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One of my primary duties as the president of Monmouth University is to assure a safe and secure environment for all students, faculty, staff, and administrators. Doing so is a top priority. Monmouth University has a community-oriented, modern police department staffed by highly experienced and educated police professionals. It is equipped with the most up-to-date equipment and technology and places an emphasis on the training and career development of its officers.

The Campus Security Act Annual Report contained herein provides a broad overview of campus policies and regulations aimed at securing a University environment that is conducive to the learning process. The information includes a synopsis of the types of crime reported, as well as tips on how to avoid being victimized. It informs individuals about how to report crimes or suspicious activities and offers a description of the crime prevention programs available to our students and staff.

Please take the time to familiarize yourself with this booklet. Campus security is not the sole function of the police department; it is a responsibility that belongs to us all. The University prides itself on being a safe and secure campus. It is through our knowledge, cooperation, and involvement that we can keep it that way.

Paul G. Gaffney II
President
Welcome from Police Chief McElrath

Welcome to the 2011–2012 academic year at Monmouth University! In compliance with the federal Student Right-to-Know and Campus Security Act of 1990, Public Law 101-542 amended to the Jeanne Clery Act of 1998, 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, which is made available to all faculty members, employees, and students registered as of September 1, 2011, is also available on the World Wide Web at www.monmouth.edu/resources/mupd/safety.pdf. Additional copies are available upon request from the Office of Undergraduate Admission, the Office of Human Resources, the Student Center Information Booth, and the Monmouth University Police Department.

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 3472 from on-campus telephones and 732-571-3472 from cell phones or off-campus locations. You may also dial 911 in the event of an emergency, or use one of the ninety-two 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 have a twenty-four hour confidential hotline that can be reached at 732-263-5222 and an escort service as described on page 7.

If you have questions regarding this publication, or if I may assist you in any way, please feel free to contact me at 732-571-3472.

William McElrath
Chief of Police
Monmouth Police

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

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

In the 2010–2011 academic year, Monmouth University enrolled approximately 6,000 undergraduate and graduate students in eight schools that offer degree programs in the humanities, social sciences, science, education, business, social work, nursing, and health studies.

Approximately 1,650 undergraduate students live in eleven residence halls and three apartment complexes. Approximately 310 students are housed in off-campus University-sponsored apartments. Our suburban campus is located less than a mile from the Atlantic Ocean.

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

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

Police Authority

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

University police officers consist of many university-career and retired municipal police officers with more than 300 years of combined college and municipal police service. Police agencies currently represented include Lakewood, Long Branch, Manalapan, Middlesex
County College, Newark, Paterson, the Township of Ocean, South Amboy, Allenhurst, Elizabeth, Wall Township, Maplewood, and the New Jersey State Police. Police officers respond to all on-campus calls and investigate and document all incidents. Additionally, the police departments of West Long Branch, the Township of Ocean, and Long Branch have full police authority on areas of the campus, since parts of the University campus fall within their respective jurisdictions. Those departments respond to matters on campus only upon request. In addition, the Monmouth University Police Department maintains an excellent working relationship with the Monmouth County Prosecutor’s Office, 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 State Police Chiefs Associations and maintains a professional working relationship with them.

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

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

**POLICE RESPONSE**

The University Police Department provides vehicle and foot patrols on campus twenty-four hours a day, seven days a week, 365 days a year. Faculty, administrators, staff, and students are encouraged to immediately report all crimes, suspicious activities, and emergencies to the University Police at 732-571-3472 or by dialing 911 in an emergency. Routine business calls or calls for non-emergency assistance should be directed to 732-571-3472. Students residing at sanctioned off-campus housing are reminded to contact the Long Branch Police Department if they need assistance at
There are ninety-two emergency telephones on campus. These telephones can be identified by either a blue light and/or “Emergency” labels and provide direct contact to the University Police at all times. Also, regular telephones in all buildings have labels affixed to them, which include the University Police Department telephone number.

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

**REPORTING CRIMINAL ACTIVITY**

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

Suspicious or criminal activity can be reported to the University Police Department at 732-571-3472. Emergency phones located throughout the campus can also be used to report suspicious activity or to summon emergency help.

**UNIVERSITY REGULATIONS**

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

**DISSEMINATION OF EMERGENCY INFORMATION**

**Blackboard/Connect®**

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

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

**EMERGENCY COMMUNICATIONS**

In the event of an emergency that constitutes an immediate ongoing or continuing threat to the community and individuals, the University Police will send a message through the Blackboard/Connect® system advising of the situation and what actions should be taken. If upon receiving a message, more information is needed, people are advised to call the Emergency Information telephone line at 732-263-5900.

Depending on the particular circumstances of a crime or threat, the University police may also make timely reports using any of the following: electronic signage,
Hawk Safety alert bulletins, e-mail messages, voice mail, the University student newspaper (*The Outlook*), the University radio station (WMCX), and the 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 daily, Monday through Friday. Interested individuals may review the crime log at police headquarters twenty-four hours a day, seven days a week.

**TIMELY WARNING**

In the event an incident or series of incidents that should be reported to any part or all of the campus community takes place, these warnings may be issued through Blackboard/Connect®, Hawk Safety Alert bulletins, e-mail messages, voice mail, the University radio station (WMCX), the University Web page, public address systems and megaphones, electronic signage, and local area media outlets.

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**Security, Fire Safety, and Access to Facilities**

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

There are eleven residence halls and three apartment complexes on campus. All residence halls are locked twenty-four hours a day. Residents are supplied with an ID card to enter their residence hall and must utilize an intercom/telephone system to allow visitors to enter. To ensure safety, please do not prop open doors or allow unfamiliar individuals to enter the building. The apartments are secured twenty-four hours a day. Suspicious individuals should be reported to the police.

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

**ESCORT SERVICE**

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

**FIRE AND SAFETY**

The University has a Supervisor of Electrical and Fire Safety Services who conducts, with the assistance of the three full-time Fire and Safety Technicians, safety inspections of all areas on campus. In addition, a University fire and safety committee meets regularly to address a variety of safety issues on campus. The University Police report all noted conditions to the Department of Facilities Management for corrective action.
The University is in full compliance with the regulations set forth in the New Jersey Dormitory Safety Trust Fund Act of 2000. All residential halls and campus apartments have sprinklers and carbon monoxide (CO) detectors installed. University police along with fire and safety personnel conduct four fire drills per year in all buildings on campus and in off-campus residence facilities. In addition, University officials have an excellent relationship with the local fire marshals and welcome their input. All fire safety systems are reviewed 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 should be reported to the University Police. The police will then contact the appropriate fire and other emergency personnel needed.

**On Campus Student Housing Facility Fire Safety Systems**

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

All University Residence Halls feature the following fire protection equipment:

- Fire alarm systems which are centrally monitored twenty-four hours/day, 365 days/year. All fire alarm devices in University Residence Halls (smoke detectors, CO detectors, heat detectors, pull stations, flow detectors, etc.) are “addressable” (i.e., the fire alarm panels can pinpoint the specific location of each device and send that information to the central monitoring station)
- Smoke detectors in all student living areas
- Combination horn/strobe light fire alarms in all common areas requiring audible devices
- Horn/strobe light fire alarms in all ADA-compliant bedrooms
- Fire-suppression sprinklers in all student living areas
- Rated fire doors with self-closing devices throughout the buildings
- CO detectors in all areas with appliances which combust fuels (e.g., boiler rooms, furnace closets, kitchens, etc.)
- Fire alarm pull stations in all common areas
- Emergency lighting to illuminate building egresses in the event that power is lost
- Fire extinguishers in common areas and resident assistant rooms

Apartment-style residence halls (Maplewood Hall, the Garden Apartments, and the Great Lawn Apartments) have fire extinguishers inside each apartment, located in the common living space near the apartment’s kitchen. Additionally, the Garden and Great Lawn Apartments have fire alarm pull stations within the student apartments near each kitchen.
Residence halls that have centrally handled air systems (Oakwood and Redwood Halls) feature:
• Smoke detectors in the central air handling duct work
• Smoke dampers in air handling ducts and fan motor relays to shut off air circulation in the event of a fire
• Magnetic hold open devices which allow fire doors in building hallways to automatically close when the fire alarm system is activated.

