

CAMPUS SAFETY, SECURITY AND FIRE SAFETY ANNUAL REPORT



**Webb Institute
10/1/15**



August 14, 2014

CAMPUS SAFETY, SECURITY AND FIRE SAFETY ANNUAL REPORT

As outlined by the Jeanne Clery Act, Webb Institute must publish an annual report with information on crime prevention policies, and crime and fire statistics relating to the college and its surrounding area.

Subject: Campus Security & Sexual Assault: Policies & Procedures

If a breach of security occurs, the following procedure should be followed:

The person discovering the incident should immediately notify the Officer of the Day (O.D.) or security on duty. The O.D. or security will then notify the Director of Facilities. If unavailable, the Assistant Director of Student Services, should be called. If he/she is unavailable, then the Director of Enrollment Management should be notified. Their phone numbers are posted at the O.D. desk.

Once notified, the college administrator will assess the situation and take immediate action with the aid of the O.D. or security. If need be, the administrator will contact the local authorities. All reporting of incidents to local authorities will be prompt and accurate.

Webb Institute currently has no Office of Campus Police. The O.D. and security have no enforcement authority. The college administrator notified of any incident will be the liaison with the local police.

The current campus policy concerning security and access to campus facilities is as follows:

- a) O.D. hours will begin at 8:00 AM and continue until 10:00 PM. The security shift is from 10:00 PM until at which time staff members of the facilities department begin working.
- b) Security patrols all campus facilities and grounds approximately every hour. Security checks all emergency systems and equipment. Security also reports any lighting that is not functioning properly. Upon ending his shift, security is to secure all exterior doors in all campus facilities.
- c) Students have access 24 hours a day during the academic calendar to all campus facilities except those stated in the Student Organization Handbook. **Students are not allowed to duplicate keys to any Webb Institute facilities.**
- d) The doors of the women's dormitories are expected to be locked at all times. Residents of the buildings will be issued key pad access codes for the doors. Doors are not to be left propped open.
- e) All guests are to let the O.D. or security know who they are upon arrival and approximately how long they will be on campus. See Administrative Instruction in reference to Guests on Campus at Webb. Hosts must ensure that the correct procedure is followed.

- f) Student access to campus facilities during vacation periods must first be approved by the Director of Facilities, the Assistant Director of Student Services, or the Director of Enrollment Management.

Once a year, at the beginning of the fall semester, a program will be presented to inform incoming students and employees about campus security procedures, practices and the prevention of crimes, including acquaintance rape and sexual assault. The program will also encourage students and employees to be responsible for their own security and the security of others. Other security related programs will be held throughout the year when scheduled or warranted.

In conjunction with the annual program concerning security and sexual assault issues, the college will offer a presentation addressing substance abuse. Webb Institute's policy on the use, possession and sale of alcoholic beverages and illegal drugs is stated explicitly in the Guide to Residence Life.

All year long, pamphlets and brochures on campus security will be easily accessible to all students and employees. If there are any changes or bulletins pertaining to campus security, all such notices will be distributed through the President's office.

A security committee composed of the Assistant Director of Student Services, Director of Facilities, and members of the faculty, student body and other administration shall convene bi-annually to discuss campus security issues and possible improvements.

By law, campus crime reporting and statistics are published annually on the Webb Institute website: http://www.webb.edu/Campus_Safety_Security_and_Fire_Safety_Report.pdf

Sexual Abuse On Campus: Policy

Sexual assaults can occur under many different circumstances and in various locations on and off college campuses. Webb Institute is no exception. In order to respond to sexual assaults that might take place, the following protocols for reporting such incidences are established.

The spontaneous reaction of the first person(s) who the victim informs about an incident of sexual assault could set the tone for how the victim will feel about self and the event. The Assistant Director of Student Services (AD) is sensitive to the person's recovery and will be readily available to the student victim.

- 1) The AD will be made available to student victims immediately after the incident has occurred. All students will have the telephone number of the AD, which will be posted in residence halls, in the Student Handbook, and wherever else deemed necessary. If the AD, who will be available 24 hours a day, is not readily available, the student will be directed to contact the Director of Facilities. If unavailable, the student will then be directed to contact the Director of Enrollment Management. If all three administrators cannot be reached, the student is then advised to contact the Rape Victims Hotline Nassau County Service at 222-2293. If the student wishes to tell what happened or desires simply to talk, no pressure will be placed on the student to press criminal charges.
- 2) It will be the AD's responsibility to follow-up on all calls. The AD must maintain the privacy and confidentiality of the student. The AD will inform the student of subsequent procedures that may occur including a reporting of the incident to the police, a visit to the hospital or a doctor, and the criminal procedures that could/should take place.

- 3) Additionally, the student must be informed of individuals who may be contacted. The student must be informed that police procedures require that some individuals will need to be notified, i.e. family. However, the student should be informed that all means will be used to protect privacy. The victim will be informed that the reporting/sharing of this information can often be done in third party reports.

When the AD is called, he will:

- 1) Determine whether or not the victim needs medical assistance. Thorough questions are to be asked to help make this determination.
- 2) The AD, whether on the phone or at "the scene," is to insure the victim of as much privacy as possible. A decision by the victim that someone else be present must be respected. Assurances will be made that any and all information will be held in the strictest of confidence as allowed by law.
- 3) A determination is to be made of the victim's most critical concerns. The AD will respond in a caring non-judgmental and sensitive manner.
- 4) The victim is to be informed of subsequent steps to be taken, including the need to receive medical attention as quickly as possible, if the assault has just occurred. If there is a need for immediate medical treatment, the AD should call for an ambulance and thereafter notify the Director of Facilities. The AD will escort the victim and remain with the person.
- 5) The AD will be trained to handle cases of this sensitive nature and be able to "calm" the victim first over the phone and then in person. The AD will also be able to inform the victim of available counseling services.
- 6) The victim will be advised not to shower, bathe or to change clothes. If the victim goes to the emergency room, the AD will accompany them. The AD will inform the victim of the procedures that will be followed at the hospital. The emergency room will be equipped to handle the victim with sensitivity, to be able to offer psychiatric services, if necessary, as well as to inform the victim of the need to report the incident to the police, but without pressuring the victim.
- 7) The victim will be given the option of notifying the police department.
- 8) If need be, the AD will notify the Dean if there is some reason why the student will be unable to attend classes or complete faculty assignments on time.
- 9) The AD can, if asked, call family and/or friends for the victim.
- 10) The AD can do nothing but speak to the victim to advise them of the above, if that is all that the victim desires.
- 11) If the victim desires changes in his or her academic or living situation, the college will make every effort to accommodate, if reasonably possible. Depending upon the circumstances of each incident, the college will try to maintain the confidentiality of all parties. If the college administration deems it necessary to make a change or changes in the campus security procedures, all students and staff will be immediately advised and updated via public announcement or administrative instructions.

The Director of Enrollment Management will be responsible for the dissemination of all information to the college community.

- 12) Should a Webb student be charged by the police with a sexual offense the student will be suspended until final resolution of all criminal and Student Organization Court action.

The following phone numbers of support services are provided for your information:

Long Island Crisis Line	679-1111
Rape Victim Hotline (24 hrs.)	222-2293
Student Assistance Program	800-666-5327
Glen Cove Police & Ambulance	676-1000
North Shore Univ. Hospital at Glen Cove	674-7300
Nassau County Police Special Victims Squad	573-8055
Center for Rape & Sexual Assault Services (24 hrs. – Domestic Violence)	542-0404

Reporting and Investigation of Missing Students

Purpose:

In accordance with recently enacted New York State legislation, S. 2862 (Chapter 22 Laws of 1999), governing Independent Colleges and Universities, it shall be the policy of Webb Institute, as approved by the Board of Trustees, to turn over investigation of reports of missing students to the Glen Cove Police Department.

Procedure:

Anyone in the Webb community wishing to report a missing student should contact the Administrator in charge, either the Director of Student Services or the Assistant Director of Student Services in that order. If neither of these administrators can be contacted, the President should be contacted. Home phone numbers are listed at the O.D. (Officer of the Day) desk.

The Administrator in charge and other necessary Institute officials will immediately initiate an investigation and obtain as much information as possible. The investigation may, at this time, include an interview/notification of the student's parent(s)/legal guardian(s), and/or the Glen Cove Police.

If the whereabouts of a potential missing student cannot be determined within 24 hours after notification of the Administrator in charge, the Administrator in charge will notify the Glen Cove Police Department. During this period the Administrator in charge will take all reasonable steps to inform the President of Webb Institute.

The Administrator in charge will provide assistance to the Glen Cove Police with their investigation procedures as described in Attachment 1.

Robert C. Olsen, Jr. President

ATTACHMENT 1

From: Deputy Chief Bruce W. Early, Glen Cove Police Department To: Webb Institute Date: October 12, 1999 Subject: Police Response to Reports of the Following: Missing Persons and Violent Felonies

Purpose:

In accordance with recently enacted New York State legislation, S. 2862 (Chapter 22 Laws of 1999), governing Independent Colleges and Universities, the Webb Institute Board of Trustees has approved a policy to coordinate and provide any necessary assistance in the investigation of any reports of violent felony offenses (as defined in subdivision one Section 70.02 of the Penal Law of the State of New York) occurring at or on the grounds of Webb Institute with the Glen Cove Police Department.

