director of Compliance/Risk Manager

4. Fire & Safety Personnel

5. Electricians

6. HVAC

7. Service Response Team Members

8. General Maintenance Mechanics

9. Mailroom Personnel

10. Custodians (Edison Science Building)

11. Plumbers

**C. AQUATICS:**

1. Supervisor of Aquatics

2. Poolroom Staff

**D. SCIENCE/LABORATORY:**

1. Compliance Officer in accordance with the Chemical Hygiene Plan

2. Faculty in accordance with the Chemical Hygiene Plan

3. Support Staff in the Department of Biology and Chemistry in accordance with the Chemical Hygiene Plan

4. Student employees in accordance with the Chemical Hygiene Plan

**E. ART & DESIGN DEPARTMENT:**

1. Compliance Officer

2. Faculty and Instructors

3. Designated Support Staff

**F. MUSIC AND THEATRE ARTS**

1. Compliance Officer

2. Designated Faculty and Instructors

3. Designated Support Staff

**G. BUILDING/CAMPUS PLANNING**

1. Associate Vice President

2. Construction Manager

**IV. EMERGENCY RECOGNITION AND PREVENTION**

**A. THE UNIVERSITY HAZARD COMMUNICATION PROGRAM REQUIRES:**

1. Every container at the University to be labeled in accordance with OSHA and the New Jersey Right to Know container label requirements;
2. All potentially exposed employees to receive Hazard Communications (HazCom) training to interpret hazard warnings on labeled containers and SDS's;
3. All potentially exposed employees to receive HazCom training by their supervisor to be aware about the known hazards in their work areas;
4. Additional training for employees who are potentially exposed to new hazards in their work area or who require additional training to maintain competency in this area;
5. All current SDS's to be kept in the University online database;
6. Assurance that all SDS's can be accessed by all employees at all University computers;
7. When personal protective equipment is required, authorized employees to be trained in its proper use and maintenance; and
8. Standard operating procedures for proper handling and storage of hazardous substances. These procedures have been implemented and are enforced as a method of emergency prevention.

**V. CRITIQUE OF RESPONSE AND FOLLOW-UP**

- A.** The Director of Compliance/Risk Manager shall perform an evaluation of the understanding of employees trained in emergency response as part of the annual Emergency Response training. The Director of Compliance/Risk Manager shall, in addition, conduct and record critiques of actual response actions and exercises in conjunction with the EMC.

- B.** This Emergency Response training should include a simulation or detailed discussion of an emergency that could potentially happen at the University.
1. After this simulation or detailed discussion, each employee's performance will be evaluated and suggestions made for improvement where necessary.
  2. The same type of follow-up meeting shall be held after any emergency situation covered by this plan at the University.

## VI. ANNUAL REVIEW

This plan shall be reviewed annually and updated as necessary.

## Campus Lockdown

### I: PURPOSE

In the event that a situation occurs involving dangerous intruders or other such incidents that could result in harm to individuals or University property the Campus Lockdown protocol will be put into effect. These procedures are meant to be general guidelines for actions to help maximize the safety and well being of all participants. Specific threats may require additional action or intervention.

It is important to note that this policy references two types of buildings, card access and non-card access buildings. Card access buildings are buildings that can be electronically locked down from the Dispatch Center located in Police Headquarters. Non-card access buildings are buildings which must be manually locked down utilizing conventional lock mechanisms.

### II: POLICY

In the event that an emergency situation occurs and it becomes necessary for the University to activate the lockdown procedure the following actions will be taken:

- A.** The University Police shift commander will have the authority to initiate a lockdown of the University or any part thereof if he/she believes that there is a significant potential of danger to people or property.
- B.** Upon completion of electronic lockdowns, the University Police Dispatcher will notify the Chief of Police or, in his absence, the next highest ranking University Police Officer. The Dispatcher will then notify the Vice President for Administrative Services and the Vice President for Student Services. They will coordinate notification to the President, the President's Cabinet, and other University officials as required.
- C.** The Monmouth University Police Department will notify members of the Monmouth University community via the University Emergency Notification System, which serves as the primary method of emergency notification.
- D.** Additional methods of emergency notification that may be utilized are:
- University voice mail
  - University web page
  - University and other Email
  - University radio station (WMCX)
  - Police vehicles public address systems and megaphones
  - University electronic signs
  - Area media outlets

The broadcast notification message will include the term "lockdown" and will briefly describe the nature of the emergency and what actions members of the University community should take.

- E.** The police dispatcher will lockdown all the University buildings that are on the card access system. This action will secure all card access doors and deny entry to all individuals except employees who have authorization to that building or specific room.
- F.** Possible actions to take in the event of a lockdown:
- If indoors when the message is heard, students and employees will remain in their present locations pending further instructions and follow these steps:
- Close and lock doors. If a door(s) cannot be locked it should be secured by other means, i.e., block them

with furniture, etc. Stay away from all windows and doors. Turn off all lights, lower your cell phone ringers and remain silent. If silence is necessary, do not use cell phones except for emergency notification to the University Police at 732-571-4444.

- Move to a location in the room on the same wall as the door, but at the opposite end so you are not visible to someone looking through the door. Everyone should remain on the floor if gunshots are heard.
  - Students and employees in hallways or other open areas must proceed immediately to a classroom or office where they can lock themselves in. If a classroom or office door is locked, go to the next available room to take shelter.
  - No one should leave the secured room until an "ALL CLEAR" message has been announced on the emergency notification system.
  - If outdoors when the message is heard, students and employees should seek shelter in the nearest building, if the building(s) are secured you should immediately take cover behind the closest point of cover.
- G.** Residential halls are secured 24 hours a day 7 days a week. If possible, members of the Office of Residential Life will make announcements to resident students that lockdown procedures are in effect. This will be in addition to the notification methods listed on above.
- H.** All entrances to the University shall be blocked and motorists/pedestrians will be denied access. If necessary, the University Police Department shall utilize assistance from surrounding municipal police departments to achieve this goal.
- I.** Special attention should be paid to classes that are outside of a building and other outdoor areas such as the athletic fields. Instructors, Coaches, Counselors or those in charge of a particular outside activity, should direct those individuals under their supervision to a safe interior location.