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

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

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

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

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

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

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

Fire Education and Training
It is the policy of the Monmouth University Police Department to strive to provide and maintain safe conditions and to follow operating practices that safeguard all students, employees, and visitors. The purpose of Fire Safety Training is to provide a safe
environment. The goals of the training are to:
• encourage safe practices and living habits throughout the University community;
• reduce the threat of injury to faculty, staff, students, and visitors;
• reduce the risk to property;
• and mitigate injuries to persons and damage to property in the event of a fire.

The Training

1. The University Police along with the University Office of Fire and Safety shall conduct fire drills for all residential halls (in conjunction with Residential Life Staff) and academic buildings. Fire drills will be conducted twice a semester.

2. Annual fire training for Residential Assistants shall be conducted with the West Long Branch Fire Department, Monmouth University Office of Fire and Safety, and the Monmouth University Police Department. The West Long Branch Fire Department will also educate participants on how to react appropriately if caught in a fire.

3. An approved Fire Education “Smoke Trailer” will be brought on campus. The trailer simulates a smoke filled room and the difficulties involved in fleeing a smoke filled environment. All students and staff are invited and encouraged to participate.

4. Fire Personnel Training Exercise: Fire Department personnel will tour residential halls; familiarize themselves with residential halls; and perform search and rescue in an area filled with non-toxic smoke.

5. During Fire and Safety Month (September) Hawk TV will broadcast a fire and safety video.

6. Fire safety information is also distributed at all events including, but not limited to, Move-In Day, Open House, Family Weekend, and Orientation Periods.

Smoking on University Property

1. Smoking is permitted on the grounds of the campus, however smoking inside campus buildings is not permitted.

2. The University urges due consideration for others and compliance with safety measures while smoking.

3. Outside groups who utilize University facilities are required to comply with this policy.

4. Individuals wishing to smoke are required to stand at least 25 feet from the entrance and are required to utilize appropriate receptacles to discard cigarettes.

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

Fire and Emergency Evacuation Procedures

Employees are not required to fight fires and should evacuate the building they occupy immediately in the event of a fire. The University Police have primary responsibility for managing fire emergencies and **must be** notified immediately of such situations at their emergency number, ext. **3472**, or, if dialing from your cell phone or off campus, dial **732-571-3472**. Employees may use fire extinguishers to fight small, incipient stage fires (no larger than a wastepaper basket) only if they have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire. In such cases, fire-fighting efforts must be terminated when it becomes obvious that there is danger of harm from smoke, heat, or flames.

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

1. Assisting in the safe and orderly evacuation of the occupants of the building;
2. Serving as the first point of contact for questions about the emergency evacuation procedures;
3. Ensuring that a Fire Evacuation Information Poster is posted inside every classroom and/or office, on the left side of the door jamb approximately five feet from the floor and **at the point of exit from each floor(s) of the building** within your area of responsibility;
4. Receiving training on the use of fire extinguishers;
5. Having thorough knowledge of the assembly area for their building and assist supervisors in accounting for all personnel at the assembly point;
6. Notifying emergency personnel of anyone needing evacuation assistance;
7. Assisting emergency personnel as needed; and
8. Maintaining and updating the Fire Evacuation Information Poster and ensure that the poster is properly encased in the plastic holder and mounted appropriately in accordance with item #3 of this paragraph.

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

If a fire is discovered, activate the nearest fire alarm and call the University Police at ext. **3472** from any campus phone or at **732-571-3472** from your cell phone. Give your name; advise of the location of the emergency; state the nature of the emergency. If the fire alarm does not work, or the building is not equipped with one, notify the police at either of the aforementioned numbers and notify occupants verbally of the emergency and the need to evacuate.

You should only attempt to put out the fire if you have been trained and are comfortable with using a fire extinguisher; otherwise, immediately evacuate the building. Hazardous equipment or processes should be shut down before leaving unless doing so presents a greater hazard. Remember to close all doors when leaving as long as conditions permit.

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

After you have left the building, go to the pre-designated assembly point and remain there. At the assembly point, supervisors will account for all personnel and report any who are unaccounted for to the University Police. During an emergency, students and visitors who may not be familiar with this plan must be informed by faculty or department personnel of the requirement to evacuate. Special attention should also be given to any person requiring assistance because of a disability, especially those who are visitors or unfamiliar with the building. People requiring evacuation assistance should proceed to the nearest stairwell and position themselves to the side of the stairwell. Emergency personnel will attend to their evacuation. In the unlikely event that a person needs evacuation assistance before emergency personnel arrive, ask the person to instruct you as to the safest method of evacuation for him or her. No one is permitted to reenter any building until the ranking police officer or commander on the scene has given the “all clear” message.

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

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

Procedures for Residential Life Staff to Assist in Evacuation of Residence Halls

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

1. When an alarm is activated, contact University Police at ext. 3472 from any campus phone or 732-571-3472 from your cell phone. The Residential Life staff should then immediately exit the building via the nearest exit on their floor. If possible and if safety permits, the staff within the buildings, along with the staff on duty, should knock on the doors of the residents on their floor and direct the residents to exit the building.

2. The area coordinator should proceed to the front of the building and wait for the University Police to arrive. If it has been determined that there is no imminent danger, the staff can assist the police with monitoring the residents as they exit the building.

3. While outside, the University Police and the Residential Life staff should instruct all residents to remain at least 100 feet from the building. Once the police have determined that the alarm is false and the system has been reset, the officers will notify the residential life staff and residents that they may reenter the building. It should also be noted that if the alarm was set off as a result of a prank, the area coordinator staff and the police will ask to question students about their knowledge of the false alarm.

4. Never use the elevator.

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

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

The New Jersey Uniform Fire Code, as well as other state and local regulations and ordinances, require that the University conduct inspections and fire drills of campus buildings. These inspections and drills must conform to the regulatory requirements and must be properly documented. When discrepancies and/or violations occur, they must be identified and corrected. Violations include but are not limited to failure of
monmouth university prohibits, without prior approval, the use of open flames (i.e., candles, incense, etc.) of any type, anywhere on campus, including sporting events. Exceptions to this policy can be found below. The procedure for obtaining approval requires the group to submit, in writing, a memorandum including the details of the event to the Director/Chief of University Police, area vice president, and department head.

monmouth university list of exceptions regarding open flames

• Lighted candles will be permitted for ceremonies, religious functions, cultural events, or honorary groups provided they have the written approval of the Monmouth University Director/Chief of Police. Lit candles should never be left unsupervised. Candles should be securely fixed in sturdy, approved candleholders or glass enclosures. (i.e., hurricane lamps, etc).

• To use open flames used in an assembly area that holds more than fifty (50) people, you must secure the written approval of the Monmouth University Chief of Police and comply with the requirements of the National Fire Protection Association (NFPA) Life Safety Code 101/13.7.2.