Department Procedures:

Missing Persons: Upon report of a missing person in Glen Cove, a Police Officer will be dispatched to the location of the complaint. The Officer will interview the individual(s) who filed the missing persons report and be guided by Nassau County Police Department Manual, Operations Order Number 8210, which will include: interviews, evaluations based on age, mental and physical health and any unusual or suspicious circumstances, notifications to appropriate supervisory and investigative personnel, possible searches and the filing of Form PDCN 322, Report of Missing or Unidentified Person.

Violent Offenses: Upon a report from Webb Institute of any Felony Offense as defined in Section 70.02 of the New York State Penal Law, a Police Officer will respond to the location of the incident and be guided by Nassau County Police Department Manual Operation Order 8110 and 8115 which deal with Preliminary Investigations of Crime and Crime Scene Duties, which will include: Response, Interviews, Notifications, Canvass, Identification of person(s) and solvability, arrest, detention, and the identification and maintenance of a crime scene as applicable.

Such actions will facilitate coordination and the prompt reporting and investigation of such crimes and reports between the Glen Cove Police Department and Webb Institute personnel. This is in accordance with the new amendment of the New York State Education Law Chapter 22, Section 6450, subdivision 6.

Illegal Drugs

The Student Organization Handbook contains in its by-laws the following: THE ILLEGAL USE OR POSSESSION OF DRUGS ON CAMPUS IS PROHIBITED."

The purpose of the Instruction is to promulgate the provisions of the current law. The use or possession of marijuana is illegal in New York. The state law is applicable on the Webb Institute campus. Criminal sanctions may be applied for infractions of the law.

Fire Safety Precautions

In any residential setting, safety is everyone's business. While most precautions are taken as a result of good common sense, resident students are urged to take the time to review the following information.

- Empty wastebaskets and recycle returnable cans on a regular basis. Never place wastebaskets or cans against the heaters.
- Candles, of any kind, are not permitted.
- Hazardous materials such as gasoline, acids, propane gas cylinders, automotive engine parts, etc. are never to be kept in student rooms or in attic storage. Designated storage will be provided during regular semester periods. During winter and summer breaks, arrangements for fuel storage must be made with the Plant Superintendent.
- Use and storage of fireworks or other incendiary devices is not permissible.
- Decorating your room can be fun and goes far in making you feel at home. However, the end result should also be safe. Consider the following when planning your decor.
- Avoid connecting multiple appliances to the same circuit; unplug appliances, including hair dryers and curling irons, when not in use.
- All extension cords are prohibited. Remember that most appliances should be connected directly to the outlet and should be properly grounded. Avoid using adapters. If multiple plugs are required, a power strip with internal circuit breaker is acceptable.
- Never string power strip cord over doorways, under carpeting or near heating elements: carefully inspect cords for signs of wear: discard if frayed or broken.
- The only electrical appliances currently authorized for use in student rooms are reading lamps, television sets, radios, computers and stereos (or equivalent). Refrigerators, coffee makers, hot plates, toaster or microwave ovens or any food preparation appliances are not allowed. Conformance with this policy is imperative in view of the potential hazard to life and property and has bearing on the cost of the College's insurance.
- Avoid use of netting, tapestries or other flammable material such as posters etc. on ceilings.
- Loft construction of any kind is prohibited.
- No one is to block room exit doors and windows.

- Holiday decorations should be used cautiously; nonflammable materials are of primary importance. Use of live trees and branches is extremely dangerous and therefore, not permissible.
- Discard old furniture not meeting fire code and safety regulations i.e. old couches with foam insides visible. Webb Institute reserves the right to remove such furniture if not done so by the student(s).
- Fire escape doors are provided for student safety. These doors should always remain cleared of obstacles. All corridors used as a means of exit should always remain clear of obstacles. Such obstacles may be confiscated by Webb Institute staff.
- Become familiar with various types of fire extinguishers and their locations as indicated on the fire evacuation maps. Never use a Class A (water) extinguisher on gasoline, grease or electrical fires.
- Fire safety precautions for labs, shops, garages, etc. are found in each facility. Become familiar with the guidelines before using the facilities.
- Fireplace usage on campus:
 - No fires are permitted in the Model Basin fireplace.
 - Prior permission from the Plant Superintendent is required before using Dining Room, Reception Room, or Reading Room fireplaces.
- Use of beach front for campfires is limited to scheduled events. The Assistant Director of Student Services will be in charge of scheduling and monitoring the events. The Nassau County Fire Marshall's Office and the Glen Cove Fire Department must be informed of the event. Proper fire extinguishers must be present.
- Fire drills in the residence halls are conducted at regular intervals. However, a building alarm should always be presumed real and reason for concern and evacuation.
- Tampering with safety equipment is a crime. To do so risks your life as well as others.

Incidents and Arrests on Campus and off Campus

The following information is reported in compliance with the Crime Awareness and Campus Security Act of 1990 and its amendments. The following data are presented to review crime activity on campus, both in residence and non-residence halls. Additionally, this includes public property, including thoroughfares, streets, sidewalks, and parking facilities immediately adjacent to the college. Formal requests for these crime statistics were made to the Glen Cove Police Department.

This section on college crime statistics also includes arrests and disciplinary referrals made to campus authorities for alcohol, drugs and weapons possession. As required, hate crimes are reported. A hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion sexual orientation, ethnicity or disability. The definitions of these offenses, which are defined in the "Uniform Crime Report" and the "Crime Awareness and Campus Security Act," appear at the end of this report.

Crime Statistics Report Availability

A copy of the report will be uploaded to the college intranet on a yearly basis. The campus will be notified via email that the report is available. Applicants will be sent a copy upon receipt of their complete application. In person requests for the report should be made to the Assistant Director of Student Service, 516-671-2213 X1117.

Crime Statistics Availability Statement (Clery Statement)

A copy of the Webb Institute campus crime statistics, as reported annually to the U.S. Department of Education, will be provided upon request by the Assistant Director of Student Service. Please direct all such requests to 516-671-8355 X1117 or by electronic mail at kbecker@webb.edu. Information may also be obtained via the Internet at the U.S. Department of Education website, ope.ed.gov/security.

Crime Definitions From the Uniform Crime Reporting Handbook

Murder

The willful (non-negligent) killing of one human being by another.

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 means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Weapon Law Violation

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.

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, methadones); and dangerous nonnarcotic 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. (Drunkenness and driving under the influence are not included in this definition.)

Alcohol and Other Drugs

The following behavior is prohibited. Students engaging in, attempting to engage in, or assisting in the following are subject to disciplinary sanctions:

1. Consumption, possession or purchase of alcoholic beverages by any person less than twenty-one (21) years of age. Distribution of alcoholic beverages to anyone less than twenty-one (21) years of age.
2. Possession of alcohol by any student outside of the pub or pub extension areas without explicit consent of the Assistant Director of Student Services.
3. Possession, personal use, or purchasing of marijuana, controlled substances, prescription drugs prescribed to another person, illegal drugs; or possession of drug paraphernalia containing drug residue.
4. Distribution of controlled substances, prescription drugs prescribed to another person, or illegal drugs.

New York State Law

A. Controlled Substances. The New York State Penal Law, Article 220, prohibits the unlawful use of controlled substances. Controlled substances are listed in Schedules I-V of the Public Health Law and include narcotic, depressant, stimulant and hallucinogenic drugs, as well as concentrated cannabis or hashish. This includes such substances as cocaine, crack, peyote, LSD, amphetamines and the so-called hard drugs, derivatives of opium. The penalties for the illegal use, possession or distribution of controlled substances are clearly spelled out by law and include prison terms ranging from one year to life in prison on conviction

B. Marijuana. The New York State Penal Law, Article 221, prohibits the unlawful possession of marijuana. Under the marijuana law of 1977, possession of under 25 grams (about 7/8 oz.) of marijuana is a violation (similar to a traffic infraction) punishable by a fine of up to \$100 (no jail). If it is the second drug conviction within three years, the fine is up to \$200. For a third conviction within three years, the fine rises to \$250 or up to 15 days in jail or both. Sale (which includes even a gift) of any weight between 2

grams and 25 grams, inclusive, is a Class A misdemeanor punishable by up to one year in jail or a fine up to \$1,000 or both. Giving or passing only one cigarette, or under 2 grams (about 1/15 oz.), is a Class B misdemeanor punishable by up to three months in jail or a fine of up to \$500 or both. If committed in a "public place," it is a Class B misdemeanor to have marijuana burning or open to public view. A public place means any place to which the public or a substantial group of persons has access, e.g. locker rooms, lobbies, hallways, corridor restrooms, streets, buses. There is a scale of higher penalties for possession or sale of larger quantities ranging up to a Class C felony (up to 15 years in prison). The above is excerpted from New York State's Marijuana Reform Law, Questions and Answers, New York State Assembly Codes Committee, Albany, N.Y.

WEBB INSTITUTE BIAS INCIDENTS and CAMPUS PROTOCOL

All students and persons employed by Webb Institute (“Webb”) are to read and become familiar with this Instruction. Questions about this Instruction should be directed to Mr. Murray, campus Title IX Coordinator.

