



Department of Security

2018 Annual Safety and Security Report (Information for the 2018-2019 Academic Year)

Clery Act Reporting Publication of this annual report is required by federal law. The annual crime statistics were compiled by the Bloomfield College Security Department, with information from security records, Campus Security Authorities and the Bloomfield Police Department. The college's yearly crime statistics are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the Federal Bureau of Investigation (FBI) for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning crimes that occurred within the geography outlined by the Clery Act for each campus and were reported to the Bloomfield College Security Department or designated campus officials. Additionally, these statistics include people referred for campus disciplinary action for categories required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, including liquor and drug law violations and illegal weapons possession. Referrals occur when a person is not arrested for liquor law violations, drug law violations, or illegal weapons possession, but is instead referred for campus disciplinary action. Statistical information for certain off-campus locations or property owned or controlled by the university, as well as public property within or immediately adjacent to and accessible from campus, are collected or requested from local police departments. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year in which the crime was reported. The crime statistics tables are reflective of the requirements mandated by federal law for compiling this report. Bloomfield College reports the crimes required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority. A daily offense log is available for public review at the Bloomfield College Security Department at 225 Liberty Street, Bloomfield, New Jersey.

Department of Security
225 Liberty Street, Lower Level

Important Phone Numbers

Security Main Number: 973-748-9000, ext. 1366

Toll Free Security Number: 800-809-2222

TIPS Line: 973-748-9000, ext. 1466

Immediate Contact with Police, Fire, EMT Services: 911

The Department of Security at Bloomfield College provides uniformed, unarmed security officers whose primary function is to:

- Prevent crime on campus;
- Protect members of the Bloomfield College campus;
- Assist Bloomfield College personnel in routine and emergency situations.

Jurisdiction of the security officers is limited to the property at the Bloomfield College campus and grounds. Security officers do not have the authority to make arrests but are authorized to detain persons involved in criminal activity until the Bloomfield Police Department responds. In addition to prompt response to emergencies on campus, the Bloomfield Police Department conducts routine vehicle patrols 24 hours per day. The Office of Security works very closely with the Bloomfield Police Department and other local law enforcement agencies to investigate and resolve promptly criminal activity. The Office of Security works closely with all offices at Bloomfield College, which includes the Office of Residential Education and Housing.

Student/Employee Responsibility

The support, cooperation, and involvement of all students and employees are critical for the overall success of the College's safety and security efforts. Office and room doors should be locked when rooms are unoccupied. At night, students and employees should walk and/or park in lighted areas, avoiding short cuts and non-lighted areas. Vehicles should be locked at all times. Valuable items should be locked in the vehicle trunk or carried with you personally. At night, it is important to not walk alone. If you need an escort, call the Office of Security to ask for assistance.

To make Bloomfield College a safe place, be alert for suspicious person and dangerous situations. Be cautious and aware of your surroundings. Be security conscious by watching for others and their property. Be responsible and report all crimes, either actual, attempted, and/or or suspected to the Office of Security.

The Role of Campus Security

Bloomfield College recognizes the importance of a safe and secure campus environment and strives to maintain a campus security program that provides protection for students, faculty, and administrative employees. The Office of Security is responsible primarily for providing a program of campus security and reports to the Vice President of Student Affairs. The campus security staff is provided through a contract with a professional security agency. Supervisory personnel are provided jointly by Bloomfield College and this professional agency. This combination provides unarmed security coverage 24 hours per day, 7 days per week through foot and vehicular patrols, enforcement of parking regulations, and building access control where applicable. In addition, there is a roving foot patrol officer 24 hours per day.

The Director of Security compiles crime statistics annually in accordance with the Clery Act (The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act – [click here for additional info: \(http://clerycenter.org/summary-jeanne-clery-act\)](http://clerycenter.org/summary-jeanne-clery-act) and to improve the safety and security of Bloomfield College. The Annual Security Report contains crime statistics, security policies, and safety regulations. This report is made available to current students and employees through electronic mailings and publication on the Bloomfield College website. Also, prospective students and employees are informed that the Annual Security Report is available and may request a paper copy by contacting the Office of Security, Bloomfield College, 225 Liberty Street, Lower Level, Bloomfield, NJ 07003.

Emergency Reporting and Voluntary/Confidential Crime Reporting Procedures

The Office of Security should be notified immediately of any threat to the safety and security of students, employees, property (equipment, buildings, grounds, personal, etc.). Students and/or employees should report any actual, attempted, and/or suspected criminal activities or emergencies to the Office of Security by dialing "0" for the College switchboard operator or extension "1366" for Security from any on-campus phone line.

To contact the Bloomfield Police, Fire Department, and/or Emergency Medical Services, dial 911.

Students wishing to report criminal activities confidentially should contact the Director of Security and/or the Office of Student Affairs. Employees who wish to report criminal activities confidentially should contact the

Director of Security. Further, if you wish to report a crime confidentially, you can also call the Security TIPS Line at 973-748-9000, ext. 1466.

The following guide is intended to be used as an aid in identifying and properly responding to campus emergencies:

- Medical – Unconsciousness, physical injury, alcohol and/or drug overdose.
- Psychological – Suicidal and/or homicidal thoughts or behaviors, observation of serious depression or anxiety, and /or extreme grief.
- Physical – Altercations, assaults, violent outbursts, hysteria, threats, and/or vandalism.
- Sexual Assault – Rape or attempted rape.
- Building and Grounds – Damage to property/housing, major issues with utilities (water, gas, and electricity), etc.

If you are doubtful as to the nature of the situation or whom to call, contact Security to get help. It is better to notify Security to have the situation examined rather than assume responsibility on your own.

Timely Warnings

In the event an incident or series of incidents occur on the Bloomfield College campus that may affect the safety and security of the BC community, the College will issue timely warnings. Timely warnings will be issued after review by the Director of Security and the Vice President for Student Affairs and/or his designee. These timely warnings can be issued through various means such as Emergency Text Messaging, electronic mail, digital signage, flyers on campus, and/or postings on the Security section of the Bloomfield College website (<http://www.bloomfield.edu/student-life/safety-security/timely-warnings>).

Emergency Text Messaging

In the event of an emergency involving an imminent threat on campus, Security will confirm that there is a significant emergency or dangerous situation in conjunction with Student Affairs. Security will determine the appropriate segment or segments of the campus community to receive a notification, determine the content of the notification, and utilize the College's mass notification (text messaging) system to notify the campus community. Students and employees can register online at to receive real-time notifications of these emergency events. The link to register is located here at <http://www.bloomfield.edu/student-life/safety-security/alerts-contacts>. These messages are transmitted during emergencies and are an additional real-time avenue of communication. The text messaging system is tested campus wide at least once each year.