- J.** Outside groups utilizing the campus will be briefed by Conference Services and Special Events personnel on all emergency management procedures.
- K.** When the University Police are confident that the threat(s) which necessitated the activation of the lockdown procedure have been neutralized they will issue the "All Clear" signal to the university community via the University Emergency Notification System, as well as other systems.
- L.** Please note that some other threats may override the above suggested lockdown procedures such as a confirmed fire or intruder inside a specific building.
- M.** It is important to know that experts and officials advise that there is no single (or absolute) response or direction that will secure everyone's safety. Every situation is considered unique and complex depending on numerous factors. These procedures represent some best general practices that are recommended. For this reason, the best or appropriate lockdown procedures to follow in a given situation may vary. It is important that you remain calm and only deviate from suggested procedures when circumstances indicate that following the procedure is reducing your safety level.





## Active Shooter

### WHAT TO DO IN THE EVENT OF AN ACTIVE SHOOTER

Active shooter situations are always unpredictable, but there are things that should be immediately done to protect oneself. If it is possible to do so safely, exit the building immediately when you become aware of an incident, move away from the immediate path of danger, and take the following steps:

1. Notify anyone you encounter to exit the building immediately.
2. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.
3. Call the Monmouth University Police Department at **732-571-4444** or **dial 911**. Provide each dispatcher with the following information:
  - Your name.
  - Location of the incident (be as specific as possible).
  - Number of shooters (if known).
  - Number of weapons (if known).
  - Type of weapons (i.e., handgun, rifle) if known.
  - Identification or description of shooter(s).
  - Number of persons who may be involved.
  - Your exact location.
  - Injuries to anyone, if known.

4. Take cover. Individuals not immediately impacted by the situation should take protective cover and stay away from windows and doors until notified otherwise.
5. If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:
  - Go to the nearest room or office.
  - Close and lock or barricade the door.
  - Turn off the lights.
  - Seek protective cover.
  - Keep quiet and act as if no one is in the room.
  - Do not answer the door.
  - Notify the Monmouth University Police Department at **732-571-4444** or **dial 911** if it is safe to do so. Keep cell phones on vibrate.

Provide each dispatcher with the following information:

- Your name.
- Location of the incident (be as specific as possible).
- Number of shooters (if known).
- Number of weapons (if known).
- Type of weapons (i.e., handgun, rifle) if known.
- Identification or description of shooter(s).
- Number of persons who may be involved.
- Your exact location.
- Injuries to anyone, if known.

#### Wait for police to assist you out of the building.

The Monmouth University Police (MUPD), along with surrounding municipal departments, are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, the MUPD will evaluate the situation to determine the best course of action to ensure the safety of the members of the University community. The MUPD will convey to the members of the University community information regarding the incident.

The MUPD provides an informational course for the University community in response to active shooter situations throughout the year. If interested, please contact the MUPD.

## Evacuation

In the event of an emergency requiring the complete evacuation of Monmouth University, the following guidelines will be followed:

1. The decision to evacuate the University would be made by the University President or his or her designee in consultation with the chair/co-chair of the crisis management team, and in conjunction with the Borough of West Long Branch, Office of Emergency Management. In the absence of the University President, the following chain of succession will be utilized: the Vice President for Administrative Services and the Vice President for Student Life and Leadership Engagement.
2. The University community may be directed to one of the following locations:
  - a. A specific, designated location, off campus. This could be a school, military base, or regional evacuation center. In the event of an evacuation, the University Police Department will advise the campus community where to evacuate to, and will make every attempt to distribute maps and/or directions prior to any evacuation beginning.
  - b. Based on the type of situation presented, it may be necessary to provide general direction to a safe area.
3. In the event of an evacuation, the University population would be notified as to the appropriate action through one or more of the following means:
  - Classroom notification
  - Monmouth University Emergency Notification System voice mail
  - University e-mail
  - University radio WMCX 88.9 (FM)
  - Police vehicle public address systems and megaphones
  - University Web site
  - Electronic signs
  - Area media outlets
  - MU social media sites

4. Understanding that circumstances requiring a full campus evacuation are difficult to define at this time, it is hard to estimate what evacuation routes may be available and/or effective. The University, in making this plan, would make it a priority to route individuals through main thoroughfares, which should be monitored by state, county, and local emergency personnel. You might also consider alternate routes if you are familiar with the area. Once off campus, members might also be directed by outside law enforcement to a different route. At this point, you would be obligated to follow their directions.
5. Those without access to transportation are encouraged to establish a personal contact/buddy system in order to assist them in evacuating the campus. You should establish a pre-arranged location to meet.
6. It is very difficult to predict everything that might happen under such circumstances. The important thing is to remain calm and follow the directions of law enforcement, emergency personnel, and key campus personnel.

### **IMMEDIATE ACTION TO BE TAKEN UPON NOTICE OF AN EVACUATION**

1. If time is critical, students and staff will be directed to bypass step #2 (below) and immediately begin evacuating the campus. All non-resident students should return to their vehicles and evacuate the campus upon notice of an evacuation.
2. Time and situation permitting, all resident students will report to their residential facility, and employees/staff will report to their offices. Under the supervision of Residential Administrative staff and department heads they will then:
  - a. Gather personal belongings: keys, wallets, purses, medications, extra clothing as weather conditions dictate, and emergency phone numbers, as well as any personal survival kit (if in possession of one).



## Suggested Evacuation Routes

### To points north:

**From University:** Take Cedar Avenue west to Monmouth Road. Continue on Monmouth Road to Route 36. Turn left onto Route 36 west and follow Route 36 west to the Garden State Parkway north.