POLICY BRIEF

Webb Institute (“Webb”) is committed to providing an environment that is safe and supportive for ALL students, faculty and staff. Our commitment to the core values of respect and collegiality is campus-wide and reflected in important Webb documents: The Student Organization Handbook, The Students’ Honor Pledge, The Guide to Residence Living, The Faculty Handbook, The Webb Employee Handbook and the Webb Catalog.

While Webb respects an individual’s right to free speech, Webb also places a premium on the importance of personal responsibility and respect. Any act of harassment, hate, and/or discrimination is not in keeping with the published community standards and will not be tolerated.

The purpose of the Bias Incident Protocol and Anti- Discrimination Policy is to provide information on responding to bias incidents or hate crimes or reports of discrimination that may occur on campus. The Bias Incident Protocol also outlines the administrative response to the aforementioned incidents and provides resources to the campus community.

RELATED INTERNAL RESOURCES

The following Webb resources are available to students, faculty and staff:

- Student Organization Handbook
- The Students’ Honor Pledge
- The Guide to Residence Living
- Webb Employee Handbook
- Webb Catalog

CONFIDENTIAL EXTERNAL RESOURCES

- The Student Assistance Program 1-800-252-4555
- The Employee Assistance Program 1-888-293-6948

OTHER EXTERNAL RESOURCES

- BiasHELP of Long Island
 - (877) END-BIAS (877-363-2427)
 - (toll-free hotline with live operators 9:00 a.m.–5:00 p.m., Monday–Friday)
- The New York City Gay and Lesbian Anti-Violence Project
 - (212) 714-1141 (24-hour bilingual hotline)
 - avp.org
- CENTER FOR THE PREVENTION OF HATE VIOLENCE
 - The Center for the Prevention of Hate Violence offers training program and educational materials to combat bias, harassment, and other forms of violence on school and college campuses.
- Center for the Prevention of Hate Violence
 - 96 Falmouth Street, Box 9300, Portland, ME 04104-9300
 - (207) 780-4756
 - <http://www.preventinghate.org/>
- National HATE Crime Hotline
 - (800) 347-HATE (4283)
- THE NATIONAL CENTER FOR VICTIMS OF CRIME
 - 2000 Street NW, Suite 480, Washington, D.C. 20036
 - (202) 467-8700
 - <http://www.nevc.org>

- Age Discrimination in Employment Act of 1967
- Civil Rights Act of 1991
- Equal Employment Opportunity Commission’s Guidelines on Sexual Harassment
- Genetic Information Nondiscrimination Act (GINA) of 2008
- New York State Human Rights Law
- New York State Penal Law §485.05
- Title IX of the Education Amendments of 1972
- Titles VI and VII of the Civil Rights Act of 1965, as amended by the Civil Rights Act of 1991

CONTACTS

- General phone number: 516-671-2213
- Mr. Murray’s Office, Ext. 1104, or (516) 456-3141
- Ms. Becker’s Office, Ext. 1117, or (516) 776-7278
- Dean Werner’s Office Ext. 1110, or (516) 776-3038
- Mrs. Miller’s Office Ext. 1170, or (347) 528-6891
- President Michel’s Office Ext. 1102 or 671-3880

DEFINITIONS

<i>Accused:</i>	A person against whom a complaint or charge of prohibited discrimination or harassment has been made.
<i>Appeal:</i>	The process by which an Accused or a Complainant may ask for a review of a determination/disciplinary proceeding based on a Complaint.
<i>Bias Activity:</i>	Actions which comprise bias incidents/hate crimes prohibited by New York state and local law.
<i>Bias Incident:</i>	A Bias Incident is characterized as a behavior(s) or act(s) by an unknown person(s)—verbal, written or physical—which is personally directed against or targets an individual or group based on perceived or actual characteristics such as sex, race, color, religious belief, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status, or age.
<i>Bias Incident Report Form:</i>	The form to be utilized by a Complainant of a Bias Incident or Bias Activity. Such form can be found at (hotlink to form).
<i>Bias Incident Investigators:</i>	Webb’s Title IX Coordinator and/or designated Investigators.
<i>Bias Incident Response Committee:</i>	The group of individuals responsible for responding to a Bias Incident Investigators’ Report.
<i>Complainant:</i>	Individual(s) who believe he or she is a victim of prohibited discrimination or harassment (including sexual harassment) and files an appropriate report.
<i>Discrimination:</i>	Negative or different treatment of an individual or group based on his/her Protected Status.
<i>Genetic Information:</i>	Information concerning an individual’s or their family’s genetic tests (not including sex or age), or information regarding a disease or disorder of family member of an individual.
<i>Investigation:</i>	A process by which the allegations of a Complainant are researched so that an appropriate report and recommendation as described herein may be completed.

<i>Investigation Report:</i>	A written account of findings from an Investigation of allegations made by a Complainant.
<i>Protected Status:</i>	Groups identified for protection under federal, state and local equal employment laws and regulations. These groups include: race, national origin, color, gender, age, religion, disability, sexual orientation, genetic information, and military status.
<i>Retaliation:</i>	Threats or acts carried out with ill intentions after one learns that an individual was a Complainant or participated in an Investigation.
<i>Sexual Harassment:</i>	Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are either explicitly or implicitly made: (1) a term or condition of an individual's employment or academic status, or (2) as a basis for an employment or academic decision which affects said individual.
<i>Title IX Coordinator:</i>	The individual charged to (1) coordinate Webb's compliance with Title IX; (2) oversee all Title IX complaints and to report the findings of such complaints as appropriate.

CONFIDENTIALITY

Any individual involved in the Complaint and/or Investigation process as described herein must maintain the confidentiality of such proceedings including, but not limited to, any information learned during the course of such Investigation or Complaint processing. Failure to do so may result in disciplinary actions against those involved in breaching such confidentiality up to and including expulsion. Webb will take reasonable measures to ensure the confidentiality of individuals involved in such Investigation process, however, does not guarantee such confidentiality.

WHAT IS COVERED?

- Bias Activity
- Discrimination
- Discriminatory Acts
- Harassment based on Protected Status

- Sexual Harassment/Violence
- Retaliation for involvement in the Complaint and/or Investigation Process
- Bullying
- Physical Assault
- Threatening Emails, phone calls or letters
- Destruction of personal property
- Vandalism or Graffiti

PROCEDURES

<u>TYPE OF COMPLAINT</u>	<u>PERSON TO REPORT TO</u>	<u>STEPS TO BE TAKEN</u>
<p><i>Bias Activity/Incident</i></p>	<p>For Students Any of the Following: Mr. Murray Ms. Becker Dean Werner President Michel</p> <p>For Faculty and Administration: Your Supervisor Mr. Murray Dean Werner Mrs. Miller President Michel (contact information located on Pg. 3).</p>	<ol style="list-style-type: none"> 1. Complainant must file a timely written Bias Incident Report Form (hotlink to form) (<i>within 48 hours</i>) with as many details as possible (<i>see below for information needed</i>); 2. Bias Incident Report Form channeled through to appropriate person(s) within 24 hours; 3. Bias Incident Investigators to commence an Investigation within 24 hours. Complainant must serve as a witness in the Investigation, if asked to do so; 4. Bias Incident Investigators to report all findings to the Bias Response Committee within 24 hours of the completion of Investigation; 5. Bias Incident Response Committee must coordinate appropriate institutional response to activity reported in the Bias Investigation Report and advise Complainant of same.
<p><i>Discrimination based on Protected Status or Sexual Harassment Complaints</i></p>		<ol style="list-style-type: none"> 1. Initiate a Complaint as soon as practicable with as many details as possible; 2. The Complaint will be directed to the appropriate individual to begin the Investigation process within 48 hours; 3. Within 24-48 hours of receipt of a Complaint, the individual will

		<p>commence an Investigation or refer the Investigation process to outside counsel for Webb;</p> <ol style="list-style-type: none"> 4. An Investigation Report will be forwarded to the President upon completion; 5. The President will coordinate appropriate institutional response to activity reported in the Complaint and will advise Complainant of same.
<p><i>Appeal</i></p>		<p>A student subject to disciplinary action following a hearing by the Bias Incident response Team, Honor Court or Student Court may appeal a disciplinary decision within one week of being informed in writing of that decision. The appeal must be made in writing to the President of Webb Institute. Within one week of receipt of the appeal, the President shall convene a special Appeals Board to determine whether the appeal shall be considered. In making that decision, the Appeals Board shall have access to the written records of the case. Acceptable grounds for an appeal are limited to:</p> <ol style="list-style-type: none"> 1. Harshness of sanction inconsistent with stated community standards and precedents. 2. Procedural irregularity that affected the outcome of the hearing. <p>New evidence not available at the time of the original hearing must be brought to the attention of the original hearing body for consideration before the case can be presented on appeal.</p> <p>If the Appeals Board decides to consider the appeal, the President shall schedule another meeting for consideration and disposition of the appeal. The Appeals Board shall have access to the records of the hearing. Normally, the appellant, and respondent, shall not appear before the Appeals Board, though they may be summoned at the discretion of the Chair.</p>

		<p>The Appeals Board may decide:</p> <ol style="list-style-type: none"> 1. To uphold the original decision 2. To remand the case to the appropriate body for rehearing. This shall normally be done when there is a procedural irregularity that could be corrected in a rehearing 3. To remand the case to the appropriate body or to Mr. Murray with a recommendation that the penalty be modified, together with an explanation of why the original penalty is deemed inappropriate 4. To remand the case to an ad hoc hearing board. This will be done only in extraordinary cases when, in the considered opinion of the Appeals Board, prejudicial bias or procedural problems would make it impossible for the appropriate body to reach a fair decision <p>The appellant, respondent, and appropriate Webb officials and Student Organization Officers shall be informed in writing of the decision and of the grounds for the decision</p>
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INFORMATION IN COMPLAINT

Whenever possible, a Complainant should:

- Provide a detailed account of the incident including date, time, and location
- Do not remove or tamper with physical evidence. Contact Ms. Becker or Mr. Ferrante to document and collect physical evidence;
- If the incident involves a verbal act, write down exactly what was said to the best of your recollection;
- Identify the perpetrator(s) if known or provide a detailed description of the individual(s) involved;
- List all witnesses including their names and contact information (if known);
- Include other pertinent information that may assist Webb in responding to the incident;
- If the incident was in the form of graffiti, vandalism, or public postings, Campus Security will document it for evidence and take responsibility for insuring its prompt removal;
- If the incident was in the form of email, text message, or communication through a social network site, do not delete the message. If at all possible, print the message so it may be used in the investigation; and
- If the incident was in the form of a telephone call then record the time and date of the call and keep a record of the telephone number if you have caller ID.