Emergency Reporting Procedures

Bloomfield College is committed to the best practices and continual improvement of its Emergency Response Procedures and Guidelines. The basic emergency procedures at the College are provided to protect lives and property through the effective use of campus and community resources. Should an emergency arise or escalate beyond the scope of routine measures, the College president or his appointee will declare a state of emergency and contingency measures will be implemented.

These procedures apply to all personnel, buildings, and grounds owned and operated by Bloomfield College. Since emergencies and disasters are not predicable, the guidelines outlined in this manual found at the link below may require immediate modification. This plan was developed under the authority of Bloomfield College and has been reviewed and approved by the New Jersey Presidents Council and New Jersey Office of Homeland Security and Preparedness.

An emergency is defined as an incident (potential or actual) which affects human life and/or well-being, building(s), properties owned and operated by the College, and that will disrupt the overall operation of the

College. A disaster is an event or occurrence which can seriously impair or halt the operation of the College and put human life and/or well-being at risk.

In the event of an emergency that requires the Police, Fire Department, and/or Emergency Medical Services, dial 911. In all other cases, contact the Office of Security at Bloomfield College by calling 973-748-9000, ext. 1366 or toll free at 1-800-809-2222.

For detailed information about the Bloomfield College Emergency Procedures and Guidelines, please refer to the Bloomfield College website by going to the following link: <https://www.bloomfield.edu/student-life/safety-security/emergency-procedures>.

Daily Crime and Fire Log

The College maintains public crime and fire logs at the Bloomfield College Security Office. These logs are continuously updated and are available for inspection during normal business hours, Monday through Friday, 8:30 am to 4:30 pm.

Access to Campus Buildings

Facility use is for students and employees only. Employees have 24 hour access to the buildings that they work in only. All students and employees are required to carry their Bloomfield College identification cards at all times. Buildings are closed as per their individual schedules. Buildings that are leased to the college are subject to the access times the lease or property manager stipulates for hours of operation.

Building checks and campus tours are performed regularly by security personnel. All residence facilities on campus are patrolled by security personnel 24 hours a day including regular tours of residence halls. Security will not provide access to any campus facility without prior written approval from REH or College Services.

In Clee, Schweitzer, 225 Liberty, and the Franklin Street residential buildings, visitors must sign in and leave a valid signed identification at the security desk. Students must co-sign for their guests, escort them to their rooms, and escort them out when they leave. Students are responsible for their guests. Student and guest identifications that are not picked up will be turned in to security personnel who will then locate the visitor(s) and escort them out of the residence hall. Visiting hours and REH policies are posted in the Office for Residential Education and the REH website.

Normal hours of operation are subject to change during the summer and on recognized holidays when the campus is closed.

Security Conscious Programs

The Department of Security provides an orientation for the Residence Life staff annually at the start of the academic year. This orientation session is conducted by the Director of Security. Topics include safety procedures, security tips, procedures used by security officers, and emergency response protocols.

During the Fall and Spring semesters, several Crime Awareness and Prevention programs are conducted for the College community. These topics include crime prevention; campus security procedures; sexual assault and acquaintance rape awareness; forcible and non-forcible criminal offenses; personal and property safety; fire prevention; and alcohol and drug awareness.

Announcements about these programs to students and employees occur in a number of venues that include electronic mail, digital signage, updated news on the College website, the College calendar, and/or flyers posted throughout the campus community.

Alcohol and Other Drugs Policy for Bloomfield College

For complete information, refer to the following documents:

- Alcohol and Other Drugs (AOD) Policies and Procedures for BC Students and Guests (located on the Bloomfield College website under Student Affairs) -- <http://www.bloomfield.edu/sites/default/files/AOD-for-Students-11-06-08.pdf>.
- Alcohol and Other Drugs (AOD) Policies and Procedures for BC Staff, Faculty, and Visitors (located on the Bloomfield College website under Human Resources) -- <http://www.bloomfield.edu/sites/default/files/common/AOD.pdf>.

Alcohol Policy

Bloomfield College seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety, and welfare of all members of the campus community. In keeping with these objectives, the College has established policies that govern the possession, sale, and consumption of alcoholic beverages, conforming to the laws of the State of New Jersey. The Personal Counseling Office and the Health Services Office are available to assist members of the Bloomfield College community with education, information, counseling, and referral services for alcohol and/or drug problems.

Drug Policy

Bloomfield College prohibits the possession, use, and/or sale of any illegal substance. The possession, use, and/or sale of illegal and non-prescribed drugs is a crime and a threat to the welfare of individuals and to the Bloomfield College community. Bloomfield College employees, as condition of their employment, are required to abide by the College's Drug Free Workplace policy, which prohibits the unlawful manufacture, distribution, dispensation, possession, and/or use of any controlled substance or illegal drug in its workplace. Any individual known to be possessing, using, and/or distributing illegal drugs is subject to disciplinary action and possible arrest by local, state, and/or federal police agencies. Bloomfield College is concerned about the possible physical, emotional, and psychological effects of drug use on individuals and the impact such use has on all members of the College community. Students and employees are urged to consult counseling and medical personnel to discuss confidentially questions or problems that they may experience in this area. Bloomfield College will promote and encourage programs that explore the problem of drug and other drug abuse.

Firearms Policy

State statutes prohibit the possession, storage, and/or use of firearms on any college or university campus in the State of New Jersey. Therefore, firearms (including pellet guns and air rifles), fireworks, ammunition, or explosive materials are strictly prohibited on the Bloomfield College campus. Persons who do not comply with this policy are subject to disciplinary action and possible arrest by the appropriate police agency.

Sexual Harassment Policy

Bloomfield College does not discriminate on the basis of sex either in employment or in its academic programs or activities. Federal and state laws prohibit discrimination in employment. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs or activities.

The College's policy is to ensure that all employees and students of Bloomfield College have a work and learning environment free of any type of unlawful discrimination, including freedom from sexual harassment. This policy applies to all areas of the College's operations and all persons (employees, students, guests, vendors, contractors, subcontractors, etc.) with direct or indirect contact with the institution. Federal and state laws treat sexual harassment as unlawful sex discrimination. Bloomfield College abides by these laws because effective working relationships between employees and effective learning relationships among staff, faculty and students must be based upon mutual respect. Bloomfield College therefore prohibits sexual harassment of its employees

and students in any form. Such conduct may result in disciplinary action up to and including termination of employees or expulsion of students.