• Food service operations such as portable cooking equipment must be placed on a non-combustable surface.

• Laboratories are excluded from this policy, but extreme care should be exercised to ensure safe operations.

• Tailgating at sporting events.

• Bonfires, with the prior written approval of the Monmouth University Director/Chief of Police.

• Open flame barbecue grills or propane tank barbecues for specific University events such as Homecoming with the necessary University approvals. The storage of propane or barbeque grills in any University-owned or -sponsored housing for students is strictly prohibited. The storage of propane or barbeque grills inside a University building requires the written approval of the Monmouth University Chief of Police. Said storage must comply with NFPA 58.

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

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

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

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

Additional formal programs include these lecture programs and videos:

**Operation ID:** Upon request, the Monmouth University Police Department will engrave and register a student’s property.

**Fire Prevention and Escape Seminar:** This program emphasizes fire safety techniques and also allows students to participate in a “Smoke Trailer,” where students will actually experience the blinding and disorienting effects of a fire as they attempt to evacuate.

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

**Educational Information:** The police department sponsors programs and distributes literature to educate students on the dangers of drug abuse, alcohol abuse, date rape, and other campus safety issues.

CAMPUS SECURITY ACT

THE JEANNE CLERY ACT

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

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

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

A. Definition

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

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

B. Examples of Campus Security Authorities at Monmouth University

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

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

C. Examples of Noncampus-Security Authorities at Monmouth University

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

- Faculty members who do not have any responsibility for student and campus activity beyond the classroom.
- Cafeteria staff.
- Clerical staff.
- Payroll.
- Accounts payable.
- Professional counselors acting within the scope of their license or certification.
II. What is Required?

A. “Reported” Crimes

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

B. Location

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

1. On campus
   On-campus locations include buildings or properties that the university owns, rents, or leases. Examples of on-campus buildings or properties are:
   • Residence halls.
   • Buildings that house classrooms and labs.
   • Buildings that house administrative offices.
   • Fraternity and sorority houses located on campus that are owned or controlled by the institution.
   • Student activity centers.
   • Health clinics.
   • Storage facilities.

2. Noncampus Buildings or Property
   Noncampus buildings or properties that are not part of the main campus, and do not constitute a separate campus, must meet the following criteria: 1) owned or controlled by the university; 2) used for its educational purposes; and 3) frequently used by students. For Clery Act purposes, any building or property that is either owned or controlled by an officially recognized student organization is also considered to be a “noncampus” location. It is irrelevant whether or not the building or property is located on campus or off campus.

   a. Examples of Noncampus
      Examples of noncampus buildings or property for Clery Act purposes are:
      • Research facilities.
      • Institutionally owned research vessels carrying students participating in institutional programs.
      • A site owned or controlled by the university where a student does an internship, externship, clinical training, or student teaching.

   b. Examples of Properties Not Considered Noncampus: For Clery Act purposes, the following properties would not be classified as noncampus locations:
      • A group of students who go on an overnight trip to see a play and rent hotel rooms. Any crimes that occur in the hotel rooms would not have to be disclosed for Clery Act purposes.
      • A coffeehouse located just off campus that is frequented by students and not controlled by the university. Crimes would not need to be disclosed.

3. On Public Property
   Offenses that occur on public property (property not owned or controlled by the university and not private residences or businesses) must be disclosed. Only public property that is within the campus, or next to or bordering the campus and that is easily accessible from the campus, is included in this definition. Examples of
public property that would be included for Clery Act purposes are:
• The sidewalk across the street from the campus.
• Publicly owned parking facilities adjacent to the campus.

C. Good Faith
All campus security authorities are required to report all crimes in writing to the Monmouth University Police Department if they have a reasonable basis for believing the information is not simply rumor or hearsay, i.e., there is not reason to doubt the validity of the information. If a campus security authority is unsure whether or not the information was provided in good faith, he or she should report the information to the Monmouth University Police Department. A campus security authority is not responsible for determining authoritatively whether a crime took place. It is the function for law enforcement personnel to determine whether or not a crime took place.

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

D. What to Report
The following information should be reported in writing to the Monmouth University Police Department:
• Date and time incident occurred
• Description of the incident or crime
• Location of incident
• Type of crime

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

E. When to Report
All incidents should be reported:
• Immediately if the Monmouth University Police Department needs to investigate further and/or needs to know for campus security issues; or
• As soon as practicable if there is no need for investigation and no issue of campus security.

III. Types of Crimes/Reportable Offenses
The following categories of crime statistics must be reported:

A. Type of Offense
1. Criminal homicide
   a. Murder
   b. Negligent manslaughter
2. Sex offenses
   a. Forcible
   b. Nonforcible
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson

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

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

IV. Confidentiality

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

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

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

CRIME AND FIRE STATISTICS CHARTED

The charted statistics on the following pages are provided in compliance with the Jeanne Clery Act and are for informational purposes only. If you have questions regarding this information, please contact Chief William McElrath at 732-571-3472.

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 732-571-3472 to ensure timely warnings are issued, and to ensure inclusion of those activities in the annual statistics.

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

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

### Criminal Homicide

<table>
<thead>
<tr>
<th></th>
<th>Murder &amp; Non-Negligent Manslaughter</th>
<th>Negligent Manslaughter</th>
<th>Forcible Sex Offenses</th>
<th>Non-Forcible Sex Offenses</th>
<th>Robbery</th>
<th>Aggravated Assault</th>
<th>Burglary</th>
<th>Motor Vehicle Theft</th>
<th>Arson</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2010</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>2009</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>2008</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Non-Forcible Sex Offenses

<table>
<thead>
<tr>
<th></th>
<th>Larceny/ Theft</th>
<th>Simple Assault</th>
<th>Intimidation</th>
<th>Destruction, Damage, or Vandalism to Property (Criminal Mischief)</th>
<th>Other Crimes (involving bodily injury)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2010</strong></td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
</tr>
<tr>
<td><strong>2009</strong></td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
</tr>
<tr>
<td><strong>2008</strong></td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
</tr>
</tbody>
</table>

### Note

After review, all previously reported incidents of bias have been removed. These incidents are not bias crimes; they are not supported by a finding of bias motivation. They were all incorrectly classified. Thus, Monmouth University does not report any bias crimes for the years of 2008, 2009, and 2010.
## Crime and Fire Statistics

<table>
<thead>
<tr>
<th>Fire Statistics 2008-2010</th>
<th>Fires</th>
<th>Injuries Requiring Treatment at a Medical Facility</th>
<th>Deaths</th>
<th>Value of Damaged Property</th>
<th>Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus, All Areas Combined</td>
<td>7</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>In Residential Areas on Campus Only</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>On Non-Campus Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fountain Garden Apartments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pier Village</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Diplomat</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>On Adjacent Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reported to University Officials other than Police</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:** Of the 2010 fires, one was arson; two were a piece of toilet paper set on fire in academic bathrooms; one was due to a shirt being left over a lamp to dry; one was a mulch fire outside of a residence hall; one was a telephone pole fire due to a blown transformer; and one was smoldering mulch outside a residence hall.

The one fire in 2008 was due to cooking (a smoke condition only).