SPECIFIC DUTIES

<u>INDIVIDUAL/TEAM</u>	<u>DUTIES</u>
Complainant	<ul style="list-style-type: none"> • File a timely complaint • Assist in the Investigation process to the extent requested • Maintain confidentiality of information learned during the Investigation process
Individuals Involved in Investigation Process	<ul style="list-style-type: none"> • Be truthful in response to questions by the Investigation Response Team • Provide any evidence you have to the members of the Investigation Response Team • Maintain confidentiality of information learned in the Investigation process • Contact the individual(s) who conducted the Investigation if you remember any additional information after you have been interviewed.
	<ul style="list-style-type: none"> • The Investigative team will communicate promptly with the victim and, if possible, the accused. The team will assist and offer services related to safety, counseling, and other support systems that may be appropriate • The team will thoroughly document the incident. The team will take care to retain any physical evidence • The victim will be asked what role s/he would like to play in responding to the incident. • The team will attend to the victims physical and emotional needs (e.g. consider relocation, academic accommodations, counseling, etc.) • The parents and/or guardians of the victim will only be notified at the request of the student • If appropriate, the team will arrange for appropriate security measures (i.e. extra patrols, surveillance, etc.) • If the team is able to identify the accused, Webb’s judicial system may be activated based on the alleged victim’s wishes or at Webb’s discretion • The team will maintain all written records to be shared with the appropriate authorities. • If the accused is a Faculty or Staff member than the bias incident will be referred to the the Dean or the President • The team will assess the bias incident and develop an appropriate initial response within 24 hours • Designate reasonable time frames for each stage of the

	<p>complaint/grievance process</p> <ul style="list-style-type: none"> • Give equal effort to gathering information from both the Complainant(s) and the Accused. • Provide the opportunity for all the parties to present witnesses and other evidence • Afford Complainant the right to testify without face to face interaction with the Accused • Recommend to the proper Webb officials whatever actions are necessary to protect the parties during Webb’s investigation and to maintain the confidentiality of the Complainant and the Investigation of the Complaint to the extent possible
<p>Title IX Coordinator</p>	<ul style="list-style-type: none"> • Prepare and disseminate educational materials, including brochures, posters, and web-based materials that inform members of the campus community of Title IX rights and responsibilities, to the campus community; • Coordinate training for students about their rights under Title IX and grievance procedures; • Coordinate training to all staff/faculty concerning Title IX policy; • Receive and process, in a timely manner, inquiries from students, faculty and staff or from third parties regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX; • If not appropriate for investigation, refer inquiries to appropriate individual(s) • Notify Complainants of receipt of the Complaint; • Notify Accused that Complaint has been made; • Notify supervisor(s) of Accused that complaint has been made • Investigate alleged discrimination and/or harassment (or refer to Webb’s Counsel to handle Investigation) • If not referred to Webb’s Counsel, interview Complainants, Accused, and material witnesses including obtaining and reviewing documents and other relevant materials/evidence from Complainant and/or Accused; • Issue findings of fact and recommendations for disposition of complaints; • Notify all parties regarding disposition; • Notify Complainants of his or her right to pursue remedies outside of Webb’s grievance process; • Follow-up with parties regarding implementation of recommendations contained in disposition; seek assistance from parties’ supervisors, if necessary to implement recommendations; • Monitor compliance of all requirements and time-lines

	<ul style="list-style-type: none">specified in the complaint/grievance procedures;• Train staff responsible for implementing grievance procedures;• Organize and maintain grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints;• Remain knowledgeable of current state and federal law and regulations and trends in the field of education related to harassment and other discriminatory practices that violate Title IX;• Maintain professional qualification through ongoing training and professional development from accredited training programs; manage a professional development budget for this purpose;• Monitor Webb’s Harassment policy and procedures to ensure compliance with state and federal law and regulations;• Serve as a liaison officer to state and federal government compliance or investigation officers;• Provide ongoing consultation regarding Title IX requirements, grievance issues, and compliance programs to the President;• The Title IX Coordinator will prepare annual statistical reports for the campus community on the incidence of sexual harassment. No information that identifies individuals will be reported in the annual statistical reports. Annual reporting shall be made to the President and Board of Trustees.
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DUTY TO COOPERATE

Webb faculty, staff and/or students must cooperate with any Investigation as described above. Failure to do so could lead to disciplinary action up to including termination or expulsion. Any individual furnishing such information is required to maintain confidentiality of the matters discussed in the Investigation process.

BIAS INCIDENTS SPECIFIC INFORMATION

In 2000, the Governor of New York signed into law The Hate Crimes Prevention Act. Under this law, a hate crime is committed when a person commits a specified offense, such as personal injury, sexual conduct, intimidation, theft, damage to or intrusion upon property, murder, assault,

kidnapping, arson and other assorted crimes against an individual because of his or her race, color, national origin, ancestry, gender, age disability, religion or religious practice or sexual orientation.

Specifically, the Hate Crimes law (N.Y. Penal Law Section 485.05) states:

1. A person commits a hate crime when he or she commits a specified offense and either: intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Under the Penal Law, hate crimes are considered violent felony offenses and carry sentences that range from four to twelve years depending on the class of the particular felony.

CLASS MAXIMUM PENALTY

B Misdemeanor 3 months

A Misdemeanor 1 year

E Felony 4 years

D Felony 7 years

C Felony 15 years

B Felony 25 years

RETALIATION

Any Member of the Webb Community who either files a Bias Incident Report or any Complaint based on Discrimination or Harassment or who supports a third party that files any such Report or Complaint has the right to do so without fear of retaliation. If any such individual is retaliated against, such conduct will be referred to the appropriate Webb personnel or Student Court for Investigation.

Criminal Prosecution

LEGAL OPTIONS

Bias crimes may be reported immediately to law enforcement to ensure a proper police response. The earlier a crime is reported, the more likely it will be that valuable evidence is collected and witnesses are identified.

Civil Suit

Bias crime victims have the option of consulting an attorney to initiate a suit in civil court for damages. The purpose of a civil suit is to compensate victims for the wrong done to them. Civil action may be brought against a perpetrator regardless of whether criminal charges are pursued.

WEBB INSTITUTE ANTI-BIAS, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND RETALIATION POLICY

I. STATEMENT OF POLICY

Webb Institute is proud of its Honor Code traditions, workplace and academic environment and will endeavor to maintain a pleasant and collegial environment for employees, students, guests and visitors, all of whom are expected to treat each other with courtesy, consideration and professionalism. The Institute will not tolerate discrimination, harassment (including sexual misconduct), or retaliation based on the protected status of an individual's race, creed, color, national origin, sex, gender identity, age, marital status, disability, ethnicity, sexual orientation, genetic predisposition or carrier status, religion, pregnancy, veteran status, or any other basis protected by applicable local, state or federal laws. With this Policy, Webb prohibits not only unlawful discrimination, harassment (including sexual misconduct), and retaliation, but also discourages other unprofessional and discourteous actions. Derogatory or inappropriate remarks, slurs, or jokes related to any protected class will not be tolerated. To this end, Webb will make this Policy available in various and appropriate places on campus and on the college's website.

Discrimination, harassment (including sexual misconduct) and retaliation are violations of Webb Policy and of the appropriate standard of conduct required of all persons associated with Webb. The Institute is committed to preventing, investigating, and remedying violations of this Policy. Those members of the community inflicting such behavior on others are subject to the full range of institutional disciplinary actions, up to and including separation from the college, and/or referral to authorities for criminal prosecution, as appropriate. Non-members of the community, such as guests or visitors, who inflict such behavior on campus, at campus events or within campus programs may be referred for criminal prosecution, and/or barred from campus events and property, and/or referred to institutions or employers with which they are affiliated. Guests and/or visitors impacted by discrimination, harassment (including sexual misconduct), and/or retaliation are protected by these policies and procedures.

A violation of any Webb policy which is motivated by the actual or perceived membership of the victim in a protected class may be investigated, resolved and remedied under this Policy. Any misconduct related to or coinciding with a violation of this Policy may also be investigated under this Policy, however, misconduct found not to be in violation of this Policy will not be subject to the procedures hereunder, but will be resolved and remedied pursuant to the appropriate institutional procedures.