Specifically, no supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

In the case of students, no instructor or other employee shall threaten or insinuate, either directly or indirectly that a student's refusal to submit to sexual advances will adversely impact grades, course selection, academic records, enrollment or any other matters pertaining to his/her status as a student of the College. Similarly, no instructor or other employee shall promise or suggest, either directly or indirectly, that a student's submission to sexual advances will positively impact grades, course selection, academic records, enrollment or any other matters pertaining to his/her status as a student of the College.

Bloomfield College considers sexual harassment of either employees or students as unprofessional and unacceptable conduct and an abuse of authority and power. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, physical, virtual (via social media post, pictures, videos, voicemail and e-mail messages, text messages, etc.) conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or academic status, or
- Submission to such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

Bloomfield College prohibits sexual/romantic relationships between individuals (students, faculty and other employees) where there is an imbalance of power, i.e., where one individual is in a position to make decisions which may adversely impact the employment or educational experience of the other. These relationships include student-to-teacher; supervisor-to-subordinate; or any other relationship between two individuals where one individual has the authority to make decisions which directly or indirectly impact the employment or educational experiences of the other. A staff member or faculty member's relations with students shall be limited to those that are consistent with and necessary to the performance of the staff member or faculty member's duties as an employee of Bloomfield College.

Any and all other conduct involving sexual harassment that creates a hostile workplace and/or educational environment, whether committed by supervisory employees, non-supervisory employees or students, is also prohibited

This includes the following:

- offensive sexual flirtations, advances, propositions, and electronic communications
- verbal abuse of a sexual nature
- the telling of obscene jokes or display of sexually graphic pictures or objects in the workplace or classroom
- obscene comments about an individual or comparing a person to risqué computer images, pictures, drawings, cartoons, etc.

- discussions of sex and sexuality in academic and workplace settings unrelated to course work or work tasks
- repeated requests to have lunch, dinner, etc.
- repeated requests that an employee or student stand, sit or move closer, or insistence on private meetings behind closed doors
- unnecessary offensive touching of an employee or student, such as patting, pinching, grabbing, hugging, kissing, and repeated brushing against another employee or student's body
- inappropriate offensive posting on any social media networks

Bloomfield College prohibits harassing conduct directed at an individual because of his or her sex, even if the conduct is not sexual in nature. Therefore, supervisory employees, non-supervisory employees and students shall not harass or discriminate against any staff member, faculty member, or student because of his or her sex by verbally abusing him or her or treating him or her differently from members of the opposite sex, including but not limited to by increasing his or her workload and grading him or her differently than students of the opposite sex.

Bloomfield College also prohibits supervisory and non-supervisory employees and students from harassing or discriminating against any staff member, faculty member or student because that individual fails to conform to behavioral norms traditionally associated with the individual's sex. For example, a male individual should not be harassed because he acts effeminately or otherwise fails to conform to a male stereotype, and a female individual should not be harassed because she acts masculine or otherwise fails to conform to a female stereotype. In addition, no supervisory or non-supervisory employee shall harass or discriminate against any staff member, faculty member or student because of the student's sexual orientation or trans-sexuality.

Complaint Procedure for Reports on Sexual Harassment and Discrimination

Complaints of sexual harassment or discrimination from employees or students will be channeled to Mr. Howard Buxbaum, the Title IX Compliance and Affirmative Action Officer. The Title IX Compliance/Affirmative Action Officer is located in Knox Hall, Room 105. The Title IX Compliance/Affirmative Officer is responsible for coordinating efforts to comply with and carry out the institution's responsibilities under Title IX. Procedures for employees and students are as follows:

1. Employees: Any employee who feels he or she has been subjected to sexual harassment/discrimination should report the incident directly to his or her supervisor or the Title IX Compliance/Affirmative Action Officer.
2. Students: Any student who feels he or she has been subjected to sexual harassment/discrimination should report the incident immediately to Patrick Lamy, Vice President for Student Affairs/Dean of Students, who will notify the Title IX Compliance/Affirmative Action Officer. The Vice President for Student Affairs/Dean of Students Office is located at 208 Liberty Street. Students may also report complaints to the United States Department of Education Office of Civil Rights (OCR).

Complaints by students and employees should include the following:

- A) The victim's name; campus location/department; status as employee or student of the college; and preferred means of contact (email, home phone, cell phone or permanent address);
- B) The name(s) of the person(s) who committed the alleged act – if available;
- C) A brief description of what transpired with specific dates, times, locations where act(s) were committed with names of witnesses or other individuals who can corroborate the allegations, where available;
- D) The nature of the alleged harassment, *i.e.* sexual harassment or discrimination based on sex, race, religion, color, national/ethnic origin, age, sexual orientation, marital status or disability;

- E) A description of each step taken by the victim from the time he or she first concluded that a violation of policy has occurred;
- F) The resolution sought by the victim;
- G) Copies of any materials, reports, or evidence of relevance to the investigation of the complaint;
- H) Written complaints should be signed.

Investigation Procedure

Under Title IX, student complaints of sexual harassment are to be analyzed under a preponderance of the evidence standard, i.e., whether it is more likely than not that harassment occurred; and that the conduct was so serious to limit or deny his or her ability to participate in or benefit from the school's education program. (i.e., creates a hostile work environment). Students and employees who make a good faith claim of sexual harassment will not be subjected to retaliation, which is prohibited by state and federal law, including Title IX. Any act or threat of retaliation against a complainant, witness or supporter at any point before, during or after an investigation or hearing is a violation of this policy and will subject the employee or student who engages in retaliation to discipline up to an including termination of employment or expulsion from the College.

The investigatory and adjudicative process should generally take no more than (60) days. To the extent possible, the College will maintain the privacy of all persons involved in a complaint of sexual harassment during the investigation. The investigation will involve interviewing witnesses, taking statements, reviewing evidence, and any other best practices and resources to accomplish a thorough examination of the incident. If there is a delay in the investigation as result of the unavailability of students and/or employees (or other key witnesses) required for interviews during between semester breaks, the investigation will be delayed until the beginning of the following semester. In such case, all parties involved will be notified of the change in timeline.

If the Title IX Compliance/Affirmative Action Officer or Vice President for Student Affairs/Dean of Students determines the complaint to be valid, the offender will face immediate and appropriate disciplinary action based upon the severity of the charge and the history of past charges, if any, against the offender. The College reserves the right to proceed with an investigation whether or not criminal charges are pursued by the victim. Should the investigation reveal a violation of the Sexual Harassment Policy by an employee, the imposition of disciplinary action will be deferred to appropriate Vice President in consultation with the Title IX Compliance/Affirmative Action Officer. Disciplinary actions against offending students and employees may include a written warning, suspension, demotion, and/or termination of employment or expulsion from the College which could include banishment from the College.