Fountain Gardens, Pier Village, and Diplomat are overseen by municipal fire officials. Certificate of Fire Systems Operability are available upon request.
### Crime and Fire Statistics

#### Number of Arrests by All Police 2008-2010

<table>
<thead>
<tr>
<th></th>
<th>Liquor Laws</th>
<th>Drug Abuse Laws</th>
<th>Weapons</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus, All Areas Combined</td>
<td>44</td>
<td>36</td>
<td>94</td>
</tr>
<tr>
<td>In Residential Areas on Campus Only</td>
<td>42</td>
<td>29</td>
<td>92</td>
</tr>
<tr>
<td>On Non-Campus Property Fountain Garden Apartments</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pier Village</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Diplomat</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>On Adjacent Public Property</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Number of students not arrested but referred for campus disciplinary action due to lack of information to charge criminally 2008-2010

<table>
<thead>
<tr>
<th></th>
<th>Liquor Laws</th>
<th>Drug Abuse Laws</th>
<th>Weapons</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus</td>
<td>125</td>
<td>70</td>
<td>135</td>
</tr>
<tr>
<td>Fountain Garden Apartments</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pier Village</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Diplomat</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjacent Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:** One DWI in 2009 occurred on adjacent public property. There was one DWI in 2008.
THE BASICS

New Jersey State Law

a. No one under 21 years of age may purchase, possess, or consume alcoholic beverages.

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

c. The Attorney General has defined public areas as including residential hall entrances and lobbies, lounges, hallways, and stairwells, or common grounds of a college or university to which the general public by specific or implied invitation has access and in which an individual could have no expectation of privacy.

d. The sale or distribution of alcoholic beverages to persons under the legal drinking age is a serious criminal offense. Individuals can be held liable to both criminal and civil action (i.e., lawsuits for damages and negligence) for the injury or death of any person resulting, either directly or indirectly, from the distribution of alcoholic beverages by them to a person under the legal drinking age.

Definition of Alcohol

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

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

a. The Alcoholic Beverage Policy shall apply to every function and event, including but not limited to receptions, banquets, dinners, picnics, and any outdoor event, social event, or campus-wide activity sponsored by organizations or individuals associated with Monmouth University. All events must be registered and regulated as outlined below.

b. This policy shall be in effect during all periods of the year including the summer.

c. Student violations of this policy will be reviewed under the jurisdiction of the Student Code of Conduct. Violations by other constituencies within the University will result in a loss of future approval for alcohol-related events for a prescribed period of time.

d. This policy shall apply to all Monmouth University students who violate New Jersey state law within local municipalities.

e. This policy shall apply to all University-owned or -sponsored housing.

RESTRICTIONS ON QUANTITY

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

2. Only cash bars will be permitted and approved for student events.

PERSONAL CONSUMPTION WITHIN UNIVERSITY HOUSING

1. Possession or use of alcohol in any form, including being in the presence of alcohol, is strictly prohibited in any University-sponsored housing designated for “first-year students,” or deemed “substance free” regardless of one’s age. This restriction applies to all students of Monmouth University, their guests, and members of their families.

2. Only students who are at least 21 years of age and their guests who are at least 21 years of age may possess or consume alcohol on campus in designated areas. Students must present valid identification to University personnel upon request. No alcohol may be consumed in the presence of roommate(s), apartment mate(s), and/or guest(s) under the age of 21.

3. All forms of excessive consumption of alcoholic beverages are prohibited. This includes, but is not limited to, participation in or encouraging and/or coercing drinking games, alcoholic consumption against one’s will, and binge drinking.

4. The possession of and/or use of devices or engaging in activities designed for group and/or excessive consumption of alcoholic beverages are prohibited. This includes, but is not limited to, punch bowls, beer pong, funnels, and/or shot blocks.

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

**REGISTRATION AND REGULATION OF EVENTS**

**Policy Implementation**

1. Any event at which there will be alcoholic beverages must be authorized by the Vice President for Student and Community Services. A request for authorization must be made two weeks in advance of the event. All individuals at an authorized event must be of the legal drinking age (21) to possess, consume, or transport alcoholic beverages.

2. All wine and cheese parties, theater receptions, pre- and post-game activities for athletic events, Homecoming, reunion activities, and all other events where the consumption of alcohol has been authorized must comply with all hosting responsibilities outlined in this policy, as well as approved University tailgate guidelines and regulations. These regulations are available through the Office of the Vice President for Student and Community Services.

3. No event involving alcohol will be permitted within University housing on the north side of campus, nor within the Quad or other open areas of the North Campus.

4. Unauthorized consumption, possession, selling, or serving of alcoholic beverages is prohibited.

5. Any person who is authorized to host an event with alcohol must follow all guidelines established by this policy and adhere to the section entitled “Hosting Responsibilities for an Event.”

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

**HOSTING RESPONSIBILITIES FOR AN EVENT**

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

1. Make appropriate arrangements to obtain all applicable permits and complete and submit a Monmouth University Alcohol Contract. A copy of these materials must be submitted to the Office of the Vice President for Student and Community Services at least two weeks in advance of the event.

2. If alcoholic beverages are being served at an event either through the cost of admission or on a cash basis, a permit from the New Jersey State Division of Alcoholic Beverage Control may be required. The cost associated with the attainment of such a license will be the responsibility of the host. The Office of the Vice President for Student and Community Services will assist a host in applying for such a license, and the license application must be made four weeks in advance of the event.

3. Assure that those persons consuming alcoholic beverages are of legal age.

4. Provide adequate safety and security as determined by the Vice President for Student and Community Services in consultation with the Chief of University Police and the event’s sponsor.
5. The consumption of alcoholic beverages will take place only during the time frame authorized by the Vice President for Student and Community Services and within the designated area. The event must stop serving alcohol at least one half hour before the time that the event is scheduled to end. Any deviation from the established time frame or designated area will be a violation of this policy.

6. Ensure that provisions are made to regulate portions of alcoholic beverages that will be served during an event. Intoxicated persons should not be served. In addition, “drinking games” and shots are strictly prohibited.

7. The alcohol provided for the event is acquired through the University’s Dining Service contract or via any means deemed appropriate by the Vice President for Student and Community Services.

8. Wristbands, provided by the host, will be issued at the entrance of the social event to all those persons of legal drinking age. Persons who are not wearing wristbands are not permitted to possess or obtain alcoholic beverages.

9. The host or host organization is responsible for the care of the facility and must make all arrangements to have the area cleaned.

10. It is the responsibility of the host to ensure that all state and local laws with regard to the possession or consumption of alcoholic beverages are being complied with. Failure to do so will result in disciplinary action taken against the host of the organization or the organization itself.

11. The host or a designee is responsible for being present at the event throughout the entire period that alcohol is being served or consumed. There are no exceptions to this policy.

PROHIBITION OF “OPEN” EVENTS AND CONSUMPTION

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

EDUCATION AND PREVENTION

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

To accomplish this:

1. The prevention of behavior violating this policy and the abuse of alcoholic beverages will be coordinated by the Office of Student and Community Services.

2. The University will provide resources and time for the prevention of, and education concerning, conduct that violates this policy. The University will provide information to deans, Student Services personnel, directors, student organizations, and staff regarding student rights and responsibilities concerning this policy, the availability of personal counseling regarding alcohol abuse, and opportunities for alcohol-free sponsored events and programs.

3. The University will provide training to those students who work in a variety of “peer helping” roles on the University’s campus that encompass referrals, resources, and methods of handling conduct covered in this policy.

AMENDMENTS TO THIS POLICY

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

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

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

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

**SEX OFFENSES**

**SEXUAL ASSAULT POLICY AND PROCEDURES**

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

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

**NOTIFICATION PROCESS**

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

If an assault takes place at one of our off-campus facilities, such as Pier Village, Diplomat, or Fountain Gardens, the assault should be reported to the Long Branch Police Department, 344 Broadway, Long Branch, NJ 07740, or 732-222-1000. Monmouth University will assist the student in notifying the proper authorities if the student requests the assistance of the Monmouth University Police Department.