II. SCOPE OF POLICY

This Policy applies to: anyone involved in academic, educational, and recreational programs; visitors, and guests: applicants in the admissions process; and recipients and/or providers of any Webb program including participants in Webb's Winter Work program; subcontractors and all employees and applicants for employment in all positions. The Policy also encompasses Webb-sponsored events that occur off-campus. This includes off-campus incidents that have an on-campus impact or affect members of the campus community regardless of whether such members are on or off campus; off-campus and/or online speech or conduct, such as social networking sites, which causes a substantial disruption to Institute operations and/or mission or affects members of the campus community. While the Community Code for Behavior and Student Organization Handbook will govern complaints regarding

misconduct by students, this Policy provides important definitions and other information that will be relevant to any member of the community, including students.

III. INDIVIDUAL SPEECH GUIDELINES, INCLUDING ACADEMIC FREEDOM

Webb does have a role to play in encouraging the free flow of thoughts and ideas essential to higher education. Therefore, while the Institute does not encourage offensive or insensitive speech, principles of academic freedom may limit the Webb's ability to restrict speech that is germane to academic subjects and pedagogically appropriate to those subjects. However, when speech rises to the level of discrimination, harassment (including sexual misconduct), and/or retaliation as defined herein, it cannot be protected by academic freedom and will be considered to be a violation of this Policy.

IV. DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND RETALIATION A.

Definitions

1. Discrimination

Actions that deprive individuals of educational or employment access, benefits or opportunities on the basis of the individual's actual or perceived protected status (as protected status is described in Section I above).

2. Harassment

Harassment prohibited by this Policy includes, but is not limited to, conduct which constitutes sexual misconduct or other unwelcome conduct of a sexual nature, which includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, non-verbal, or physical conduct of a sexual nature.

Sexual harassment shall also include, but not be limited to, sexual violence, which refers to physical sexual acts that occur without consent and/or with force, or where a person is incapable of giving informed consent as a result of drugs or alcohol, intellectual or other disability, or age.

Harassment prohibited by this Policy may also consist of derogatory visual, verbal, non-verbal, or physical conduct that demonstrates bias based on an individual's actual or perceived protected status (as protected status is described in Section I above) when:

Submission to the conduct is made either explicitly or implicitly a term or condition of the individual's academic or employment status or advancement; or

Submission to or rejection of the conduct is used as the basis for academic or employment decisions affecting the individual; or

The conduct has the purpose or effect of unreasonably interfering with the individual's academics (including social and residential experiences) or work performance by creating a hostile environment, regardless of whether it is directed toward that or any specific individual.

Examples of prohibited conduct that constitutes harassment include, or may include, but are not limited to:

Verbal or non-verbal repeated and unwelcome sexual advances, innuendoes or propositions, racial or sexual epithets, derogatory slurs, off-color jokes, threats, or suggestive or insulting actions and/or sounds.

Unwanted physical contact including touching, interference with an individual's normal movement, or assault.

Derogatory visual posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures.

Threatening or causing physical harm, or other conduct that threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class.

Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class.

Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person, when related to the admission, initiation, joining, or any other group-affiliation activity (as defined further in the Hazing Policy) on the basis of actual or perceived membership in a protected class. Hazing is also illegal under state law and prohibited by Institute policy.

Bullying, defined as repeated and/or aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally, on the basis of actual or perceived membership in a protected class;

Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (this includes romantic relationships, domestic and/or relationship violence);

Stalking, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to be in fear.

3. Hostile Environment

A hostile environment exists when: conduct is severe, pervasive or persistent, and is on the basis of actual or perceived membership in a protected class, and limits, denies or unreasonably interferes with an individual's work or academic experience (including social and residential participation).

A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical.

4. Prohibited Relationships as Sexual Harassment

The relationship between faculty and students is central to the academic mission of Webb. Personal ties should not be allowed to interfere with the academic integrity of the faculty/student relationship. With

respect to sexual, amorous or romantically intimate relations in particular, what might appear to be consensual, even to the parties involved, may in fact not be so, due to the inherent imbalance of power. Therefore, professors and adjunct instructors are prohibited from having sexual relations and/or romantically intimate or amorous relationships with any student they teach, supervise, coach or advise.

Similarly, any administrator or employee in a supervisory role may not have sexual relations and/or romantically intimate or amorous relationships with any student or employee they supervise directly or indirectly. Webb will respond to all reports of prohibited or inappropriate sexual, amorous or romantically intimate behavior.

In acting on complaints that come to the Institute's attention, sexual harassment will be presumed to have occurred in violation of this Policy if the employee has engaged in sexual, amorous or romantically intimate relations with a student while the individual was teaching or otherwise had, or is likely to have, supervisory responsibility or academic or professional influence over the student regardless of whether the sexual, amorous or romantically intimate relations were consensual or not.

If, after the commencement of a consensual sexual, amorous or romantically intimate relationship, that is not prohibited by this Policy, the parties learn that due to a change in their duties, responsibilities, assignments or positions, their relationship will now be prohibited, both parties are required to notify the Title IX Coordinator as soon as possible in order to determine how to proceed. Notification is required regardless of whether the consensual relationship still exists.

Persons involved in consensual sexual, amorous or romantically intimate relationships outside of the faculty/student, supervisor/subordinate, or others previously noted, must exercise caution to prevent the development of harassing behavior or use of authority inappropriately. Consensual relationships can change and conduct once welcomed by both, may become unwelcome to one. The fact that there is initial consent to forming a romantic relationship or a specific sexual encounter does not preclude a charge of harassment in the future or transform unethical behaviors into acceptable conduct.

5. Sexual Misconduct Violations

a. Sexual Harassment See definition provided above

b. Non-Consensual Sexual Intercourse Defined as: any sexual penetration or intercourse (anal, oral or vaginal), however slight, with a body part or object, by a person upon another person, committed without consent and/or by force.

Sexual intercourse includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact. The use of force includes physical force or an expressed or implied threat of force.

c. Non-Consensual Sexual Contact Defined as: any intentional touching of an intimate body part, either over the clothes or under the clothes, with a body part or object, for the purpose of sexual gratification or for no legitimate purpose, by a person upon another person, committed without consent and/or by force.

Sexual contact includes any bodily contact with the breasts, buttocks, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

d. Sexual Exploitation Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact.

Examples of sexual exploitation include, but are not limited to:

Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person(s) observed).

Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).

Prostitution, which includes acts of engaging in, soliciting, patronizing, facilitating and promoting prostitution.

Sexual exhibitionism.

Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent for the purpose of sexual activity.

6. Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

7. Domestic Violence

Violence committed by a current or former spouse of the victim, a person who shares a child in common with the victim or a person who is cohabiting romantically with the victim.

8. Stalking

A course of unwanted conduct directed at a specific person on the basis of actual or perceived membership in a protected class designed for no legitimate purpose and which causes a reasonable person to be in fear for his or her own safety, or the safety of others.

9. Consent

Affirmative Consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity, Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).

A current or previous dating relationship (or prior sexual consent) is not sufficient to constitute consent.

The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue. If that happens, the other person must stop immediately.

10. Incapacity

Incapacity is defined as the inability to make rational, reasonable decisions due to lack of capacity to give informed consent (e.g., the person lacks the ability to understand the “who, what, when, where, why or how” of engaging in sexual activity). This Policy also covers a person whose incapacity results from mental, intellectual or other disability, involuntary physical restraint, and/or from the use of alcohol or drugs.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, physically helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this Policy. It is not an excuse that the individual accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

In New York, a person under the age of seventeen cannot consent to sexual activity. Sexual activity or sexual contact between an adult and someone under the age of seventeen is a violation of this Policy in accordance with the Penal Law of New York.

11. Retaliation

A. Retaliation is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing a complaint, supporting a complainant or otherwise participating in a proceeding pursuant to this Policy. Under no circumstances will Webb Institute tolerate any retaliation against an individual or group for making a complaint of harassment or discrimination in good faith under this Policy or for participating in an investigation.

Examples of retaliation include, but are not limited to, the following actions taken because the individual has filed or makes known plans to file a complaint pursuant to this policy:

A professor fails a student or assigns grades lower than the student earned because the student has filed or makes known plans to file a complaint against the professor.

A coach excludes a student from a team or limits the amount of playing time during an athletic activity of a student because the student has filed or makes known plans to file a complaint against the coach.

A supervisor gives deflated performance evaluations, or withholds deserved support for promotion, or requires punitive work assignments of an employee because the employee has filed or makes known plans to file a complaint against the supervisor.

A professor or administrator excludes a student from participation in an organization, club or activity or imposes an inequitable workload because the student or employee has filed or makes known plans to file a complaint against the professor or administrator.

A third party or person disparages a student or employee because the student or employee supports a complainant or any other participant in the process.

B. Other Elements of Discrimination, Harassment (Including Sexual Misconduct) and/or Retaliation

Discrimination, harassment (including sexual misconduct), and/or retaliation can occur between individuals of the same or different status, and all persons, regardless of gender or sexual orientation, can be the subject of or perpetrator of this conduct. This conduct can involve individuals or groups; can occur during one incident or over a series of incidents that in isolation, would not necessarily constitute discrimination or harassment, but can be so by pattern or repetition over time; and can be direct or systemic.