If the Title IX Compliance/Affirmative Action Officer or Vice President for Student Affairs/Dean of Students determines the complaint was not made in good faith, appropriate disciplinary action may be taken against the employee or student who made the complaint. To the extent possible, the privacy of all persons involved in a complaint of sexual harassment will be protected.

Sexual Assault/Misconduct Policy

Bloomfield College is devoted to creating and maintaining a campus community free from all forms of harassment, exploitation, or intimidation. The College is committed to furthering and protecting the rights of all members of the College community to insure the needs of victims and all parties involved (bystanders, accused, and friends) is addressed.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a College community free from violence, sexual assault/misconduct and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The College recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. This includes but is not limited to sexual violence by one or more students or employees against another student (employee), which is a form of sexual harassment prohibited by Title IX and state law.

Accordingly, in conjunction with the Sexual Harassment Policy, and to comply with Title IX and state law, and the Violence Against Women Reauthorization Act (VAWA), the College has established this Sexual Assault/Misconduct Policy to insure that the needs of victims of sexual violence are met and that the College Community supports human dignity. The College assures that new measures are in place to address domestic violence, dating violence, stalking and other acts of unlawful and inappropriate behaviors.

What Acts Constitute Prohibited Sexual Assault, Misconduct, and Exploitation?

Acts of sexual assault, misconduct and exploitation are prohibited at Bloomfield College. For the purposes of this policy, "sexual contact" means any intentional touching, either directly or through clothing, of the victim's or actor's intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor. Sexual contact of the actor with himself must be in view of the victim whom the actor knows to be present. "Sexual assault/misconduct" means any form of sexual contact with another person without effective consent. Effective consent is clear, informed, and freely given by both individuals. Silence does not equal consent. It is communicated by mutually understandable words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity by persons of legal age. Consent obtained through coercion, intimidation, force or threat of force against the victim or another is not effective consent. Effective consent may never be given by minors, mentally disabled persons, and those who are incapacitated as a result of alcohol or drug consumption (voluntary or involuntary) or those who are asleep, unconscious, unaware or otherwise mentally or physically helpless. Effective consent to one form of sexual activity cannot imply consent to other sexual acts. A previous relationship or previous consent, including a dating relationship or previous sexual involvement, does not imply consent to future sexual acts. Consent may be withdrawn by either party at any time by an outward demonstration through words or actions to end sexual activity immediately and without question.

Another type of sexual misconduct is termed sexual exploitation and occurs when an individual takes nonconsensual or abusive sexual advantage of another for his or her benefit or to benefit a third party. Examples of sexual exploitation include but are not limited to:

- prostituting another person
- non-consensual observation or video or audio recording of sexual activity of another person
- exceeding the boundaries of consent with another person (such as permitting others to secretly observe you engaging in consensual sex)
- inducing or attempting to induce incapacitation in another person
- employment of another person or achievement related inducements
- knowingly transmitting a sexual disease, including but not limited to HIV, to another person

THE COLLEGE ALSO PROHIBITS DOMESTIC VIOLENCE AND DATING VIOLENCE:

Domestic violence involves a variety of serious offenses, including acts of violence, which are committed against someone by his or her current or former spouse or intimate partner, by a person with whom the parties have a child in common, a current or former cohabitant, or by someone who is similarly situated, such as person in a relationship or children with respect to their parent or guardian. Under New Jersey criminal law, domestic violence can include acts such as homicide, assault, terroristic threats, kidnapping, criminal restrain, false

imprisonment, sexual assault, criminal sexual contact, lewdness, criminal mischief, burglary, criminal trespass, harassment and stalking.

Dating violence means violence committed by a person who is or has been in a social relationship or a romantic or sexual nature with another. It is determined based on the reporting party's statements, and in consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but it is not limited to, sexual or physical abuse or the threat of such abuse. It can include a pattern of behavior where one person threatens to use, or uses, physical, sexual, verbal or emotional abuse to control a dating or sexual partner.

The College prohibits stalking of another individual in any form. Stalking is a consistent pattern of conduct or outreach directed at a specific person on at least two or more occasions that would cause the targeted individual to fear for her, his, or another's safety, or to suffer substantial emotional distress. Stalking behaviors can be direct or indirect, accomplished through multiple means such as: in person, via social media, phone, email, regular mail, or through third parties. The type of actions that can constitute stalking include: following another; showing up uninvited at another's home/classroom/workplace/vehicle or expected location; monitoring another; surveillance of another; threatening another; communicating with another or by interfering with another's property or activities.

Upstander/Bystander Intervention

Upstander/Bystander intervention refers to a person who takes safe, reasonable and prudent actions to prevent or stop an act, or potential act, of sexual misconduct, domestic violence, dating violence or other act of violence. Intervention includes simple statements, words of caution, offers of assistance, removing someone from a situation, or calls for assistance.

We encourage members of the College community to immediately seek assistance from Bloomfield College Security, the Office of Student Affairs, and/or Human Resources when confronted with an act or potential act of sexual violence/misconduct. If off-campus, members of the College community should immediately seek assistance from a person in authority or law enforcement.

The safety of upstanders/bystanders is a priority. Retaliation against an upstander/bystander violates this Policy and will result in disciplinary action up to and including termination of employment or expulsion from the College.

Disciplinary and Remedial Actions

College employees, students and visitors are expected to abide by all local, state and federal criminal law. In addition to criminal sanctions and possible liability under such laws, acts of sexual assault/misconduct and unwelcome sexual contact will subject a student or employee to College disciplinary action. Student sanctions may include expulsion, suspension, conduct probation or any other form of the College's disciplinary sanctions. Employees will be subjected to warning, suspension, demotion or termination of employment. College penalties and disciplinary procedures are specified in the Standards of Conduct in the College Catalog. Employees should review the Employee Handbook or the Faculty AAUP Agreement (where applicable) for procedures related to employment sanctions. Any individual who violates any local, state or federal criminal laws while on college property will be reported to the Bloomfield Police Department.