It is important for the victim to seek medical attention. The University Police Department should be contacted immediately and will provide the student with transportation to the Monmouth Medical Center Emergency Room. It is critical that this be done immediately to preserve evidence that may be needed to prove criminal sexual assault. If a student wishes to have someone accompany her or him to the hospital, the Director of Counseling and Psychological Services or a representative from the Office of the Vice President
for Student and Community Services will be contacted to accompany the student. It is in the victim’s best interest to have the assault documented should a request be made that internal discipline charges be filed against the student accused of the assault for violating the Student Code of Conduct. Additionally, the Office of Student and Community Services should be contacted if another student was involved. The Director of Counseling and Psychological Services or a representative from the Office of the Vice President for Student and Community Services will assist a student in notifying the proper authorities if the student requests assistance.

**PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION**

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

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

At the conclusion of the hearing, when all testimony has been exhausted, a decision will be reached by the hearing panel. The victim and the accused will be notified in writing of the outcome of the disciplinary proceeding. Nothing in this section shall be interpreted to authorize disclosure to anyone other than the victim or the accused.

**EMPLOYEE VICTIMS OF SEXUAL OFFENSES**

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

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

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

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

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

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

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

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

5. Residence Hall Suspension
Separation from the residence halls for a defined period of time.

6. Residence Hall Expulsion
Permanent ban from living in the residence halls.

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

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

9. Letter of No Contact
A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, electronic, telephone, or third parties.

COUNSELING SERVICES

On campus, the Office of Counseling and Psychological Services provides counseling services to victims of sexual assault, as well as to victims of other crimes. Victims are encouraged to contact the Director of Counseling and Psychological Services at ext. 7517, or 732-571-7517 from an off-campus telephone or cell phone, to set up a confidential appointment to discuss their feelings and concerns. This office can provide the emotional and psychological support that is necessary and, at the student’s request, will serve as an advocate for victims of sexual assault. The office is located on the third floor of the Rebecca Stafford Student Center.

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

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

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

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

EDUCATIONAL PROGRAMS

The University sponsors educational programs throughout the year to promote awareness of sexual assault, acquaintance rape, and other sexual offenses. Specific programs will be presented during the New Student Orientation program and twice a year as part of the Greek education program. Additional programs will be conducted by the Office of Counseling and Psychological Services and the Office of Student and Community Services. Printed material on the subject will also be distributed to all incoming first-year students in the New Student Orientation packet and will be available at the Office of Student and Community Services, First Year at Monmouth, and the Office of Counseling and Psychological Services. Further information on the Sexual Assault Policy and Procedures may be obtained by contacting the Office of Student and Community Services, the University Police, or the Office of Counseling and Psychological Services.

REGISTERED SEX OFFENDERS

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

You can access the sex offender Web site at http://www.state.nj.us/njsp/info/reg_sexoffend.html.

SEXUAL HARASSMENT POLICIES AND PROCEDURES

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

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

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

HUMAN DIGNITY RIGHTS

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

RIGHTS TO RESOURCES

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

CAMPUS JUDICIAL RIGHTS

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

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

CAMPUS INTERVENTION RIGHTS

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

STATUTORY MANDATES

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
- Each campus shall make every effort to ensure that every student at the institution receives a copy of this document.
- Nothing in this act or in any “Campus Assault Victim’s Bill of Rights” developed in accordance with the provisions of this act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities. For further information on the Sexual Assault Policy and Procedures, contact the University Police Department at 732-571-3472, the Office of Counseling and Psychological Services at 732-571-7517, the Office of Student and Community Services at 732-571-3417, or refer to the Student Handbook or Employee Handbook.
MISSING PERSON RESIDENT STUDENT

PRINCIPLES WHICH GUIDE ACTION

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

NOTIFICATION BY CREDIBLE SOURCE

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

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

ACTIVE INTERVENTION

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

In any and all cases where the safety of the alleged missing person is in question, or it is believed criminal activity has occurred, the Monmouth University Police Department shall be contacted immediately. The Monmouth University Police Department shall be the coordinating entity in such cases.

TIMELINE OF ACTION AFTER NOTIFICATION

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

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

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

A. Interview the residents within the room/suite/wing/apartment and determine:

• Last sighting of missing student.
• Areas where the student may visit/stay frequently.
• If the student has a boyfriend/girlfriend/significant other that he/she stays with (on/off campus or at another institution).
• If it is determined that the missing student’s boyfriend, girlfriend, or significant other is at another institution, obtain the first and/or last name of that person.
• If the students are aware of any issues/incidents that may have impacted the potential missing student within the past month.
B. Review the Residential Life’s CSS documentation to see if the student has had prior incidents or is at risk. If the student has been a part of the “at risk” population, the Director of Counseling and Psychological Services should be notified. The CSS notebook will be stored in the Office of Residential Life.

C. Apprise a member of the Director’s staff as to the situation and update on all information gathered.

D. If listed on the Residence Hall Contract, attempt to contact student via his/her cellular telephone.

E. Contact Health Services and determine if the student has been utilizing their services within the past five (5) days. After hours, or on weekends, the contact shall be the Director of Health Services.

The Director’s staff will do the following:
• Using Datatel’s User Interface, inquire if a student has purchased a meal plan; if so proceed to next step.
• Contact a manager of the Aramark staff at 732-222-1444 or ext. 2701. The management staff will determine the last time the student’s meal plan was utilized. If the missing student has not purchased a resident meal plan (i.e., apartment residents), inquire if he/she has purchased a non-resident meal plan.

The activity of the student can be determined from this as well.
• Determine if the Vice President for Student and Community Services needs to be notified immediately, or during the next business day.
• If we have the name and institution of the missing person’s partner (boyfriend, girlfriend, or significant other), an outreach to that institution may be made to see if the telephone number of that missing student’s partner can be released to inquire if said student is there.

AFTER 12 HOURS

The student staff will do the following:
• Perform a health and welfare check.
• Canvass the room/suite/wing/apartment and see if the student was seen.
• Document all information and update the area coordinator on duty.

The area coordinator on duty will do the following:
• Update the Director’s staff as to the progress of the student staff.
• Check students class schedule/reach out to professors regarding attendance.

The Director’s staff will:
• Notify the Monmouth University Police Department.
• Notify the Director of Counseling and Psychological Services about the missing resident student.
• Update the Vice President for Student and Community Services.
• Notify the student’s academic advisor.
• Notify Health Services.
• In consultation with the Vice President for Student and Community Services, a member of Residential Life or MUPD will contact parents or the appropriate emergency contact.

The area coordinator of that specific area will do the following:
• Determine which residents are in need of outreach due to the impact of the missing student and provide support as needed.
• Work with the Monmouth University Police Department if needed, assisting in any capacity.
• Meet with building staff and communicate all pertinent information.

**AFTER 24 HOURS**

The student staff will do the following:
• Perform a health and welfare check.
• Canvass the room/suite/wing/apartment and see if the student was seen.
• Document all information and update the area coordinator on duty.

The area coordinator on duty will do the following:
• Update the Director’s staff as to the progress of the student staff.
• Check student’s class schedule/reach out to professors regarding attendance.

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

The area coordinator of that specific area will do the following:
• Work with the Monmouth University Police Department if needed, assisting in any capacity.
• Meet with building staff and communicate all pertinent information.

**AFTER 48 HOURS**

The student staff will do the following:
• Perform a health and welfare check.
• Canvass the room/suite/wing/apartment and see if the student was seen.
• Document all information and update the area coordinator on duty.

The area coordinator on duty will do the following:
• Update the Director’s staff as to the progress of the student staff.
• Check student’s class schedule/reach out to professors regarding attendance.

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

The area coordinator of that specific area will do the following:
• Continue to provide support as needed.
• Work with the Monmouth University Police Department if needed, assisting in any capacity.
• Check with building staff and communicate all pertinent information.

AFTER 72 HOURS AND CONTINUING UNTIL DAY 6

All professional staff will do the following:
• Update student staff as information becomes available.
• Continue to refer students to counseling as needed.
• Continue to communicate with the Monmouth University Police, Health Services, and Aramark to share any appropriate information.

INTERVENTION IF STUDENT IS MISSING 7 DAYS OR MORE

A. The Associate Vice President of Student Services will notify the Vice President for Student and Community Services to determine the course of action.

B. The Vice President for Student and Community Services will convene:
• Associate Vice President for Student Services
• Director of Health Services
• Director of Psychological Services
• Registrar
• Monmouth University Police Department
• Any additional resources as determined appropriate by the Vice President for Student and Community Services

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

C. Residential Life will meet with affected students and a member of Psychological Services to debrief the students on the situation.

D. Residential Life staff will continue to monitor the effect of the incident on the community and make appropriate referrals to the campus resources.

FOLLOW UP WHEN STUDENT IS FOUND

When the student is located, the Director’s staff will do the following:
• Notify the Monmouth University Police Department.
• Notify the Vice President for Student and Community Services.
• Notify the student’s academic advisor.
• Notify CSS.
• Notify the Director of Psychological Services.
• Notify Residential Life staff.
• Notify the Director of Health Services.
• Notify student staff.
• Meet with students and discuss incident.
• Determine impact on professional staff. Determine if any additional follow-up is needed.

The Residential Life Assistant of the specific area will:
• Assist in the assimilation of the “found” student.
• Determine if there is a need for any additional student staff and residents by:
  1. CSS
  2. Monmouth University Police Department
  3. Health Services
  4. Other departments/areas involved.
MISSING RESIDENT STUDENT PROCEDURES
SCHOOLS WITH A CAMPUS POLICE OR SECURITY DEPARTMENT

1. Student missing for 24 hours
2. Report to people or organization specified in school policy
3. Immediate referral to campus police or security
4. Campus police or security investigates and makes determination that student has been missing for at least 24 hours
5. School must notify emergency contact/parent and local law enforcement within 24 hours of campus police determination
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 732-571-3472. Thank you for your cooperation.

The Monmouth University Police and Crisis Management Team

Blackboard/Connect®
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 Blackboard/Connect®. 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 Blackboard/Connect®, 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 Page**
Allows students, faculty, and staff to receive emergency information on the Web page.

**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 WOBM
- FM 94.3 WJLK
- FM 98.3 WMGQ
- FM 98.5 WKMK
- FM 101.5 WXXW
- FM 107.1 WWZY The Breeze
- AM 710 WOR
- AM 1010 WINS
- AM 1310 WADB
- AM 1450 WCTC
- Hawk TV (campus-wide)
- TV News 12 New Jersey
- Channel 4 WNBC News

**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)**
Double-sided 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 at least once annually through scenario-based practicals, tabletops, and simple equipment operability checks.
CAMPUS LOCKDOWN

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 that must be manually locked down with conventional lock mechanisms.

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 or she believes that there is a significant potential of danger to people or property.

B. The Monmouth University Police Department will notify members of the Monmouth University community via the Blackboard/Connect® emergency communications system, which will serve as the primary method of emergency notification.

C. Upon completion of electronic lockdown, 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 and Community Services. They will coordinate notification to the President, the President’s Cabinet, and other University officials as required.

D. Additional methods of emergency notification that may be utilized are:

- Classroom notification
- University voice mail
- University Web page (Hawk Safety Alerts)
- University and other e-mail
- University radio station (WMCX) 88.9 FM
- Police vehicle 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. Possible actions to take in the event of a lockdown are as follows: If indoors when the message is heard, students and employees will remain in their present locations pending further instructions and follow these steps:

1. Close and lock doors. If a door(s) cannot be locked it should be secured by other means, i.e., block it with
furniture, etc. Stay away from all windows and doors. Turn off all lights, lower your cell phone ringers or put on vibrate, and remain silent. If total silence is necessary, turn off and do not use cell phones—except for emergency notification to the University Police at 732-571-3472.

2. 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.

3. 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.

4. No one should leave the secured room until an “ALL CLEAR” message has been announced on the emergency notification system.

5. 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.

F. 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.

G. Residential halls are secured twenty-four hours a day, seven days a week. If possible, members of the Office of Residential Life will make announcements to resident students that lockdown procedures are in effect.

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 and Event Services 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 Blackboard/Connect® emergency communication system, as well as via all other systems previously mentioned.

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, 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. 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, moving away from the immediate path of danger, and take the following steps:

1. **Notify** anyone you may 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 **732-571-3472** 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.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

1. **Go** to the nearest room or office.
2. **Close** and lock the door.
3. **Turn off** the lights.
4. **Seek** protective cover.
5. **Keep quiet** and act as if no one is in the room.
6. **Do not** answer the door.

7. **Notify the Monmouth University Police Department at 732-571-3472** 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.

www.monmouth.edu/mupd
**BOMB THREAT PROCEDURES**

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

**RECEIVING AND REPORTING THE THREAT**

Remain calm, call the University Police Department at ext. **3472** or **732-571-3472** from your cell phone or off campus, and contact your department head as well. Obtain the following information by using the Bomb Threat Checklist (see page 46).

- 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 call the University Police Department from another phone. Give the name, phone number, and room number where the bomb threat is received so the person receiving the call can be reached, if needed.
- Listen, be calm and courteous, do not interrupt the caller, and 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 or her attitude, and 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.
- The most crucial information you can obtain from the caller is the time that the bomb will explode, where it is located, and the appearance of the bomb. Also ask the caller for his or her name, if they placed the bomb, and where they placed it.

- Activate an immediate trace.
  1. Depress the switch-hook slightly (the same way you activate call waiting).
  2. Press *99.
  3. Depress the switch-hook again.
  4. Return to the caller for a moment and hang up.
  5. Contact the Monmouth University Police Department at ext. **3472** or **732-571-3472** to report the call to the dispatcher.
- Do not use two-way radios or cellular phones because radio signals have the potential to detonate a bomb. If at all possible, use a landline telephone.
- Do not evacuate the building until police arrive and evaluate the threat.
- Do not activate the fire alarm. This may cause unnecessary panic.

**QUESTIONS TO ASK**

1. When will the bomb explode?
2. What is the material involved?
3. How much material is involved?
4. Where is it right now?
5. What does it look like?
6. What kind of device is it?
7. What will cause the device to function?
8. Did you place the device?
9. Why did you place the device?
10. Are there additional devices and where are they?
11. What is your name?
12. What is your address?
Do not touch or move a suspicious package. Common characteristics of suspicious packages are an unexpected delivery, the lack of a return address, excessive postage, stains, strange odors, or sounds. Do not assume it is the only package. Be familiar with letter and parcel bomb recognition points, which can be found on Monmouth University’s Web site.

If the threat is received in writing, the letter or note should be turned over to the University Police Department who, in turn, will relay the note to the proper authorities. The note should be handled as little as possible as it may be useful in an investigation.

If the threat was left on a voicemail, notify the Police Department immediately and do not delete or forward the message.

**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. 3472 or 732-571-3472 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 which 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.
**BOMB THREAT CHECKLIST**

Exact message received ____________________________________________

Name of the person calling ___________________________ Time __________ Date ____________

<table>
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<tr>
<th>Caller’s Identity</th>
<th>Male</th>
<th>Female</th>
<th>Juvenile</th>
<th>Approximate Age:</th>
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<td>Gender</td>
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<th>Soft</th>
<th>Pleasant</th>
<th>High Pitch</th>
<th>Deep</th>
<th>Raspy</th>
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<th>Machinery</th>
<th>Trains</th>
<th>Street</th>
<th>Office Machines</th>
<th>Quiet</th>
<th>Music</th>
<th>Voices</th>
<th>Bedlam</th>
<th>Party Atmosphere</th>
<th>Animals</th>
<th>Other</th>
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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 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 and Community Services.

2. The University community will 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 the general direction to a safe area. These directions would most likely direct individuals to reach a secure area by traveling north, south, or west.

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
   - Blackboard/Connect®
   - University 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

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 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 Fountain Gardens, Pier Village, and Diplomat:* Take Ocean Avenue to Cedar Avenue west. Follow University directions above.

**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 Fountain Gardens, Pier Village, and Diplomat:* Take Ocean Avenue to Cedar Avenue west. Follow University directions above for points 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 Fountain Gardens, Pier Village, and Diplomat:* Take Ocean Avenue to Cedar Avenue west. Follow University directions from Cedar Avenue.

**b.** 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.

**c.** Log off University network systems and shut down computer.

**d.** Secure all doors and windows.

**e.** Exit buildings to go to your vehicles. Do not use elevators.

**f.** 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 and Community Services (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.

FOUNTAIN GARDENS, PIER VILLAGE, DIPLOMAT RESIDENTS

The above evacuation procedures would apply to these students as well, with the below 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

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, Consolidation and Shelter-in-Place. Although seeking shelter would normally be for a short duration (four to twelve hours), the University has food/water capability for sheltering the campus population for a seventy-two hour period.

CONSOLIDATION PLAN

1. The decision to implement any part of the consolidation plan would be made by the University President or his or 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 and the Vice President for Student and Community Services.

2. In the event of consolidation, those affected would be notified as to the appropriate action through one or more of the following means:
   - Classroom notification
   - Blackboard/Connect®
   - University 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

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 in the below order of utilization:
   - Samuel Hays Magill Commons (the dining hall)
   - Rebecca Stafford Student Center
   - Multipurpose Activity 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:
   - 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.
   - A fire/smoke/dangerous condition in a residential life facility requiring the evacuation of that facility to the dining hall and/or other location(s).
   - The emergency evacuation of any campus building, requiring that those individuals evacuated be given shelter.
   - 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:
   - 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.
   - 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.

   The Police Department will further ensure that the building(s) involved are locked and secured prior to leaving.

6. Once evacuation or assembly indoors has taken place, department heads, RAs, RLAs, 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 University officials will assume responsibility for the structures to where members have been evacuated and will set up a command post inside their respective building(s). Upon consolidation being completed, they will meet with

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**WHERE TO GO**

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<tr>
<th>CONSOLIDATION LOCATIONS AND GROUP LEADERS</th>
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<tbody>
<tr>
<td><strong>Samuel Hays Magill Commons</strong></td>
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<tr>
<td>Mary Anne Nagy • Susan O’Keefe</td>
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<tr>
<td><strong>Rebecca Stafford Student Center</strong></td>
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<tr>
<td>Grey Dimenna • Kathy Maloney • Petra Ludwig</td>
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<tr>
<td><strong>Multipurpose Activity Center</strong></td>
</tr>
<tr>
<td>James Pillar • Paul Dement • Franca Mancini</td>
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department heads, RLAs, and group leaders and give them pertinent instructions. If consolidation is ordered, the listed individuals must report to the 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.

8. Once in their designated location, department heads, RLAs, and group leaders should keep an active roster of their group. They should 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, communication 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 information.**

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 regarding the release of 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 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, flood)

2. The decision to implement the Shelter-In-Place Plan would be made by the University President or his or 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 and the Vice President for Student and Community Services.

3. In the event of the implementation of the Shelter-In-Place Plan, those affected would be notified by one or more of the following means:
   - Classroom notification
   - Blackboard/Connect®
   - University voice mail
   - University e-mail
   - University Radio WMCX 88.9 (FM)
   - Police vehicle public address systems and megaphones
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 or 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 or she should begin the notification process of the campus population in the following order of priority:
   a. A Blackboard/Connect® message will be sent out.
   b. Police dispatch will notify patrol units to advise the campus population by PA system to immediately seek shelter and to implement the Shelter-In-Place Plan.
   c. Contact with the campus radio station will be made to advise 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 will be made with Facilities Management 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 with the University Vice President for Administrative Services, Vice President for Student and Community Services, and the Chief of Police.
   f. The Office of the Vice President for 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 Blackboard/Connect® as well as one or more of the following means: University e-mail, University voice mail, University Web site, radio station, e-signs, police PA megaphones, and classroom notification.

6. Should the decision be made to implement the Shelter-In-Place Plan, the campus population should immediately go indoors. Once inside, members should consider the following options depending on the nature of the emergency and what directions are given:
   a. Shut all windows and doors.
   b. Seal gaps around windows and doors with wet towels, clothing, etc.
   c. If possible, go to a room with no windows.
   d. Monitor by Blackboard/Connect®, radio, University e-mail, and University voice mail the emergency circumstances and what actions to take.
   e. Avoid using the building phone system except for emergency use. Emergency responders may be trying to get in touch with you. If you are in touch with family/friends, advise them they will not be permitted on campus until further notice.
   f. Avoid the use of water until notified it is safe.
   g. In the event of 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 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, RLAs, and other designated leaders.
7. Different emergencies call for different responses. The following are basic courses of action to remember during specific shelter-in-place emergencies:

a. During a chemical or hazardous materials release, you should seek shelter in a room above ground level (most chemicals settle to the lowest level), preferably one without windows, then follow step #6.

b. During a biological release, you should seek shelter in an internal room, preferably one without windows, then follow step #6.

c. In the event of a nuclear or radiological release, stay indoors and go to a basement or other underground area if available. Again, then follow step #6.

d. During a tornado, you should go to an underground room if possible, or 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. 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. Use your arms to protect 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, as 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 lightning 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.

CIVIL DISORDERS

• Notify MUPD at ext. 3472, dial 911, or 732-571-3472 from your cell phone.
• Advise the police of the disturbance size, leaders, and objectives if known.
• Leave or avoid the area of disturbance if it can be done 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 various threats it can face, has instituted a policy defining various security levels, and a response to these different types of threats. 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 Security Levels to assist in preventing dangerous occurrences, and minimizing injury and damage if a threatening event were to occur.

SECURITY LEVELS

SECURITY LEVELS IMPLEMENTATION

Security Level 1
1. All normal University business conducted.
2. All entrances/exits open.
3. All security booths will be staffed during day shift, Monday through Friday.
4. University security personnel will conduct spot checks to make sure that all vendors have photo ID.
5. All gasoline and oil deliveries will take place prior to 0730 hours.

Security Level 2
1. The Vice President of Administrative Services or his/her designee will be responsible for issuing the upgrade in security status. At this level there will be increased police presence.
2. All members of the University community will be immediately notified by the Office of the Vice President of Administrative Services of the elevation in security status through voice mail, e-mail, and campus radio.