Each member of the campus community should avoid conduct that may be perceived by a reasonable person as discrimination, harassment (including sexual misconduct), and/or retaliation.

V. INTENT

Failure to recognize that one's behavior is harassing or discriminatory to an individual or group of individuals is not an acceptable defense to discrimination, harassment (including sexual misconduct), and/or retaliation. Differences in perception on the part of individuals involved in complaints of discrimination, harassment (including sexual misconduct) or retaliation will be resolved based on the "reasonable person" standard in evaluating offensive behavior. Accordingly, all members of the Webb community should consider how a reasonable person may view their behavior, not just their intent.

VI. COOPERATION / OBSTRUCTING THE PROCESS

All members of the Webb community, including students, faculty, and staff are expected to report all violations of this Policy and assist and cooperate in the application of this Policy, in particular by cooperating in any investigation under this Policy. Any person who knowingly misrepresents the truth, or whose willful action or inaction obstructs the application of these procedures, will be subject to disciplinary action.

Required Reporting

While all members of the Webb community are strongly encouraged to report an inappropriate situation, regardless of who is creating that situation and may be required to report criminal actions by law, all persons who act in a supervisory, managerial, or instructional role are among those designated as "responsible employees" of the Institute and therefore are required to report misconduct in violation of this Policy any incidents of discrimination, harassment (including sexual misconduct), or retaliation to the Title IX Coordinator. "Responsible employees" can also be held responsible for actions or inaction that obstructs the application of this Policy.

“Responsible Employees”

A “responsible employee” is any employee of the institution who has:

The authority to take action to redress harassment,

The duty to report harassment or other types of misconduct to appropriate officials, or

Is someone the students or employees could reasonably believe has this authority or responsibility.

Reports Involving Minors

Child abuse includes both the physical and sexual abuse of minors under the age of eighteen. Webb employees are directed to bring all reasonable suspicions, beliefs and allegations of child abuse immediately to the attention of the Title IX Coordinator, who will then make the appropriate report to the New York State Child Abuse Hotline (State Central Register). Reports can also be made directly to the Child Abuse Hotline at 800-342-3720.

VII. WHAT TO DO IF YOU ARE EXPERIENCING DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND/OR RETALIATION

If you think you are the subject of discrimination, harassment (including sexual misconduct) and/or retaliation, it is recommended that you:

Consider telling the person to stop the objectionable behavior, or consider asking for help to do so;

Document what you are experiencing and date each occurrence;

Report the objectionable behavior (see “Reporting Process” below) before you consider resigning from a position, transferring departments, dropping a class, or changing a class to avoid the problem;

Familiarize yourself with policies, support services, and resources available.

A. Confidentiality and Privacy in the Reporting Process

Confidentiality (meaning privacy of information about complaints and investigations) will be maintained to the extent required by law and to the extent possible given the college’s obligations under law and under this Policy. At the beginning of the process, Webb will inform the complainant about confidentiality standards and privacy concerns.

Webb will evaluate a request not to act on a complaint in the context of its responsibility to provide a safe and nondiscriminatory environment for all. Therefore, while absolute confidentiality cannot be promised, Webb will treat the concerns of the complainant with sensitivity and respect. A request for confidentiality however may limit the college’s ability to respond.

Confidential Resources and Support

Webb encourages all members of the campus community to report incidents related to this policy. However, individuals who are not ready or willing to make a formal report, but still wish to speak with someone can utilize the confidential resources of the Student Assistance Program or the Employee Assistance Program, as well as off campus mental health providers and resources listed at the end of this

policy and on the college's website. These resources are subject to legal confidentiality obligations that prohibit the release of information without the express consent of the individual.

Amnesty

Webb Institute seeks to remove any barriers to reporting incidents of sexual misconduct and recognizes that a student who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to report this due to a fear of the potential disciplinary consequences that can arise as a result of these actions. Therefore, any Webb student who reports sexual misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by Webb for personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The college may, however, initiate any educational discussions or pursue other educational remedies regarding alcohol or other drugs. This amnesty applies to the S.O.'s student conduct process.

B. The Reporting Process

Any employee, student, or third party who believes that he/she is or may have been subjected to discrimination, harassment (including sexual misconduct) and/or retaliation is strongly encouraged to report it in accordance with the procedures set forth in this Policy:

For emergency or immediate assistance (twenty-four hours a day, seven days a week) contact the Glen Cove Police Department (516) 676-1000 or 911. All emergency contact numbers are listed in this document, on our website and on the O.D. Desk.

In addition, you may contact Bill Murray, Title IX Coordinator ext. 1104, bmurray@webb.edu, for matters pertaining to sexual discrimination, sexual harassment (including sexual misconduct) and/or related retaliation.

To file a complaint involving the Title IX Coordinator, direct your complaint to President Michel, as above. Anyone who reports misconduct to the above resources will be informed about this process, as outlined in this Policy.

The Bias Incident Report form is available on our website and in the offices of the Title IX Coordinator, Director of Student Affairs, and Director of Human Resources. You may choose to file this complaint form anonymously. This form will be received and reviewed by the Title IX Coordinator.

Webb Institute will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

Inquiries concerning the application of Title IX may be referred to the college's Title IX Coordinator, Bill Murray ext. 1104, or:

Office for Civil Rights (OCR) U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-1100

Customer Service Hotline #: (800) 421-3481, Facsimile: (202) 453-6012 TDD#: (877) 521-2172, Email: OCR@ed.gov Web: <http://www.ed.gov/ocr> , or

U.S. Equal Employment Opportunity Commission (EEOC) 131 M Street, NE Washington, DC 20507 202-663-4900 / (TTY) 202-663-4494, 1-800-669-4000 Email info@eeoc.gov, Web: <http://www.eeoc.gov/contact/index.cfm>

Making a Report to the Police

A complainant may contact local law enforcement directly, whether or not a complaint has been filed with Webb. If requested, the college will provide assistance with making this contact. Upon notice of the complaint the college's investigation will proceed regardless of whether a criminal matter is pending, though short delays may be allowed for outside law enforcement agencies to conduct their investigation.

Timing of the Investigation

There is no time limit on when a complaint may be made. Webb will conduct an investigation and make all efforts to provide a resolution of the investigation usually within sixty (60) days from the time the college receives notice. However, the resolution of a complaint may vary depending on the complexity of the investigation and/or extent of the alleged harassment or discrimination. The sixty (60) day time period does not include the time period for the appeal process.

VIII. PROCESS FOR RESOLUTION OF ALLEGATIONS OF DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT), AND/OR RETALIATION

Once a complaint or notice is received, it will be reviewed by the Title IX Coordinator. Complainants will be asked to either complete a written complaint, or meet with the Title IX Coordinator who will complete a written complaint and ask the complainant to read and sign a verification of the complaint allegations. The Title IX Coordinator, or designated impartial investigators, will conduct an immediate preliminary investigation to determine if this Policy may have been violated. The investigator(s) will consider interim action, accommodations for the alleged victim, or other necessary remedial short-term actions. If it is determined that this Policy may have been violated, Webb will initiate a prompt, thorough and impartial investigation, including effective remedies designed to end the discrimination, harassment, or retaliation, prevent recurrence and address the effects on the victim and the community.

To ensure a prompt and thorough investigation of a complaint, the complainant should provide as much of the following information as possible:

- A. The name, department, and position of the person or persons allegedly engaging in discrimination, harassment (including sexual misconduct), and/or retaliation.
- B. A description of the incident(s) including the date, location and the identity of any witnesses.
- C. If the complainant is an employee, the alleged effect of the incident on the complainant's position, salary, benefits, promotional opportunities, or other terms or conditions of employment.
- D. If the complainant is a student, the alleged effect of the incident on the complainant's academic standing, housing environment, or social status or other terms or conditions of the educational environment.

E. The names of other persons who might have been subject to the same or similar discrimination, harassment (including sexual misconduct), and/or retaliation.

F. Steps taken, if any, by the complainant to stop the discrimination, harassment (including sexual misconduct), and/or retaliation (such steps are not required, but can be helpful).

G. Any other information the complainant believes relevant to the discrimination, harassment (including sexual misconduct), and/or retaliation.

Actual or Constructive Notice

Regardless of whether a victim files a complaint or requests action, if the college has knowledge, or reasonably should know, about possible discrimination, harassment (including sexual misconduct) and/or retaliation, the college will conduct a prompt, thorough and impartial investigation. The college will also prepare a written record of the complaint if the complainant refuses to file or verify a written complaint form to memorialize the details of the complaint.

IX. INVESTIGATIONS

Prior to commencing an investigation of a complaint of discrimination, harassment (including sexual misconduct) and/or retaliation, the written consent of the complainant, if known, shall be requested. If the complainant is under the age of eighteen (18) years, and does not attend a post-secondary institution, the parents of the complainant will be asked to provide written consent for the investigation. Regardless of whether the consent of the complainant or a minor complainant's parents is given, Webb has a duty to investigate allegations of discrimination, harassment (including sexual misconduct), and/or retaliation.