The College will also implement remedial measures to prevent incidents of sexual assault/misconduct, retaliation and confrontations during and after the investigation. Once a complaint has been received, the College will promptly notify the victim of his or her options to avoid contact with the alleged perpetrator during

the investigation and change academic, extracurricular activities, living, transportation, dining and working situations as appropriate. Specific options include:

- Providing an effective escort so the victim can move safely between student/work related activities until a final decision is rendered after the investigation;
- Ensuring the perpetrator and victim do not share classes, offices or student/work related activities;
- Moving the perpetrator or victim, if he or she so requests to a different residence hall or office location;
- Providing comprehensive, holistic victim services including medical/psychological counseling and academic support services, such as tutoring;
- Arranging for the victim to have extra time to complete or retake a class or withdraw from a class without an academic or financial penalty;
- Reviewing any disciplinary actions taken against the victim to see if there is a causal relationship between the sexual violence and the misconduct that led to the discipline. (i.e. a victim of a sexual violence skipping class or calling out from work to avoid the perpetrator)

Investigating Reports of Sexual Assault/Misconduct

During the investigation, the College will provide increased monitoring, supervision or security at locations or activities where the misconduct occurred and ensure that the victim is aware of his or her Title IX rights and any available resources such as victim advocacy, housing assistance, academic support, personal counseling, disability services, health and mental health services, legal assistance and the right to report a crime to campus or local law enforcement. The College will keep the victim updated on the status of the investigation.

Once the investigation has been completed, if the complaint has been substantiated, the College will take remedial measures in addition to the disciplinary sanctions above, as appropriate. The College will also offer the victim the same remedies offered to him or her as interim measures, whether or not the victim accepted or declined those remedies during the investigation. The College may also change its overall services or policies as needed.

The College will promptly investigate any complaint of sexual assault/misconduct made to a college employee, which includes the Title IX Compliance/Affirmative Action Officer, any Vice President/Officer, College Dean, faculty member, administrator, Resident Director, Resident Advisor, Chaplain, or Nurse. In some cases, the investigation will be performed by a specifically-trained employee and/or an independent outside investigator under the supervision of the College's Title IX Compliance/Affirmative Action Officer. The victim and the alleged perpetrator, who shall be notified of the accusation against him or her, shall have an equal opportunity to present witnesses and evidence. The procedures of the College's Judiciary Program, which set forth in the Colleges Standards of Conduct, shall apply in the case of student complaints. In the case of employees, the Title IX Compliance/Affirmative Action Officer, the Human Resources Director, and/or an outside investigator will directly handle the investigative process. Any factual determinations will be made under a preponderance of the evidence standard. The process, which includes fact-finding, a hearing in appropriate cases, and a determination of the appropriate disciplinary and or/remedial action, will take no more than sixty(60) days, excluding appeals, except in cases that require additional time. The victim and the alleged perpetrator will concurrently receive written notice of the outcome of the complaint.

Reporting and Confidentially Disclosing Sexual Violence

The College encourages victims of sexual violence to discuss the incident with a trained professional on campus so that victims can get the support required immediately. Different employees on campus have different levels of responsibility to maintain a victim's confidentiality.

- Some are required to maintain near complete confidentiality: talking to them is sometimes called a “privileged” communication as in the case of a licensed therapist in the Counseling Center or the Coordinator of Disabilities Services;
- Other employees may talk to a victim in confidence, and generally only report to the College that an incident occurred without revealing identifying information. Disclosures to these employees will not trigger a College investigation into an incident against the victim’s wishes;
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Compliance/Affirmative Action Officer. A report to these employees (called “responsible employee”) constitutes a report to the College, which generally obligates the College to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make all members of the College Community aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become the victim of sexual assault/misconduct. The College encourages victims to talk to someone identified in one or more of these groups. Title IX forbids retaliatory action taken against any victim who makes a good faith effort to report an incident of sexual assault/misconduct.

The Options

A. Privileged and Confidential Communications

- *Professional and Pastoral Counselors.*

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Compliance/Affirmative Action Officer without a victim’s permission.

The following is the contact information for these individuals:

- A. College Chaplain: Student Center, 3rd Floor – Extension 1393
- B. Personal Counselors: Student Center, 3rd Floor – Extension 1403
- C. Coordinator for Disabilities Services: LRC Building – Extension 1654

- *Non-professional Counselors and Advocates*

Certain non-professional counselors and advocates can generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim’s identity or that the victim has disclosed the incident.

While maintaining a victim’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Compliance/Affirmative Action Officer. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Compliance/Affirmative Action Officer informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Compliance/Affirmative Action Officer, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Compliance/Affirmative Action Officer.

The following individuals are examples of non-professional counselors and student advocates whose assistance a victim may seek without triggering a College investigation that could reveal his or her identify or that he or she

has disclosed the incident. The College will provide assistance in the selection of an advocate for the victim if requested. The College will also assist the accused with the selection of an advocate to provide guidance and assistance during the investigative process. An advocate should be an employee of the College who will help guide the students through understanding the College's Sexual Assault Policy, and navigate all the support services and resources available on and off campus:

- A. EOF Counselor
- B. Academic Advisors/Coaches
- C. Tutors
- D. Resident Advisors or Resident Directors
- E. Department Secretaries or Administrative Assistants

A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, the counselors and advocates will still assist the victim in receiving other necessary protection and support. A victim may decide to file a formal complaint at a later date to prompt a formal investigation.

The only exceptions to the non-disclosure policy apply in cases that present an imminent threat of harm to self or others. In such cases, the counselor or advocate involved has a duty to notify the College. If there is a serious and immediate threat to others, the College may issue a warning to the College community, but will do so without disclosing the identity of the victim. If the victim is a minor, and the alleged offender is an adult, the counselor or advocate will have a responsibility to notify local law enforcement.

B. Reporting to "Responsible Employees."

A "responsible employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

A responsible employee must report to the Title IX Compliance/Affirmative Action Officer all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the victim's consent unless the victim has also reported the incident to law enforcement or the victim is a minor; or the incident poses a safety risk to the college community.

The following employees (or categories of employees) are the College's responsible employees:

- A. College Deans
- B. Department Directors and Managers
- C. Faculty and Instructors
- D. Public Safety and Security Officers

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also

maintain confidentiality or does so before the responsible employee has had the opportunity to ensure that the victim understands the employee's reporting obligations, the employee should tell the victim that the College will consider the request but cannot guarantee that the College will be able to honor it.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College will weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

- A. William McDonald, Title IX Compliance/Affirmative Action Officer
- B. Patrick Lamy, Vice President for Student Affairs/Dean of Students
- C. Tresmaine Grimes, Vice President for Academic Affairs/Dean of the Faculty

The individuals noted above will consider a range of factors when considering request for confidentiality:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - whether there have been other sexual violence complaints, history of violence, about the same alleged perpetrator;
 - whether the alleged perpetrator is a registered sex offender;
 - whether the sexual violence was committed by multiple perpetrators and/or involved a weapon;
 - whether the victim is a minor;
 - whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action including notification to local law enforcement. If none of these factors is present, the College may respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will follow its Sexual Assault/Misconduct Investigative Procedures. The College will also extend or make permanent the remedial measures offered to the victim during the investigation.