**From Pier Village and The University Bluffs:** Take Ocean Avenue to Cedar Avenue west. Follow University directions above.

**From Monmouth Park Corporate Center:** Take Route 36 west to the Garden State Parkway north.

### To points south:

**From University:** Take Cedar Avenue west to Monmouth Road. Continue on Monmouth Road to Route 36. Turn left onto Route 36 west and follow Route 36 west to the Garden State Parkway south.

**From Pier Village and The University Bluffs:** Take Ocean Avenue to Cedar Avenue west. Follow University directions above for points south.

**From Monmouth Park Corporate Center:** Take Route 36 west to the Garden State Parkway south.

### To points west:

**From University:** Take Cedar Avenue west. This will turn into Monmouth Road. Continue on Monmouth Road to Route 36. Turn left on 36 west and follow to the Garden State Parkway south. Follow Garden State Parkway south to Route 195 west.

**From Pier Village and The University Bluffs:** Take Ocean Avenue to Cedar Avenue west. Follow University directions from Cedar Avenue.

**From Monmouth Park Corporate Center:** Take Route 36 west to the Garden State Parkway south. Follow Garden State Parkway south to Route 195 west.

Assist persons with disabilities and those with special needs.

**Those individuals who are concerned with their ability to participate in the evacuation should contact the University police now. The University police will maintain a list of these individuals and in the event of an evacuation, make arrangements for a caretaker to assist them.**

- b. Log off University network systems and shut down computer.
- c. Secure all doors and windows.
- d. Exit buildings to go to your vehicles.

**Do not use elevators.**

- e. Those students, faculty, and staff willing to transport individuals without rides should drive to the Rebecca Stafford Student Center, which will be the assembly point for those without transportation.
3. University personnel will ensure that all members of the campus community are evacuated. Those members of the campus community who do not normally have transportation available to them should have pre-arranged plans to secure a ride with a roommate, co-worker, or friend. Those unable to locate their pre-arranged ride, or are unable to make immediate arrangements to obtain a ride, should assemble in the Student Center. Under the direction of the Vice President for Student Life and Leadership Engagement (or designee), Human Resources and Student Services administrators (Director of Student Activities and Student Center Operations, Assistant Directors of Student Activities, etc.) will staff the Student Center and perform the following functions:
- a. Contact the West Long Branch Office of Emergency Management (**732-229-5000** or **732-229-1756**) and advise the Office of Emergency Management of the emergency transportation needs.
  - b. Stand by to assist and record the names of individuals who accept transportation through the Office of Emergency Management.

**If the Office of Emergency Management cannot supply transportation, the previously listed Human Resources and Student Services administrators should:**

1. Triage those in need of transportation into geographic areas they will be traveling to.
2. Greet those volunteers offering rides and make arrangements for them to transport those without rides who are from the same geographic area.
3. Time permitting, document those members who have accepted alternate transportation, and with whom they accepted transportation.
4. The University Police Department will direct vehicles off campus to their recommended evacuation routes.
5. Members of the Monmouth University Police Department, Residential Life, and Facilities Management will conduct a search to make sure that the entire campus has been evacuated and buildings secured. Arrangements will then be made to evacuate any remaining members of the Residential Life staff, Facilities Management staff, and University Police personnel still on campus.
6. Once at the designated evacuation location, or in an area considered outside the evacuation zone, evacuated members should contact those family members on their personal emergency list.
7. After a successful evacuation, all members of the University community will be under the control of Emergency Management and/or Red Cross workers at a designated shelter or safe area. International students, and students unable to return to their homes or designated meeting places because of their proximity to the disaster, should make their status known to Emergency Management/Red Cross personnel so that arrangements can be made for shelter and food.

## **PIER VILLAGE AND THE UNIVERSITY BLUFFS APARTMENT RESIDENTS**

The above evacuation procedures would apply to these students as well, with the following added procedures:

1. Because of the inability of students to walk to the Student Center, it is imperative for those students without transportation to arrange for a pre-arranged ride in the event of an evacuation.
2. If pre-arranged rides cannot be obtained, the student should immediately contact the University Police to determine evacuation arrangements.

## **Emergency Shelter at Monmouth University**

Taking shelter can be a critical element in protecting the campus community in times of emergency situations. Sheltering at Monmouth University will take two forms. They are **Consolidation** and **Shelter-in-Place**. Although seeking shelter would normally be for a short duration (4 to 12 hours), the University has food/water capability for sheltering the campus population for a 72-hour period.

### **PROCEDURES:**

#### **CONSOLIDATION PLAN**

1. The decision to utilize any part of the Consolidation plan would be made by the University President or his/her designee in consultation with the Chairperson of the Crisis Management Team. In the absence of the University President, the following chain of succession will be utilized: the Vice-President for Administrative Services, the Vice-President for Student Life and Leadership Engagement.
2. In the event of consolidation, those affected would be notified as to the appropriate action through one or more of the following means:
  - University Emergency Communication System
  - University Voice Mail

- University E-Mail
  - University Radio WMCX 88.9 (FM)
  - Police vehicle P.A. systems and megaphones
  - Monmouth University Website
  - Electronic Signs
3. In the consolidation plan, the University would house the campus population (or parts of the campus population) in any, or all, of the following three buildings:

- The Samuel Hays Magill Commons (the Dining Hall)
- The Rebecca Stafford Student Center
- OceanFirst Bank Center

It should be noted that in utilizing this plan, the Samuel Hays Magill Commons (Dining Hall) would be the first building used, followed by the Rebecca Stafford Student Center. The last facility to be utilized would be the OceanFirst Bank Center.

4. The decision to consolidate into any/all of the above buildings might be for any of the following reasons, as well as those not mentioned:
- a) an electrical blackout, or emergency situation on the North Campus, requiring a movement of that particular campus population to the above facilities. Campus Police and Residential Life Personnel will notify students as to which of the above facilities they would report to.
  - b) a fire/smoke/dangerous condition in a residential life facility requiring the evacuation of that facility to one of the above locations.
  - c) The emergency evacuation of any campus building, requiring that those individuals evacuated, be given shelter.
  - d) The need to move any outdoor campus activity (sport camp, picnic, etc.) to a secure indoor location due to an emergency situation.
5. Upon evacuation of any building, normal crisis management procedures will be in effect regarding assembly points and head counts of individuals. Furthermore, whenever possible:

- a) When the affected building is a residential life facility, police personnel and residential life staff will search the affected building(s) to ensure that everyone has been evacuated.
- b) When the affected building is a building other than a residential life facility, police personnel and facilities management personnel will search the affected buildings to ensure that everyone has been evacuated.
- c) The police department will further ensure that the building(s) involved are locked prior to leaving.

6. Once evacuation or assembly indoors has taken place, department heads, R.A.s, A.C.s, and appropriate group leaders will be advised to proceed to their designated consolidation locations. All groups should be kept separate and intact.
7. Members of the Crisis Management Team, or other designated persons, will assume responsibility for the structures where members are evacuated to, and will set up a command post inside their respective building(s). Upon consolidation being completed, they will meet with department heads, A.C.s and group leaders, and give them pertinent instructions. If consolidation is ordered, the following individuals must report to the below listed consolidation locations. If any of the consolidation locations are not, or cannot be used, the individual(s) should report to an open consolidation location.

• **The Samuel Hays Magill Commons (Dining Hall)**

Mary Anne Nagy  
Kathy Maloney

• **The Rebecca Stafford Student Center**

Shannon Killeen  
Amy Bellina

• **OceanFirst Bank Center**

James Pillar  
Vaughn Clay  
Lu-Ann Russell

8. Once in their designated location, department heads, A.C.s and group leaders should keep an active roster of their group. They should further keep their group together. A member of each group should respond to

the building command post and receive information on food, sleeping arrangements, medical treatment, communications options, and hygiene arrangements.

**There may be incidents where contaminated water is an issue. If this is the case, signs will be immediately posted advising the campus population of this fact.**

9. If parents or guardians respond to pick up a juvenile being sheltered, proper identification of the parent/guardian must be obtained for each juvenile taken from the location. The head of each sheltered group is responsible for making sure this documentation is carried out. Any questions as to the appropriateness of releasing a juvenile to a responding adult should be forwarded to the highest ranking University official on scene.
10. Once consolidated, any adult wishing to leave must be signed out of the facility and removed from active rosters.
11. All evacuated members will be prohibited from returning to their evacuated facility until formal approval is given.

## Shelter-in-Place Plan

1. Although evacuation of the campus is the University's planned response to most serious emergency situations where advance notice is given, there are situations where evacuation might not be effective. Sheltering-In-Place is the use of any classroom, office, residential facility, or building for the purpose of providing temporary shelter for any of the following reasons:
  - Hazardous Material Release
  - Chemical Truck Overturning
  - Chemical Train Derailment
  - Chemical Facility Accident
  - Pipeline Rupture
  - Terrorist Attack
  - Release of Biological Agents
  - Release of Chemical Agents
  - Radiological Release
  - Weather Related Incidents (Tornado, Hurricane, and Flood)
2. The decision to utilize the Shelter-In-Place plan would be made by the University President or his/her designee in consultation with the Chairperson of the Crisis Management Team. In the absence of the University President, the following chain of succession will be utilized: the Vice-President for Administrative Services, the Vice-President for Student Life and Leadership Engagement.
3. In the event of the utilization of the Shelter-In-Place plan, those affected would be notified by one or more of the following means:
  - University Emergency Communication System
  - University Voice Mail
  - University E-Mail
  - University Radio WMCX 88.9 (FM)
  - Police vehicle P.A. systems and megaphones
  - Monmouth University Website
  - Electronic Signs
4. Certain emergency conditions might necessitate shutting down the HVAC and exhaust systems. If Facilities Management personnel are readily available, they will shut down the needed HVAC and exhaust systems. If Facilities Management personnel are unavailable, trained emergency personnel will shut down the HVAC and exhaust systems.
5. Many Shelter-In-Place emergencies do not permit the luxury of consultation regarding the implementation of this plan. Time permitting, the decision to Shelter-In-Place would be made by the University President and his/her designee in consultation with the Chairperson of the Crisis Management Team. Every attempt should be made by the University Police to follow this procedure. If, in the opinion of the ranking, on-duty Police supervisor, a dangerous situation required the immediate implementation of the Shelter-In-Place plan, he/she should begin the notification process of the campus population in the following order of priority:
  - a) A University Emergency Communication System message will be sent out.

- b) Police dispatch will notify patrol units to advise the campus population by P.A. system to immediately seek shelter, and to implement the Shelter-In-Place plan.
  - c) Contact with campus radio (WMCX) will be made advising them to begin broadcasting the implementation of the Shelter-In-Place plan, the reason, and the need to stay indoors until further notice.
  - d) Contact with Facilities Management will be made advising them to shut down the HVAC and exhaust systems on campus (if appropriate). If Facilities Management personnel are unavailable, trained emergency personnel will shut down the HVAC and exhaust systems.
  - e) Contact will be made with the University Vice-President for Administrative Services, Vice-President of Student Life and Leadership Engagement, and the Chief of Police.
  - f) The Office of Vice-President of Administrative Services will notify the campus population of the implementation of the plan, and the need to remain indoors, as well as other pertinent information. They will make this notification by Regroup as well as one or more of the following means: University E-Mail, University Voice Mail, and University Website.
6. The response of the campus population to the decision to Shelter-In-Place should be to immediately go indoors. Once inside members should:
- a) Shut all windows and doors.
  - b) Seal any gaps around windows and doors with wet towels, clothing, etc.
  - c) If possible, go to a room with no windows.
  - d) Monitor by radio, University E-Mail, and University Voicemail the circumstances of the emergency.
  - e) Avoid using the building phone system except for emergency use. Emergency responders may be trying to get in touch with you. If you have a cell phone and call your family/friends, advise them that you are Sheltering-In-Place and not to attempt picking you up. Further advise them not to come to the campus until officials announce it is safe to do so.
  - f) Avoid the use of water until notified it is safe.
  - g) In the event hazardous material contamination (chemical, biological, radiological), it is very important to separate those individuals who have been exposed. If possible, select a room in which those contaminated individuals might stay in until emergency assistance and decontamination can take place.
  - h) Remain in the shelter until University officials notify you that it is safe to leave.
  - i) It is important to remain calm and follow the recommendations of Police personnel, administrators, A.C.s and other designated leaders.
7. Different emergencies call for different responses. The following are basic courses of action to remember in specific Shelter-In-Place emergencies:
- a) During a **chemical release**, you should seek shelter in a room **above** ground level (most chemicals settle to the lowest level), preferably one without windows. You should also follow step #6 which is listed above.
  - b) During a **biological release**, you should seek shelter in an internal room, preferably one without windows. You should also follow step #6 which is listed above.
  - c) In the event of a **nuclear or radiological release**, stay indoors and go to a basement or other underground area if available. You should also follow step #6 which is listed above.
  - d) During a **tornado**, you should go to an underground room if one is available. If possible you should take refuge in a small interior room, closet or hallway. In a multiple story building, go to the lowest floor and stay in interior rooms away from windows and doors. Go to the center of the room and avoid corners (they attract debris). You should lie on the floor under a table or other sturdy object. Use your arms to protect your head and neck. You should also avoid sheltering in places with a wide span roof such as auditoriums or gymnasiums. Lastly, you should not seek shelter in a vehicle.
  - e) During a **flood**, seek shelter above water level and do not touch electrical equipment if you are wet or standing in water.

f) During a **hurricane** you should stay indoors and away from glass doors and windows. If possible you should take refuge in a small interior room, closet or hallway. In a multiple story building, go to the first or second floors and stay in interior rooms away from windows. Lastly, you should lie on the floor under a table or other sturdy object, while protecting your head and neck.

g) Although **electrical storms** are common occurrences, and you would not normally be notified of Shelter-In-Place plans, you should be aware of the following:

- Seek shelter indoors (or in a vehicle) immediately.
- Avoid showering or bathing. Plumbing/bathroom fixtures conduct electricity.
- Avoid using a corded phone except for emergencies. Cordless and cell phones are safe to use.
- Unplug appliances and other electrical items such as computers. Power surges from lightening can cause serious damage.

8. Once notified of the “all clear”, those affected should:

- a) Open windows and doors.
- b) Turn on heating, air conditioning, or ventilation systems.
- c) Go outside and wait until the buildings have been vented.
- d) Remain outside until advised by University officials to go inside.

9. It is important to remember that during any emergency the ability to contact Police Headquarters may be compromised due to the volume of incoming calls. Unless your call is of an emergency nature, you are requested to contact the Emergency Information Telephone Line at **732-263-5900** to receive updated information as to what is taking place and what actions to take. This telephone line will be updated as the emergency situation unfolds. Naturally, if you need immediate assistance, you are requested to call the Police at **732-571-4444** or **dial 911**.



## Civil Disorders

- Notify MUPD at ext. **4444**, **dial 911**, or **732-571-4444** from your cell phone.
- Advise the police of the disturbance size, leaders, and objectives if known.
- Leave or avoid the area of disturbance if you can do so safely.
- Do not confront protestors and/or participants.
- Secure your room and/or office from damage.

## Campus Security

### CAMPUS SECURITY LEVELS POLICY:

The University, in recognizing the many types of threats it can face, has instituted a policy recognizing that a wide variety of potentially dangerous situations may result in various security measures being implemented to safeguard the campus community. These threats can be related to environmental, medical, haz-mat, political, weather related, or other circumstances that may interfere with the safety of the campus community, and orderly functioning of the University. At Monmouth University, planning ahead for emergencies is part of normal business planning and campus life, and all members of the campus community share a responsibility for preparedness. Although every possible emergency situation can never be adequately planned for, the University has formulated the following Policy to assist in minimizing injury and damage if a threatening event were to occur.



## SECURITY LEVELS:

**Security Level 1:** Will be utilized when there is no apparent threat and normal University business is being conducted as usual. Security Level 1 will be the standard operating level of the University.

**Security Level 2:** Is a heightened security level and will be utilized under the following conditions:

- when there is an elevation in the National Terrorism Advisory System that could potentially impact Monmouth University,
- when there is an on campus threat, event, or anticipated event, that could be better managed with an increase in security or a heightened awareness of those entering and exiting the campus.
- when security concerns dictate the immediate identification of the campus population.
- when there is a major event requiring not only the closing of the University, but also the consideration of Shelter-In-Place or evacuation of the University Community.

## IMPLEMENTATION OF SECURITY LEVELS:

### Security Level 1

1. All normal University business conducted.

### Security Level 2

1. The Vice President of Administrative Services after consultation with the University President and the Chief of Police (or their designees) will be responsible for issuing the upgrade in security status.
2. The Vice President of Administrative Services and/or the Chief of Police shall advise the campus community of the need for the elevation of security levels, along with any security plans or changes to the normal operational status of the University. Notification could be made through voicemail, email, the University Emergency Notification System, University radio, University signage or some combination of these mechanisms.

3. Upon the conclusion of the need for enhanced security, the Vice President of Administrative Services and/or the Chief of Police shall advise the campus community of the return to our normal operational level (Level 1)..

## Log on to the Web site for up-to-date information:

### WWW.MONMOUTH.EDU/MUPD

Log on to Monmouth University's Police Department Web site at **www.monmouth.edu/mupd** to familiarize yourself with the University's emergency policies and procedures.