Upon receipt of a complaint of discrimination, harassment (including sexual misconduct) and/or retaliation, a trained investigator(s) will be assigned to investigate the allegations of the complaint. The investigator(s) will be assigned according to this Section IX based upon who the accused individual might be. The investigation will be conducted within a reasonable amount of time and will normally be completed within 60 days. The investigation shall be conducted in a manner that is adequate, reliable and impartial and may include any of the following:

Interviews of the complainant and the accused

Interviews of any witnesses

Gathering of any other relevant information, including but not limited to, past complaints of a similar nature raised against either party. The investigator will make every effort to keep the complainant timely informed about the status of the investigation.

Interim Measures

At any time during the investigation, the investigator may recommend reasonable interim protections or measures for the parties involved or witnesses. These protections and measures may include, but not be limited to, separating the parties, placing limitations on the parties, suspension, making alternative workplace or student housing arrangements, or reasonable academic adjustments.

A. Complaints Accusing Employees The Title IX Coordinator or designee will investigate all Title IX complaints of discrimination, harassment (including sexual misconduct) and / or retaliation accusing employees. (Title IX complaints include, but are not limited to, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and gender based stalking, discrimination and harassment.)

The Title IX Coordinator may assign investigators to investigate and resolve other complaints of discrimination, harassment and/or retaliation accusing employees. Any employee who, after appropriate investigation, has been found to have violated this policy, will be subject to disciplinary action, which may include reprimand, suspension from service for a stated period, with or without pay, termination of employment, or such other responsive actions deemed appropriate for the violation.

B. Complaints Accusing Students

The Title IX Coordinator or assigned investigators will investigate all Title IX complaints of discrimination, harassment (including sexual misconduct) and/ or retaliation accusing students. (Title IX complaints include, but are not limited to, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and gender based stalking discrimination or harassment.) Upon completion of the investigation if there are sufficient grounds to proceed, the matter will be adjudicated consistent with the Community Code for Behavior in The Guide To Residence Living, Student Organization Handbook or the Webb Employee Handbook.

The Title IX Coordinator or designee will investigate and resolve other complaints of discrimination, harassment and/or retaliation accusing students, consistent with the Community Code for Behavior and Student Organization Handbook

In the event that provisions of the Code and/or Student Handbook are inconsistent with legal requirements, the legal requirements will prevail. Any student who, after an appropriate investigation and adjudication, has been found to be in violation of this policy, will be subject to disciplinary action, which may range from a warning to expulsion, depending on the severity of the misconduct, the student's cumulative conduct record, institutional precedent, and other mitigating or aggravating circumstances.

C. Complaints Accusing Third-Parties and Complaints of Third Parties that Occur on any Campus or Satellite Site

Normally, the Title IX Coordinator or a designated representative of the college will investigate complaints accusing non-students and non- employees of incidents related to the Webb's programs and activities and programs involving third parties that take place on campus or during internships. Any third-party who, after appropriate investigation, has been found to have violated this policy, will be subject to restriction from Webb, cancellation of vendor contacts, discontinued use of placement sites, or such other responsive actions deemed appropriate for the violation. Referrals may also be made to law enforcement, as appropriate.

X. DISPUTE RESOLUTION OPTIONS

If the complaint is for discrimination, harassment, and/or retaliation, then either an informal or formal resolution process may be used. However, a complaint involving sexual assault or physical violence of any kind cannot be resolved through mediation.

In either process the evidence to be considered may include: witness statements, information from the informal resolution process if one was conducted, other relevant information, and consideration of known patterns and previous history evidence. Each party will be apprised that they may be accompanied by an advisor if applicable.

Right to an Attorney

No Webb employee, student, or third party may be accompanied by an attorney unless:

- a. They are a complainant or respondent in a matter referred to the Bias Incident Response Committee pursuant to the Code of Conduct, or
- b. Criminal charges arising from the same incident have been filed, or
- c. There is a case involving allegations of sexual violence, dating violence, domestic violence and stalking. Both the complainant and the accused have the right to be accompanied by an advisor of their choice to any related meeting or institutional disciplinary proceedings.

A. Informal Resolution Process

Certain complaints of discrimination, harassment (including sexual misconduct), and/or retaliation can be resolved through informal resolution procedures. These informal procedures may include, but not be limited to, an informal investigation, mediation, counseling, and/or any other means of resolving a complaint other than a formal resolution process. However, mediation cannot be used in cases of sexual misconduct. The use of the informal resolution process is voluntary and must be agreed to by the complainant, the accused, and the investigator(s). Either the complainant or the accused may end an informal process at any time and choose to pursue the formal resolution process, or the complainant can choose not to pursue the matter further.

The assigned investigator(s) will meet with the complainant to discuss the complaint and the process. The investigator(s) will explain to the complainant the nature of the informal resolution process and, if acceptable to the complainant, the investigator(s), whenever possible, appropriate and safe, will attempt to resolve the problem or complaint through an informal resolution process. The complainant will not be required to meet with the accused individual face to face. The informal resolution process attempts to resolve the issue with the complainant and the accused individual by mutual agreement, which will be reduced to writing. Once a mutually agreed upon resolution is suggested it will be reviewed, accepted, or modified by the Dean or the President in consultation with the Title IX Coordinator.

Once the recommendation for the informal resolution is approved, written notification will be sent by the Title IX Coordinator promptly. The notification will specify the findings and the terms of the approved resolution. If either party is dissatisfied with the approved resolution, either may make a request within seven (7) business days of issuance of the written notification for formal resolution proceedings.

In cases involving faculty members all mutually agreed upon resolutions are subject to the approval of the President. After review of a proposed resolution the President will issue an outcome letter to the faculty member, with a copy to the Title IX Coordinator and the Director of Human Resources for their files.

B. Formal Resolution Process

If the complaint cannot be resolved informally, or if the action complained of is not appropriate for resolution through the informal resolution process, then the investigation will continue to a formal resolution process. If not previously done, either the investigator or the alleged victim should prepare a written complaint to initiate the formal resolution process. The complaint should clearly and concisely describe the alleged incident(s), when and where it (they) occurred, details/witnesses, and the desired remedy or remedies sought. The complaint should be signed by the complainant.

If it is determined by the investigator(s) by a preponderance of the evidence that a violation of the Policy has occurred, then a recommendation for sanctions or other appropriate measures will be submitted to the President for review, and will either be approved or modified.

The final outcome will be sent simultaneously and in writing to the complainant and to the respondent within ten (10) business days of the conclusion of the formal resolution process. While the outcome of the complaint will be provided in writing to both the complainant and the respondent, certain disciplinary action taken against the respondent as a result of the investigation may be kept confidential from the complainant as required by law.

Recommendations for disciplinary action against faculty members accused of violations of this policy will be forwarded to the President who will initiate disciplinary proceedings in accordance with Webb Employee Handbook. After the completion of the proceedings, the President will issue an outcome letter to the faculty member with a copy to the Title IX Coordinator and the Director of Human Resources for their files.

C. Appeal Process

Either the complainant or the accused individual may request an appeal of the findings of the college regarding the formal resolution process. A request for such an appeal must be submitted in writing to the Title IX Coordinator or designee within three (3) business days of the receipt of the original outcome. If no request is made in that time, then the decision is rendered final and the parties will be simultaneously so informed. An appeal of the decision may be considered if one of the following grounds is present:

1. A procedural error has occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.). This error must be described in the letter requesting an appeal. Minor or harmless deviations from the process will not invalidate the proceedings;
2. The discovery of significant and relevant new information that was unavailable during the original process, which has become available and could impact the outcome. A summary of this new evidence, why it was previously unavailable and its potential impact must be included in the request for an appeal;
3. The sanction imposed is clearly not appropriate for the violation.

Once a request for an appeal, as defined above, is received, a decision will be rendered on eligibility for appeal usually within ten (10) business days.

If grounds are not met, the request for an appeal will be denied with no further appeal through this Policy and the parties will be simultaneously so informed.

If appropriate grounds are present, these will be presented to an Appeals Board whose membership will be designated by the President from among three members of the campus community and appropriate to the individuals involved or will be returned to the investigator(s) for reconsideration. Regardless of whether all parties request an appeal, the complainant and accused individual will be made aware of, and permitted to participate in, the appeal as it will be the only appeal conducted and its conclusion will be final. Where the complainant and accused individual each request to appeal on different grounds, those grounds will be consolidated into one appeal process.

Whenever possible, reconsideration by the investigator(s) or original hearing body is preferred, as their familiarity with the complaint makes them better able to determine responsibility and to assign appropriate sanctions. The Appeals Board will make changes to the finding only where there is clear procedural error and changes to the sanction(s) only if there is a compelling justification to do so.

An appeal proceeding will include all parties to the complaint and all related documents. The Appeal Board will be solely responsible for determining who should participate, what information is needed, and how proceedings will be structured.

Because the scope of the appeal proceedings is limited to the allowable grounds, full re-hearings are exceptionally rare. A successful appeal permits the original deciding body or investigator(s) to consider ONLY the matter resulting in a remand, such as the new evidence, or to address ONLY those other grounds that were determined to be present and significant. If an appeal is heard, then the final outcome of the appeal will be communicated simultaneously to the parties usually within five (5) business days following deliberations.

D. Standard of Proof for Resolution Processes

The standard of proof for findings shall be a preponderance of the evidence. A preponderance of the evidence means such evidence that, when considered and compared with that opposed to it, is more

XI. FALSE COMPLAINTS

A complainant who knowingly makes untrue allegations against another member of the Webb community or third party may be subject to disciplinary action.