Security Level 3
Will be utilized under the following conditions:
• when there is a heightened level of security specific to the Monmouth County area, requiring a heightened awareness of those entering and exiting the campus.
• when there is an on-campus event, or anticipated event, requiring an increased level of security on the North Campus.

Security Level 4
Will be utilized under the following conditions:
• when security concerns dictate the immediate identification of the campus population.

Security Level 5
Will be utilized 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.
3. The Chief of Police or his/her designee will be responsible for implementing security plans necessitating the elevation to Security Level 2.

Security Level 3
1. The University President or his/her designee will be responsible for issuing the upgrade in security status.
2. All members of the University community will be immediately notified by the Office of the Vice President of Administrative Services of the elevation in security status through voice mail, e-mail, and campus radio. If these methods are not available, the police department will make the necessary notifications, and plans to follow, through patrol vehicle PA systems and megaphones.
3. The Police Department will immediately contact Aramark Food Service and advise them of the elevation in security levels. A request should be made for the stockpiling of one week's worth of canned (or preserved) food and water.
4. All security booths will be manned during day shift, Monday through Friday. During the night and midnight shifts, as well as during weekends, holidays, and school closing days, there will be limited access to the University. Limited access will be through the staffed Larchwood and Lot 16 security booths. The North Campus will be accessed as usual, but there will be an attendant and marked patrol unit inside the entrance gate. All other entrances and exits will be closed off. Monmouth University will conduct additional patrols at the Esplanade and the Fountain Garden Apartments.
5. Facilities Management and uniformed and non-uniformed personnel will be required to visibly display ID badges at all times.
6. All vendors will be checked for ID and vehicle and driver information recorded.
7. All visitors will be requested to show a photo ID, and identifying information obtained and recorded, prior to entering the main campus. They will further be questioned as to their business on campus.
8. Unauthorized vehicles (no valid decal or temporary parking permit) will be prohibited from being left idling alongside University buildings.
9. Vehicles without approved permits and/or decals will be immediately investigated and, when appropriate, towed.
10. All areas of the University containing hazardous materials (e.g., laboratories, gasoline filling stations, facilities for the storage of hazardous materials, etc.) will be securely locked unless an approved member of the University is actively on scene and supervising the operation.
11. All package deliveries will be made to the Mail, Shipping and Receiving Department. The intended receiver of the package will be contacted and will be required to respond and sign for the item prior to receiving it.
12. Police will be contacted concerning any suspicious packages or containers, especially those found in unlikely or sensitive locations, such as near air intake/HVAC systems or enclosed spaces.
13. Police and Facilities Management personnel will conduct periodic inspections of building facilities and HVAC systems for irregularities. These inspections will be documented.

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

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 William McElrath at 732-571-3472, 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. 3472 or 732-571-3472 from any off-campus land line or cell phone.

www.monmouth.edu/security
14. Law enforcement vehicles will be parked randomly near entrances/exits and key buildings.

15. All scheduled public events will be reviewed by the Department Head responsible for the event and by the Police, as to their necessity, risks involved, and the need for further security measures. If deemed necessary, certain campus activities might be curtailed during this security level. If differences arise as to the need to cancel an event, the University President or his/her designee will resolve it.

16. The nature of the event will be assessed to determine if any student or group of students is at risk, and appropriate security measures will be taken.

**Security Level 4**

Will include all elements of Security Level 3 in addition to those listed below:

1. All students and non-police and facility management employees will be required to possess and display ID badges when requested in order to enter campus and while on campus.

2. All students and visitors will be required to show identification when entering/exiting the North Campus. Their names and vehicle information will be recorded.

**Security Level 5**

1. The University President or his/her designee will be responsible for the elevation in Security status. The University will be closed while under Security Level 5. A determination will be made by the University President to utilize the Shelter-In-Place or University Evacuation plan.

2. All members of the University Community will be immediately notified by voice mail, e-Mail, or campus radio of the closing, or may call the University Emergency Information telephone line (732-263-5900). If these methods are not available and you are on campus, the police department will make the necessary notifications through patrol vehicle PA systems and megaphones.

**NOTE:** In utilizing the above Security levels there is nothing to prohibit the partial use of a level. For example: if a hurricane was poised to strike the area, Security Level 2 might be utilized with specific precautions from Security Level 3.
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://webadvisor.monmouth.edu or in person at Police Headquarters, Monday to Friday, 8 a.m. to 4 p.m. Employees may register their vehicles at 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, 6, 7, 9, 15, 16, 17, 18, 20, 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 6, 10, 13, 14, 18, 23, and 25 only. Non-resident students cannot park their vehicles in the North Campus/residence hall area (Lots 1, 2, 3, 4, 5, 8, and University Road), 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, employees, and visitors utilizing the library facilities may park in Lot 6. Additionally, the library parking lot, Lot 20, will be available after 7:30 p.m. daily, to accommodate additional patrons.

**NOTE:** All non-resident students and employees must have a valid parking decal. 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, 8, and on University Road. 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 five 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 and by special permit only.

Great Lawn Apartment Residents Parking is permitted in Lot 12 and by special permit only.

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.

### 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.

2011-2012 TICKET FINES

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
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<tr>
<td>Parking in a No-Parking Zone</td>
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<tr>
<td>Parking in a Restricted Lot</td>
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<tr>
<td>Obstructing Traffic</td>
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<tr>
<td>Disregarding a Police Officer’s Direction</td>
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<tr>
<td>Parking Outside of White Lines</td>
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<tr>
<td>Driving on the Sidewalk, Grass, and Areas Not Intended for Vehicular Traffic</td>
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<tr>
<td>Failure to Obtain and/or Properly Display a Valid Parking Decal</td>
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<td>Parking in a Handicapped Space</td>
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<td>Parking or Operating a Vehicle on Campus While on the Revoked List</td>
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<td>Speeding</td>
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<td>Careless Driving</td>
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<td>2nd Offense</td>
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</tr>
<tr>
<td>Other</td>
<td>$15</td>
</tr>
</tbody>
</table>

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).
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.

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 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.

Help the University Police Prevent Crime: On campus, dial 3472 or dial 911.
From your cell phone dial 732-571-3472 and put us on speed dial.

MONMOUTH UNIVERSITY POLICE DEPARTMENT
Cedar & Norwood Avenues
West Long Branch, NJ 07764
732-571-3472
www.monmouth.edu/mupd
PARKING LOT ASSIGNMENTS

Lot 1: Resident students
Lot 2: Resident students, and visitors in designated areas
Lot 3: Resident students
Lot 4: Faculty, staff, and employees with Lot 4 authorization
Lot 5: Resident students
Lot 6: Non-resident students, employees with Lot 6 authorization, and library patrons

University Road: Resident students and employees in posted spaces
Lot 7: Police department personnel and visitors
Lot 8: Resident students
Lot 9: University administrators with Lot 9 authorization and visitors after 7:30 p.m.
Lot 10: Non-resident students only; no resident student vehicles permitted
Lot 11: Resident students residing in the Garden Apartments, visitors, and those with a special permit
Lot 12: Resident students residing in the Great Lawn Apartments 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

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: Library personnel with Lot 20 authorization and library patrons after 7:30 p.m.
Lot 21: Facilities Management personnel
Lot 22: Employees with Lot 23 authorization and all students except resident students (no resident student vehicles permitted without proper authorization)
Lot 23: Administrative Services personnel
Lot 24: Non-resident students (no resident student vehicles permitted)
Lot 25: Tennis court use