If you have any questions regarding the University's policies, you may contact Vice President Patricia Swannack at **732-571-3546**, Chief of Police William McElrath at **732-571-4444**, or Vice President Mary Anne Nagy at **732-571-3417**. For the latest security level update, please visit the Web site.

In addition, if you see anyone acting in a suspicious manner or any unauthorized individuals, or vehicles in unusual areas, you should immediately contact the police department at ext. **4444** or **732-571-4444** from any off-campus landline or cell phone.







# Parking and Driving on Campus





# Parking and Driving on Campus

## General Information

Motor vehicle rules and regulations are necessary to establish safe and orderly driving conditions and to maximize available parking. The cooperation of each member of the University community is necessary to uphold this policy.

### **POLICY CHANGES AND AUTHORIZATION**

The University reserves the right to make changes and/or provisions to regulations at any time, without prior notice.

### **AUTHORITY AND ENFORCEMENT**

The Monmouth University Police Department must ensure that members of the University community comply with University parking and traffic regulations and New Jersey motor vehicle laws. University police officers and safety officers enforce the driving and parking rules and regulations by issuing warnings and citations, or by requesting that vehicles be towed.

### **LIABILITY**

The University assumes no liability or responsibility for damages or losses to any vehicle driven or parked in University parking areas or facilities. Please keep your vehicle locked to protect its contents.

## Local Streets

To maintain good community relations with our neighbors, students and employees should not park their vehicles on local streets when attending classes or functions, or when engaging in University business. Municipal, borough, and city citations are issued to violators of local ordinances.

## Family/Business Vehicles

Violation expenses charged to any family or business vehicle not registered with the University are the responsibility of the family member associated with the University.

## Motor Vehicle Registration

1. All vehicles operated or authorized to park in University parking lots must be registered with the Monmouth University Police Department.
2. The registration year is September 1 through August 31.
3. All University bills must be paid to register a vehicle. Individuals who are on the revoked list are not eligible to obtain a decal.
4. Employees and non-resident students may register up to two vehicles; however, only one vehicle may be parked on campus at a time. Resident students may register only one vehicle.

5. Students may register their vehicles online at this web address: <https://my.monmouth.edu> or in person at Police Headquarters, Monday to Friday, 8 a.m. to 5 p.m. Employees may register their vehicles at [www.monmouth.edu/muevr](http://www.monmouth.edu/muevr).
6. Students and employees will be issued decals that must be displayed on the vehicle. A motor vehicle is not considered properly registered unless the appropriate form has been completed and filed with the police department and the assigned decal is properly affixed to the vehicle.
7. Vehicles registered after September 1 will be assessed a \$50 late charge.

## Decals and Permits

### DISPLAY OF DECALS

1. All registered vehicles must display a valid decal or parking permit. In order to avoid confusion, expired decals should be removed before new decals are affixed.
2. The decal must be properly affixed and displayed on the vehicle on the inside of the rearmost driver's side window. The decal must be displayed so that it is visible. Non-resident students will be issued a second decal to be adhered to the back of the rearview mirror. On motorcycles, decals must be mounted on the left-side of fork.
3. The decal must be affixed as directed; other means of affixing the decal, such as adhesive tape, plastic holders, or glue, are not acceptable. Failure to properly display the decal may result in a fine and/or towing. Resident students will be charged a replacement fee for decals lost as a result of improper display.
4. Parking decals are not transferable to another party.
5. If a new non-resident decal is necessary, it will be replaced free of charge.
6. Lost or stolen decals should be reported immediately.

## DECALS

### Employees

Employee decals will be issued to all full- and part-time employees. Parking is permitted in Lots 4, 7, 9, 15, 16, 17, 18, 19, 21, 23, and 24 as assigned.

### Non-resident Students

Non-resident decals will be issued to all students who do not live in a residence hall. Non-resident parking is permitted in Lots 2 (in signed Library Parking Only spaces), 4, 10, 13, 14, 18, 20, 23, 25, and University Road only. Non-resident students cannot park their vehicles in the North Campus/residence hall area (Lots 1, 3, 5, 6, and 8), the South Campus visitor area, or residential parking areas 11 and 12 (see Parking Lot Assignments). Overnight parking in the non-resident lots is not permitted without prior authorization from the University Police.

**Note: Violators will be subject to fines, and their vehicles may be ticketed and/or towed at personal expense.**

### Library Parking

Non-resident students with a valid non-resident decal may park in Lot 20. In addition, non-resident students, employees, and visitors utilizing the library facilities may park in Lot 2, 4, 23, or University Road on North Campus in a signed Library Parking Only space. Additionally, Lot 9 next to Wilson Hall will be available after 7:30 p.m., daily, to accommodate additional patrons. Lot 20 hours are 8:00 a.m. - 6:00 a.m.

**Note: All non-resident students and employees must have a valid parking decal. All non-member visitors to the library must first report to Monmouth University Police Headquarters to obtain a visitor's hang tag. Resident students and any other individuals not utilizing the library facilities are prohibited from parking in these spaces.**

### North End Resident Students

Residential decals will be issued on a first-come, first-served basis to registered students who reside in University residence halls. Parking is permitted in Lots 1, 2, 3, 5, and 8. However, after north end parking has been distributed to capacity,

resident students will be assigned parking according to availability. If we are able to provide parking, we will notify you by e-mail that a decal is available for you. Please understand that if you fail to come to Police Headquarters to retrieve your assigned decal within three business days, you will forfeit your parking privileges for the remainder of the academic year. North end resident student vehicles cannot park on the South Campus (see Parking Lot Assignments).

**Note: Violators will be subject to fines, and their vehicles may be ticketed and/or towed at personal expense.**

#### Garden Apartment Residents

Parking is permitted in Lot 11 only with a valid decal.

#### Great Lawn Apartment Residents

Parking is permitted in Lot 12 only with a valid decal.

#### Resident Assistants

Parking is permitted in assigned areas.

### SPECIAL PARKING PERMITS

#### Handicapped Permit

In compliance with the New Jersey Motor Vehicle Commission laws and regulations, applications for a temporary handicapped permit and a set of instructions for its completion can be picked up at the University Police Headquarters, twenty-four hours a day, seven days a week. Handicapped placards will be issued Monday through Friday, 9 a.m. to 4 p.m.

#### Visitor One-Day Permit

Authorizes parking for guests or visitors for one day and is available at Police Headquarters, the Greeter's Booth off Cedar Avenue, and from the traffic attendants off Larchwood and Norwood Avenues.

#### Temporary Permit

This permit is issued to students and employees. This permit must be obtained from Police Headquarters when using a vehicle other than one that has been properly registered with the University police and displays the proper decal. Please note that those whose vehicles are not registered with the University will not be issued a temporary permit.

### Traffic Regulations

1. Drivers are required to comply with all traffic signs and markings.
2. Drivers must always yield to pedestrians.
3. Motor vehicles must always be operated with caution. Drivers are required to observe a 15 mph speed limit.
4. The operation of a motor vehicle is prohibited on lawns, walkways, athletic fields, or internal roadways.
5. Only University service vehicles are permitted to drive on internal roadways.
6. Both driving lessons and practice driving are prohibited on campus.

### Disabled Vehicles

Disabled motor vehicles must be parked in designated areas for a specific time period or until the vehicle can be repaired, and must be registered with the University. A motor vehicle is not considered properly registered unless the appropriate form has been completed and filed with the police department, and the assigned decal is properly affixed to the vehicle. This also includes temporary and one-day permits.

**Note: It is the responsibility of the individual who performs any motor vehicle repair work to dispose of all waste and scrap material in compliance with established regulations. State law prohibits the disposal of any oil or petroleum products into the sewer system. Individuals should check with Facilities Management Administration at 732-571-3425 for disposal procedures.**

### Fines for Improper Use of Decals

1. Alterations and/or the transfer of parking permits or decals is prohibited.
2. A fine and disciplinary action will be assessed for:
  - a. Misrepresentation in obtaining a parking decal.
  - b. Obtaining a decal through improper procedures.
  - c. Fraudulent or illegal use of a decal.

## Parking Regulations

### GENERAL PARKING RESTRICTIONS

1. No vehicle may be parked in any location on campus that is not designated for parking.
2. Vehicles must be parked head-on between the lines of an authorized space.
3. University service vehicles and contractors may park in restricted areas only for the purpose of meeting normal daily service requirements, provided that the normal flow of other vehicles and pedestrian traffic is not impeded.
4. Parking restrictions, with the exception of prohibited areas and handicapped parking, are lifted starting at 4 p.m., Friday, until 4 p.m., Sunday. During those times, vehicles may be parked on the North Campus in the residence hall lots.

### PROHIBITED PARKING AREAS

1. Parking is prohibited in fire zones.
2. Parking is prohibited in any area designated by yellow lines and/or posted signs.
3. The University reserves the right to temporarily close any campus parking area for University purposes. In such instances, advance notice shall be given when possible.

### TOW-AWAY REGULATIONS

The Monmouth University Police Department is authorized to direct non-University personnel to tow the following vehicles to an off-campus location:

1. Any vehicle parked or operated in violation of the parking and traffic regulations or any vehicle that presents a menace to the safe and proper order of on-campus traffic and/or parking regulations.
2. Any vehicle that has not been registered with the Monmouth University Police Department.
3. Any vehicle that has four or more outstanding traffic violations.

**Note:** Before regaining possession of a towed vehicle, the owner of the vehicle shall be responsible for paying the costs of the removal and storage of the towed vehicle (39:4-56.6).

### 2017-2018 Ticket Fines

Violation	Fine
Parking in a No-Parking Zone	\$15
Parking in a Restricted Lot	\$15
Obstructing Traffic	\$25
Disregarding a Police Officer's Direction	\$25
Parking Outside of White Lines	\$15
Driving on the Sidewalk, Grass, and Areas Not Intended for Vehicular Traffic	\$15
Failure to Obtain and/or Properly Display a Valid Parking Decal	\$75
Parking in a Handicapped Space	\$250
Parking or Operating a Vehicle on Campus While on the Revoked List	\$100
Speeding 1st Offense 2nd Offense	\$50 \$100
Careless Driving 1st Offense 2nd Offense	\$50 \$100
Other	\$15

## Enforcement and Appeals

The Monmouth University Police Department is responsible for the enforcement of traffic and parking regulations. The police department is authorized to issue warnings and citations. Students and employees are required to stop and identify themselves to a police officer if so requested. Students and employees are also required to obey the parking instructions of police officers and safety officers.

### University Citations

University citations must be paid at the Cashier's Office, Wilson Hall, or online at <http://my.monmouth.edu>.

### Municipal Citations

Municipal citations issued by the University police are answerable in the appropriate municipal court and cannot be appealed through the Monmouth University Police Department. Local street parking restrictions are enforced by municipal police officers, and all summonses issued by municipal police should be returned to the appropriate municipal court.

### Appeals

To appeal a University citation, you must fill out the Appeal Form, which can be found at

**<http://www.monmouth.edu/citationappeal>.**

Appeals may be submitted via the Internet or in writing.

**The appeal must be submitted within five days following the issue date of the citation.** The appellant will receive a determination via e-mail. If an appeal is denied, payment of the fine must be made at the Cashier's Office or online within five business days from the date the e-mail denying the appeal is sent. If the fine is not paid within that period, a late fee of \$25 will be assessed.

**Forgetfulness, parking for only a short period, not seeing the signs, and parking in a handicapped parking space without the proper authorization are unacceptable grounds for an appeal. Any appeal submitted on these grounds will automatically be denied.**

### Unpaid Fines

If parking and/or traffic fines are not paid within the established time period, a non-negotiable late fee of \$25 will be assessed. University officials will be notified to take whatever action is appropriate.

### Suspension of Campus Driving and Parking Privileges

If an individual receives four or more summonses and fails to pay those summonses, that individual's University driving and parking privileges will be suspended, registration will be blocked, and transcripts will be held. In order for these privileges to be restored and the registration block removed, all fines must be paid in full. Payment plans are NOT accepted.

## Monmouth University Police Department

Cedar & Norwood Avenues  
West Long Branch, NJ 07764  
732-571-4444

**[www.monmouth.edu/mupd](http://www.monmouth.edu/mupd)**

**Help the University Police Prevent Crime:  
On campus, dial 4444 or dial 911.**

**From your cell phone dial 732-571-4444  
and put us on speed dial.**







## Parking Lot Assignments

- Lot 1:** Resident students
- Lot 2:** Resident students, non-resident students, and visitors in designated areas
- Lot 3:** Resident students
- Lot 4:** Faculty, staff, and employees with Lot 4 authorization. Non-resident students after 5:00 p.m. until 6:00 a.m.
- Lot 5:** Resident students
- University Road:** Library patrons and non-resident students
- Lot 6:** Resident students
- Lot 7:** Police Department personnel and visitors
- Lot 8:** Resident students
- Lot 9:** University administrators with Lot 9 authorization and visitors and students with a valid decal after 7:30 p.m. until 6:00 a.m.
- Lot 11:** Resident students/employees with Lot 11 authorization, visitors, and those with a special permit
- Lot 12:** Resident students/employees with Lot 12 authorization, visitors and those with a special permit.
- Lot 13:** Non-resident students (no resident student vehicles permitted)

- Lot 14:** Non-resident students (no resident student vehicles permitted) and visitors
- Lot 15:** Faculty, staff, and administrators with Lot 15 authorization
- Lot 16:** Faculty, staff, and administrators with Lot 16 authorization and students and visitors after 6 p.m.
- Lot 17:** Physical Education/Athletic Department personnel with Lot 17 authorization
- Lot 18:** Non-resident students (no resident student vehicles permitted), employees with Lot 18 authorization, and visitors
- Lot 19:** Facilities Management personnel
- Lot 20:** Non-resident students with a valid decal from 8:00 a.m. - 6:00 a.m.
- Lot 21:** Facilities Management personnel
- Lot 23:** Employees and resident students with Lot 23 authorization, non-resident students, and library patrons
- Lot 24:** Assigned personnel
- Lot 25:** Non-resident students (no resident student vehicles permitted)
- Lot 26:** Tennis court use



# MONMOUTH UNIVERSITY CAMPUS MAP

## VEHICULAR ENTRANCES

- AB Students & Employees
- A,C,E Visitors
- D Students & Library
- A,F Pollak Theatre Guests
- F Students & Employees
- G Lauren K. Woods Theatre & Students

## STUDENT RESIDENCES

- 1 Elmwood Hall
- 2 Pinewood Hall
- 3 Willow Hall
- 4 Laurel Hall
- 5 Beechwood Hall
- 6 Spruce Hall
- 7 Cedar Hall
- 8 Health Center/Birch Hall
- 9 Garden Apartments
- 10 Great Lawn Apartments
- 11 Oakwood Hall
- 12 Redwood Hall
- 29 University Bluffs
- 53 Mapewood Hall
- 54 Hesse Hall

## ADMINISTRATION AND ACADEMIC BUILDINGS

- 8 Health Center/Birch Hall
- 13 Jules L. Plangere, Jr. Center for Communication & Instructional Technology
- 14 Joan and Robert Rehnitz Hall
  - Vincent DiMatteo Gallery
- 16 Lauren K. Woods Theatre Complex
- 17 Woodrow Wilson Hall & Auditorium
  - Admission: Graduate & Undergraduate
  - Academic Registration & Records
  - President's Office
  - Human Resources
  - Financial Aid
  - Controller's Office
  - External Affairs
- 18 Woodrow Wilson Annex
- 19 Rotary Ice House Gallery
- 20 Art Workshop
- 22 600 Art Building
- 23 Thomas A. Edison Science Hall
- 24 James and Marlene Howard Hall
- 25 Pollak Theatre and Art Gallery
- 26 Leon Hess Business School in Samuel E. and Mollie Bey Hall
- 27 Steven J. and Elaine Pozyski Hall

- 28 Athletic Department Offices
- 30 University Police
- 31 Facilities Management
- 32 Greenhouse
- 33 Doherty House
- 37 Alumni House
- 48 Robert E. McAllan Hall
- 50 Monmouth University Library, Guggenheim Wing
- 56 Community Garden
- 57 Pedestrian Underpass

## RECREATION/FOOD SERVICE

- 34 Samuel Hays Magill Commons, The Club, Dining Hall
- 38 Parks Common
- 39 Henni Kantor Kessler and John H. Kessler Stadium
- 40 William T. Boylan Gymnasium and Richard E. Steadman Natatorium
  - Ciniello Bowling Center
- 41 OceanFirst Bank Center
  - University Store
  - Kessler Blue/White Club
  - Fitness Center
  - Arena
  - Box Office
- 42 Rebecca Stafford Student Center
- 43 Baseball Field
- 44 Practice Field
- 45 "So Sweet A Cat" Field
- 46 Hockey Field
- 46 Tennis Complex
- 47 Women's Softball Field
- 49 Hesse Field on the Great Lawn
- 52 Lois Blonder Sculpture Garden
- 55 Torcivia Common
- 58 Brockniede Common

# MONMOUTH UNIVERSITY

WEST LONG BRANCH, NEW JERSEY 07764-1898

[WWW.MONMOUTH.EDU](http://WWW.MONMOUTH.EDU)

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