The College may not require a victim to participate in any investigation or disciplinary proceeding. Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

Other Resources

- College Media Center, lower level of the Library, provides an excellent video on Sexual Harassment in the workplace and classroom. It takes approximately 20 minutes; you may borrow the video for home viewing or use the library viewing room. If you have any questions, contact x1370 for information.
- The College offers mandatory online sexual harassment training for all employees. Students are offered several on-campus training programs/forums on sexual harassment and sexual assault/misconduct.
- Online sexual assault/misconduct training will be available to all students and employees. The College also offers anonymous reporting through an online reporting process. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation.
- *Campus Conduct Hotline*® -- Dial toll-free to 866.943.5787. Available for use around the clock, seven days a week. Because the *Hotline* is operated by an independent organization, any calls made through this *Hotline* are completely confidential and anonymous. Issues that may arise that can be reported include: discrimination, fraudulent activity, harassment, hate messages, hostile workplace, illegal business activity, NCAA violations, safety and security issues and bullying.
- BC TIPS Line: 973-748-9000, ext. 1466 – another source to report anonymous information is the BC Tips Line that is maintained by the BC Office of Security.

Victim's Right and Services

The victims of sexual assault/misconduct or unwelcome/non-consensual sexual contact will be:

- afforded the same access to legal guidance as the accused;
- afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused with exceptions to conflicts of interest circumstances;
- notified immediately, simultaneously and in writing of the outcome of the disciplinary proceeding against the accused; appeal procedures; any change to the result before it becomes final; and when the result becomes final. Note that the accused is entitled to these same rights.

Regardless of whether the alleged crime is formally reported to campus or civil authorities, the College's medical, counseling and other services are available for victims. The full, prompt and victim-sensitive cooperation of the College personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when necessary to preserve evidence of the assault will be provided to all victims. In order to preserve evidence, the College encourages victims not to shower or cleanse in any manner; urinate, brush teeth or gargle, eat, drink, smoke or change clothes prior to going to the hospital. Evidence can be collected up to five days after the incident. The East Orange Mobile Crisis Unit is available for assistance and can be telephoned at 973-266- 4478. That unit is able to send a crisis worker to talk to any victim and transport him/her to the East Orange General Hospital Emergency Room, if desired by the victim. Counseling is available at the College to assist the recovery of victims. In addition to the East Orange Hospital, the Family Service League (FSL)

(<http://www.familyserviceleague.org/>) of Montclair NJ is also a major resource. The FSL is the designated Essex County Rape Care Center.

Victims can also consider off-campus counselors, advocates, and health care providers who will generally maintain confidentiality. Victims are also encouraged to contact the Rape Care Hotline: 1-877-733-CARE (2273) any time, day or night, to learn about other options and services. A trained advocate can accompany victims to the hospital and will help to connect to the appropriate services which include: a 24-hour, free and confidential Hotline; crisis services for survivors and their families; educational programs and training for youth and professionals; and free unlimited counseling at the FSL.

For additional information regarding victim's rights, students should review the New Jersey Sexual Assault Victim's Bill of Rights at: <http://www.bloomfield.edu/sites/default/files/sexual-assault-victims-bill-of-rights.pdf>.

Registered Sex Offenders in the State of New Jersey

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 New Jersey Code at 2C:7-12 to -19. This information is being made available on the Internet to facilitate public access to information about persons who have committed a sex offense, to enable you to take appropriate precautions to protect yourself and those in your care from possible harm. Public access to registry information is intended solely for the protection of the public, and should never be used to threaten, intimidate, or harass another.

In compliance with the Clery Act, Bloomfield College is required to advise its students and employees that a current listing of Registered Sex Offenders in the State of New Jersey can be found at the following website link: [Registered Sex Offenders in the State of New Jersey](#) .

This information is being made available on the internet to facilitate public access to information about persons who have committed a sex offense, to enable you to take appropriate precautions to protect yourself and those in your care from possible harm. Public access to registry information is intended solely for the protection of the public, and should never be used to threaten, intimidate, or harass another. The use of information contained in the sex offender registry to commit a crime is a crime in the third degree within the State of New Jersey.

Missing Student Protocol

In accordance with the Clery Act and to comply with federal regulations, Bloomfield College is required to ensure that a protocol exists for students who are reported missing from the College. Thus, Bloomfield College administers a missing student notification policy which permits students who reside within on-campus housing to register contact information confidentially. This confidential contact information for residential students is maintained by the Office of Residential Education and Housing.

At Bloomfield College, a student is reported missing if he or she has been absent without any known reason or which may be contrary to his/her usual patterns of behavior. Such circumstances concerning the student being missing or absent from the College could include a number of factors such as but are not limited to: 1) reports or suspicions of foul play; 2) suicidal thoughts; 3) drug and/or alcohol abuse; 4) any life threatening situations; as well as 5) situations in which a student may be known to be with persons who may endanger the health, safety, and welfare of that student.

All reports of missing/absent resident students shall be directed immediately to the Office of Security (973-748-9000, ext. 1366) and/or the Office of Student Affairs (973-748-9000, ext. 1245). Either office or both conjointly

will investigate if the student is missing in accordance with this protocol and there will NO waiting period before the commencement of an investigation. An investigation will be initiated to determine the validity and credibility of the missing person report. All essential information will be gathered about the resident student from the person making the report and from the students' acquaintances.

Notification will be made to the appropriate emergency individual(s) within 24 hours after it is established that the resident student is actually missing. The sequence of notification is listed as follows:

- The confidential emergency contact(s) provided to REH.
- The custodial parent or guardian if no confidential emergency contact was provided to REH.
- The custodial parent or guardian if the resident student is under 18 years of age and not emancipated.
- The Bloomfield Township Police Department if the student is determined to be missing/absent from the College.

The Office of Student Affairs will initiate whatever actions are deemed appropriate, necessary, and in the best interests of a resident student if he/she is confirmed to be missing/absent from the College. Once closure has been brought to the investigation, the Office of Student Affairs will notify all appropriate individuals and keep a report of the incident/investigation on file

Annual Crime/Fire Statistics and Explanation of How Statistics Are Compiled

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, which is also known as the Clery Act requires all colleges and universities to disclose campus crime statistics and other safety and security information annually. This Annual Security Report is reviewed each year by the Office of Security to ensure that information is up-to-date and that new information is added accordingly to comply with federal and state regulations.

These statistics that are listed below include crimes on campus and crimes in adjacent public areas. These statistics are collected by the Security Department and are based on crimes reported directly to Security and information provided by the Bloomfield Department.

In preparation for annual reporting, persons within the College with significant responsibility for student and campus affairs, including judicial disciplinary affairs, are surveyed for knowledge of crimes that may not have been reported to the Security Department or police authorities. These individuals include Deans of Students, Residence Life staff, Athletic Director and coaches, administrative heads of student groups, and Student Affairs personnel. Persons at Counseling and Psychological Services, and campus ministries are not surveyed for knowledge of certain crimes because the law does not impose a reporting obligation on persons with counseling or pastoral obligations.

Crimes that occurred within residence halls are reported both in the "On Campus" category and in the "Residence Hall" category. Thus, "Residence Hall" is a subset of "On Campus." The presentation of the tables is designed to enable the reader to compare crimes committed in the same locales during the past three years.

Definitions of Reportable Crimes

- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
- Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)
- Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.
- Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. This includes motor vehicle theft in all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.
- Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. The existence of a dating relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship
- Stalking: *Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress. For the purposes of this definition: (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property; (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; (iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.*
- Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a

still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (drunkenness and driving under the influence are not included in this definition.)

- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

Additional Clery Act Hate Crime Definitions

In addition to any of the crimes above, the following acts are reportable as Hate Crimes under the Clery Act, when motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability:

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property (Except "Arson"):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Unfounded Crimes: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution and the failure to make an arrest do not "unfound" a crime report.

Charted Crime Statistics

The following charted statistics are provided in compliance with the Jeanne Clery Act and are for informational purposes only. This chart provides crimes statistics for Bloomfield College for the last year and the two previous years (i.e., total of three years). If you have any questions regarding this information, please contact Jack Cortez, Director of Security at Bloomfield College at 973-748-9008, ext. 1366.

In order to assist the Security Department at Bloomfield College in complying with the Clery Act, members of the College community are encouraged to report all criminal activities to the Bloomfield College Security Office. This allows the Office of Security to issue timely warnings and to ensure that inclusion of those activities in the annual statistics.

Report Year	2015	2016	2017
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Reported Crimes	On-Campus				Off-Campus				Total			
	On-Campus(1)	Residential Facilities(1)	Non-Campus Bldg or Property	Public Property	On-Campus(1)	On-Campus Residential Facilities	Non-Campus Bldg or Property	Public Property	On-Campus(1)	On-Campus Residential Facilities	Non-Campus Bldg or Property	Public Property
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	1	1	0	0	2	2	0	0
Fondling	0	0	0	0	1	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	3	3	0	0	3	1	0	1	0
Aggravated Assault	1	0	0	2	0	0	0	1	2	1	0	1
Burglary	4	2	0	0	5	4	0	0	12	10	0	0
Motor Vehicle Theft (2)	0	0	0	1	0	0	0	2	1	0	0	3
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENCES												
Domestic violence	0	0	0	2	0	0	0	3	2	2	0	0
Dating violence	2	2	0	0	3	1	0	0	1	1	0	0
Stalking	1	1	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations												
Liquor Law Violations Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Disciplinary	38	38	0	0	19	19	0	0	29	29	0	0
Drug Law Violations												
Drug law Violations Arrests	0	0	0	2	0	0	0	2	3	0	0	3
Drug law Violations Disciplinary	2	2	0	0	0	0	0	0	4	3	0	0
Illegal Weapons Possession												
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	1	1	0	0	1
Illegal Weapons Possession Disciplinary	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes (Listed Below)												

Race Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft(2)	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0-	0	0	0	0	0	0	0	0	0	0	0

- (1) Crimes reported in the Residential Facilities column are reported both in the “On Campus” category and in the “Residence Hall” category. Thus, “Residence Hall” is a subset of “On Campus.”
- (2) Includes attempts.

Key to Hate Crime Notations: Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), or Disability (D)

Definitions:

- *Campus* -- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified above of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). “Campus Residential Facilities” is a subset of the number listed under “Campus.”
- *Non-Campus Building or Property* -- Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.
- *Public Property* -- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Safety Tips

- Do not take your safety for granted. Be alert, aware, and cautious. Use your best judgment, and avoid dangerous situations.
- Trust your instincts! If you feel uncomfortable about someone near you on the street, in an elevator or getting off a bus, head for a populated place or yell for help.
- Do not assume that college campuses are automatically safe. The most common crime reported is theft.
- Always keep your doors and windows locked. Never leave personal property unattended. If you have a peephole, use it or ask who is on the other side of the door. Be sure you know who is on the other side of the door before you open it.
- Carry a cell phone, whistle or a personal alarm to alert people that you need help.
- Attend an educational course and learn what can be done to avoid vulnerability to crimes like sexual assault, relationship violence and stalking.
- Do not lend you keys to other people. Keep your keys safe and do not leave your keys in a place where somebody can take them.
- Report lost or stolen keys to the Office of Security and/or the Office of Residential Education and Housing.
- Do not prop open exterior doors. The safety and security of a building is only as sound as the people who reside there make it.
- Do not bring unnecessary valuables to campus. Always secure valuables you do bring in a safe location and take them with you when you leave campus during break periods or extended periods of time.
- Listening to loud music, wearing headphones or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and tune in to your immediate environment.
- Report any suspicious activities or persons to the Office of BC Security by dialing "0" or extension 1366.
- Walk in groups of two or more, especially at night. Avoid isolated or non-lighted areas.
- Always park in lighted areas. Lock your car and lock your valuables in your trunk, and always remember to activate your vehicle security alarm when you leave your vehicle.
- Know the locations of fire alarms, fire extinguishers, and fire exits for the buildings that you use. Never tamper with a fire alarm or fire extinguisher.
- Signup for e2campus/omnilert BC emergency notifications at https://bloomfield.omnilert.net/subscriber.php?command=show_signup

Fire Safety Information and Statistics

In accordance with the Higher Education Opportunity Act of 2008, Bloomfield College is providing mandatory fire safety information as part of this Annual Report. All reports of fires and fire alarms are maintained by the Bloomfield College Security Department. Data collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and dollar values for property damaged by the fire.

Description of Student Housing Fire Systems

Every campus student residence at Bloomfield College has:

- An interior fire alarm system with detection throughout the building, including detectors in every sleeping room;
- Bi-Annual testing of fire detection, suppression, and notification equipment;
- An monitored interior fire alarm panel which triggers a full first alarm response from the Bloomfield Fire Department to the building upon activation;
- Automatic wet sprinklers throughout the building, including every sleeping room.
- Hard wired carbon monoxide detectors on each floor.

Fire Safety Precautions

- Keep doorways, corridors, and stairwells clear and unobstructed. Keep fire doors closed.
- Make sure that all electrical appliances and cords are in good condition and UL approved. Do not overload electrical outlets. Use fuse-protected multi-outlet power strips and extension cords when necessary.
- Never store flammable substances in your room or apartment. The unauthorized use of candles and live holiday decorations are not permitted in Bloomfield College buildings.
- Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, locks, or other life safety devices or to block or obstruct paths of egress.

What to Do in Case of Fire -- If you discover a fire in a campus building:

- Immediately activate the building alarm by pulling down on the handle of the fire alarm at the nearest exit as you leave the building.
- Do not try to contain and/or put out the fire yourself.
- Remember to feel doors before opening them to be sure that there is no fire danger on the other side when evacuating the building.
- Close doors but do not lock them to contain the fire and smoke.
- Do not use elevators since they may stop running.
- Stay low if you must enter a smoke-filled room or hallway. Keep one hand on the wall to avoid disorientation.
- Crawl to the nearest exit. Keep your head near the floor for air.
- Call 911 and/or the Security Department once you are safely away from danger to report the fire, your location, and your name.
- Move at least 500 feet from the building once you are outside to provide the Fire Department space to operate safely.
- Notify Security or emergency personnel of any people who might still be in the building and their location.
- Note: If a member of the Bloomfield College community finds evidence of a fire that has been extinguished and the person is not sure whether Security has already responded that person should notify Security personnel, who will investigate and document the incident.

If you are trapped inside a building that is on fire:

- Get inside a room and close the door to minimize heat, flames, and smoke.
- Block the bottom of the door with a towel, piece of clothing, or small rug to prevent smoke from coming into the room.
- Do not block the door with anything that prohibits its being opened from the outside.
- Call 911 if you have a phone.
- Try to get near a window and place an article of clothing outside the window as a marker for emergency personnel.
- Shout out at regular intervals to alert emergency personnel as to your location.

If you MUST use a fire extinguisher, remember PASS:

- Pull the safety pin on the valve handle.
- Aim the nozzle at the base of the fire.
- Squeeze the top and bottom valve handle together.
- Sweep the nozzle side-to-side at the base of the fire.

Fire Response Dos and Don'ts

- DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.
- DO NOT assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.
- DO remain in your room if you cannot get out of the building because of heat or smoke. Call Security immediately (973-748-9000, ext. 1366 or the Emergency Services at 911). Keep the door closed and await assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window—the Fire Department will be looking for this sign.
- DO close the door behind you if it is safe to leave your room.
- DO NOT waste time collecting personal valuables. Take your keys so that you can reenter your room if exit from the building is not possible.
- DO NOT use an elevator during a fire emergency: always use the fire stairs.
- DO make your presence known to other occupants and to Security by telephone if you are injured or disabled. Emergency staff members will assist you in leaving the building.

Plans for Future Fires Safety Improvements

At this time, all Bloomfield College buildings meet or exceed State fire safety requirements. As Bloomfield College renovates buildings on its campus, new or additional fire suppression and detection devices are included to bring renovated buildings to current requirements and/or exceed those thresholds that are required by State law.

Charted Fire Statistics

Fire Statistics 2015 to 2017	Fires			Fire Injuries Requiring Treatment at a Medical Facility			Deaths Related to Fires			Value of Damaged Property Due to Fire			Supervised Fire Drills		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Residential Areas, On-Campus	2	1	0	0	0	0	0	0	0	0.00	0.00	0	52	56	56
On Adjacent Property to Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reported to College Official Other than Security	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Description of Student Housing Fire Detection and Suppression Systems

Residential Building	Building Fire Alarm System	Smoke and/or Heat Detectors	Fire Alarm System Connected with Central Dispatch	Wet Sprinkler System	Carbon Monoxide Detectors	Fire Drills Conducted Per Year
Clee Hall	YES	YES	YES	Fully	YES	4
Franklin Street Hall	YES	YES	YES	Fully	YES	4
Schweitzer Hall	YES	YES	YES	Fully	YES	4
19 Austin Place	YES	YES	YES	Fully	YES	4
21 Austin Place	YES	YES	YES	Fully	YES	4
23 Austin Place	YES	YES	YES	Fully	YES	4

25 Austin Place	YES	YES	YES	Fully	YES	4
61 Fremont	YES	YES	YES	Fully	YES	4
61 Oakland Ave	YES	YES	YES	Fully	YES	4
58 Spruce Street	YES	YES	YES	Fully	YES	4
60 Spruce Street	YES	YES	YES	Fully	YES	4
68 Spruce Street	YES	YES	YES	Fully	YES	4
225 Liberty Street	YES	YES	YES	Fully	YES	4
23 Park Place	YES	YES	YES	Fully	YES	4

Links for Additional Information		
Website	Link	Information
The Center for Campus Fire Safety	http://www.campusfiresafety.org	Advocates for the promotion of campus fire safety. The Center serves as the focal point for the efforts of a number of organizations and also as a clearinghouse for information relating to campus fire safety.
Campus Firewatch	http://www.campus-firewatch.com	Electronic newsletter focusing on complex issues of campus fire safety.

Appendix I

Revised as of 11/18/04

**CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS
(Pursuant to NJSA 18A, Chapter 61E)**

INTRODUCTION

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

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 campus personnel to:
 - Report crimes if the victim does not wish to do so
 - Report crimes as lesser offenses than the victim perceives the crime to be
 - Refrain from reporting crimes
 - Refrain from reporting crimes to avoid unwanted personal publicity.

RIGHTS TO RESOURCES ON AND OFF CAMPUS

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

CAMPUS JUDICIAL RIGHTS

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

LEGAL RIGHTS

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- To receive full, prompt, and victim sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.
- To be free from any suggestion that victims were contributory negligent or assumed the risk of being assaulted.

CAMPUS INTERVENTION RIGHTS

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
- To be notified of the options for and 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 to implement the Bill of Rights and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.

Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.

Nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Department of Security, 225 Liberty Street, Lower Level

Important Phone Numbers

Security Main Number: 973-748-9000, ext. 1366

Toll Free Security Number: 800-809-2222

TIPS Line: 973-748-9000, ext. 1466

Immediate Contact with Police, Fire, EMT Services: 911