An inquiry into a false complaint is considered to be a separate complaint and is resolved through a separate investigation.

XII. POLICY REVIEW

Typically, this Policy will be reviewed for possible revision every three years, or as otherwise necessary.

XIII. RECORDS

Employee records will be maintained for seven years. Records pertaining to students will be maintained for seven years after the student's graduation or after seven years of academic inactivity, or in the event of suspension/expulsion, will Employee records will be maintained for seven years.

Records pertaining to students will be maintained for seven years after the student's graduation or after seven years of academic inactivity, or in the event of suspension/expulsion, will be kept indefinitely.

2015 Campus Safety and Security Survey

Institution Information

Institution: Webb Institute (197221001)

User ID: C1972211

Registration

• Required fields are indicated with asterisks (*).

Webb Institute (Webb Institute) (197221001)	
First Name *	<input type="text" value="Katie"/>
Last Name *	<input type="text" value="Becker"/>
Title *	<input type="text" value="Assistant Director - Student Services & Admissions"/>
Address 1 *	<input type="text" value="298 Crescent Beach Rd."/>
Address 2	<input type="text"/>
City *	<input type="text" value="GLEN COVE"/>
State *	<input type="text" value="New York"/>
Zip *	<input type="text" value="11542"/> - <input type="text" value="1398"/>
Phone *	<input type="text" value="516"/> - <input type="text" value="671"/> - <input type="text" value="8355"/>
Extension	<input type="text" value="1117"/>
Fax	<input type="text" value="516"/> - <input type="text" value="674"/> - <input type="text" value="9838"/>
E-mail Address *	<input type="text" value="kbecker@webb.edu"/>
Confirm E-mail Address *	<input type="text"/>
Comment	<p>* Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.</p> <input type="text"/>

Identification

Please enter/review all applicable information. Required fields are indicated with asterisks ().

Institution Information

Institution Name	Webb Institute		
Address	298 Crescent Beach Rd Glen Cove, NY 115421398		
Web Address	<input type="text" value="http://www.webb.edu"/>		
Chief Administrative Officer's Name*	<input type="text" value="R. Keith Michel"/>		
Chief Administrative Officer's Title*	<input type="text" value="President"/>		
Chief Administrative Officer's E-mail Address*	<input type="text" value="kmichel@webb.edu"/>		
Telephone*	<input type="text" value="516"/>	- <input type="text" value="671"/>	- <input type="text" value="2213"/> Ext. <input type="text"/>

Campus Information

Campus Name*	<input type="text" value="Webb Institute"/>		
Description	Small private college, focusing on Naval Architecture & Marine Engineering. Full tuition scholarship for every accepted student. Eight months of paid, co-operative work experience included in program.		
Location*	<input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country		
Address*	<input type="text" value="298 CRESCENT BEACH ROAD"/>		
City*	<input type="text" value="Glen Cove"/>		
State or Outlying Area*	<input type="text" value="New York"/>		
ZIP Code*	<input type="text" value="11542"/>	- <input type="text" value="1398"/>	
County	<input type="text" value="NASSAU"/>		

Campus Safety Officer

Name*	<input type="text" value="Katie Becker"/>		
Title*	<input type="text" value="Assistant Dir. of Student Services and Admissions"/>		
Location*	<input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country		<input type="checkbox"/> Address same as campus
Address*	<input type="text" value="298 CRESCENT BEACH ROAD"/>		
City*	<input type="text" value="Glen Cove"/>		
State or Outlying Area*	<input type="text" value="New York"/>		
ZIP Code*	<input type="text" value="11542"/>	- <input type="text" value="1398"/>	
Telephone*	<input type="text" value="516"/>	- <input type="text" value="671"/>	- <input type="text" value="8355"/> Ext. <input type="text" value="1117"/>
Email Address*	<input type="text" value="kbecker@webb.edu"/>		

Campus Fire Safety Officer

Name*	John Ferrante
Title*	Director of Facilities
Location*	<input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country <input type="checkbox"/> Address same as campus
Address*	298 CRESCENT BEACH ROAD
City*	Glen Cove
State or Outlying Area*	New York
ZIP Code*	11542 - 1398
Telephone*	516 - 671 - 8355 Ext. 1129
E-mail Address*	jferrante@webb.edu

Lead Title IX Coordinator

Name*	William Murray
Title*	Director of Enrollment Management
Location*	<input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country <input type="checkbox"/> Address same as campus
Address*	298 Crescent Beach Rd
City*	Glen Cove
State or Outlying Area*	New York
ZIP Code*	11542 -
Telephone*	516 - 671 - 8355 Ext. 1104
Email Address*	bmurray@webb.edu
Does your Institution have other designees who share these responsibilities? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Update Status

Date Completed	9/11/2015
Update Status	Updated

2015 Campus Safety and Security Survey

Institution: Webb Institute (197221001)
User ID: C1972211

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-Campus Student Housing Facilities?

No.

Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

3

Last Year

3

2. Does your institution have any noncampus buildings or properties?

Yes

No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.

Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Rape</u>			0
e. <u>Fondling</u>			0
f. <u>Sex offenses - Non-forcible</u>	0	0	
g. <u>Incest</u>	0	0	0
h. <u>Statutory rape</u>	0	0	0
i. <u>Robbery</u>	0	0	0
j. <u>Aggravated assault</u>	0	0	0
k. <u>Burglary</u>	2	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
m. <u>Arson</u>	0	0	0

Caveat:
 If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Rape</u>			0
e. <u>Fondling</u>			0
f. <u>Sex offenses - Non-forcible</u>	0	0	
g. <u>Incest</u>	0	0	0
h. <u>Statutory rape</u>	0	0	0
i. <u>Robbery</u>	0	0	0
j. <u>Aggravated assault</u>	0	0	0
k. <u>Burglary</u>	0	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
m. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Rape</u>			0
e. <u>Fondling</u>			0
f. <u>Sex offenses - Non-forcible</u>	0	0	0
g. <u>Incest</u>	0	0	0
h. <u>Statutory rape</u>	0	0	0
i. <u>Robbery</u>	0	0	0
j. <u>Aggravated assault</u>	0	0	0
k. <u>Burglary</u>	0	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
m. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes									
	2014 Total	Category of Bias for crimes reported in 2014								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	
d. <u>Rape</u>	0	0	0	0	0	0	0	0	0	
e. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	
g. <u>Incest</u>	0	0	0	0	0	0	0	0	0	
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	
i. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	
k. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	
m. <u>Arson</u>	0	0	0	0	0	0	0	0	0	
n. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	
p. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	
q. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0	

Criminal offense	Occurrences of Hate crimes							
	2013 Total	Category of Bias for crimes reported in 2013						
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0	
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0	
g. <u>Incest</u>	0	0	0	0	0	0	0	
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	
i. <u>Robbery</u>	0	0	0	0	0	0	0	
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	
k. <u>Burglary</u>	0	0	0	0	0	0	0	
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	
m. <u>Arson</u>	0	0	0	0	0	0	0	
n. <u>Simple assault</u>	0	0	0	0	0	0	0	
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	
p. <u>Intimidation</u>	0	0	0	0	0	0	0	
q. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	

Criminal offense	Occurrences of Hate crimes							
	2012 Total	Category of Bias for crimes reported in 2012						
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0	
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0	
g. <u>Incest</u>	0	0	0	0	0	0	0	
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	
i. <u>Robbery</u>	0	0	0	0	0	0	0	
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	

k. <u>Burglary</u>	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0
q. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On-campus Student Housing Facilities

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-Campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes								
	2014 Total	Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
d. <u>Rape</u>	0	0	0	0	0	0	0	0	0
e. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
q. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes						
	2013 Total	Category of Bias for crimes reported in 2013					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0
q. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes						
	2012 Total	Category of Bias for crimes reported in 2012					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0

j. <u>Aggravated assault</u>	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0
q. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes								
	2014 Total	Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
d. <u>Rape</u>	0	0	0	0	0	0	0	0	0
e. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
q. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes						
	2013 Total	Category of Bias for crimes reported in 2013					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0
q. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes						
	2012 Total	Category of Bias for crimes reported in 2012					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0

j. <u>Aggravated assault</u>	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	0	0	0	0	0	0
l. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
m. <u>Arson</u>	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	0	0	0	0	0	0
q. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus			
	2012	2013	2014	
a. <u>Domestic violence</u>				0
b. <u>Dating violence</u>				0
c. <u>Stalking</u>				0

Caveat:

VAWA Offenses - On-campus Student Housing Facilities

For each of the following crimes, enter the number reported to have occurred in On-campus Student Housing Facilities.

Crime	Total occurrences in On-campus Student Housing Facilities			
	2012	2013	2014	
a. <u>Domestic violence</u>				0
b. <u>Dating violence</u>				0
c. <u>Stalking</u>				0

Caveat:

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property			
	2012	2013	2014	
a. <u>Domestic violence</u>				0
b. <u>Dating violence</u>				0
c. <u>Stalking</u>				0

Caveat:

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On-campus Student Housing Facilities

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	2	9	4

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	2	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.
The total number of unfounded crimes should include all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2012	2013	2014
a. <u>Total unfounded crimes</u>			0

Caveat:

