



**Webb Institute**

**CAMPUS SAFETY,  
SECURITY AND FIRE  
SAFETY ANNUAL REPORT**

**10/1/16**



## Webb Institute

### **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](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 North Shore University Hospital at Glen Cove, 674-7300, or 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  
Nassau County Police Special Victims Squad  
Center for Rape & Sexual Assault Services  
(24 hrs. – Domestic Violence)

674-7300  
573-8055  
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.

R. Keith Michel, President

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## 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 [mmalinowski@webb.edu](mailto:mmalinowski@webb.edu). Information may also be obtained via the Internet at the U.S. Department of Education website, [ope.ed.gov/security](http://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

## **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.

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### **POLICY BRIEF**

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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.

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### **RELATED INTERNAL RESOURCES**

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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

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**CONFIDENTIAL EXTERNAL RESOURCES**

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

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**OTHER EXTERNAL RESOURCES**

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- 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](http://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.ncvc.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

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## CONTACTS

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- General phone number: 516-671-2213
  - Lauren Carballo’s Office, Ext. 1104, or 516-403-5900
  - Mike Malinowski’s Office, Ext. 1117, or (516) 776-7278
  - Dean Werner’s Office Ext. 1110, or (516) 776-3038
  - Lana Miller’s Office Ext. 1170, or (347) 528-6891
  - President Michel’s Office Ext. 1102 or 671-3880
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## DEFINITIONS

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<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.

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**CONFIDENTIALITY**

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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.

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**WHAT IS COVERED?**

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- 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

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**PROCEDURES**

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<u><b>TYPE OF COMPLAINT</b></u>	<u><b>PERSON TO REPORT TO</b></u>	<u><b>STEPS TO BE TAKEN</b></u>
<i>Bias Activity/Incident</i>	<p>For Students Any of the Following: Ms. Carballo Mr. Malinowski Dean Werner President Michel</p> <p>For Faculty and Administration: Your Supervisor Ms. Carballo Dean Werner Mrs. Miller President Michel (contact information located on Pg. 3).</p>	<ol style="list-style-type: none"> <li>1. Complainant must file a timely written Bias Incident Report Form (<a href="#">hotlink to form</a>) (<i>within 48 hours</i>) with as many details as possible (<i>see below for information needed</i>);</li> <li>2. Bias Incident Report Form channeled through to appropriate person(s) within 24 hours;</li> <li>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;</li> <li>4. Bias Incident Investigators to report all findings to the Bias Response Committee within 24 hours of the completion of Investigation;</li> <li>5. Bias Incident Response Committee must coordinate appropriate institutional response to activity reported in the Bias Investigation Report and advise Complainant of</li> </ol>



		same.
<i>Discrimination based on Protected Status or Sexual Harassment Complaints</i>		<ol style="list-style-type: none"> <li>1. Initiate a Complaint as soon as practicable with as many details as possible;</li> <li>2. The Complaint will be directed to the appropriate individual to begin the Investigation process within 48 hours;</li> <li>3. Within 24-48 hours of receipt of a Complaint, the individual will commence an Investigation or refer the Investigation process to outside counsel for Webb;</li> <li>4. An Investigation Report will be forwarded to the President upon completion;</li> <li>5. The President will coordinate appropriate institutional response to activity reported in the Complaint and will advise Complainant of same.</li> </ol>
<i>Appeal</i>		<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"> <li>1. Harshness of sanction inconsistent with stated community standards and precedents.</li> <li>2. Procedural irregularity that affected the outcome of the hearing.</li> </ol> <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><b>The Appeals Board may decide:</b></p> <ol style="list-style-type: none"> <li>1. To uphold the original decision</li> <li>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</li> <li>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</li> <li>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</li> </ol> <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**

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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.

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**SPECIFIC DUTIES**

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<b><u>INDIVIDUAL/TEAM</u></b>	<b><u>DUTIES</u></b>
Complainant	<ul style="list-style-type: none"> <li>• File a timely complaint</li> <li>• Assist in the Investigation process to the extent requested</li> <li>• Maintain confidentiality of information learned during the Investigation process</li> </ul>
Individuals Involved in Investigation Process	<ul style="list-style-type: none"> <li>• Be truthful in response to questions by the Investigation Response Team</li> <li>• Provide any evidence you have to the members of the Investigation Response Team</li> <li>• Maintain confidentiality of information learned in the Investigation process</li> <li>• Contact the individual(s) who conducted the Investigation if you remember any additional information after you have been interviewed.</li> </ul>
	<ul style="list-style-type: none"> <li>• 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</li> <li>• The team will thoroughly document the incident. The team will take care to retain any physical evidence</li> <li>• The victim will be asked what role s/he would like to play in responding to the incident.</li> <li>• The team will attend to the victims physical and emotional needs (e.g. consider relocation, academic accommodations, counseling, etc.)</li> <li>• The parents and/or guardians of the victim will only be notified at the request of the student</li> <li>• If appropriate, the team will arrange for appropriate security measures (i.e. extra patrols, surveillance, etc.)</li> <li>• 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</li> <li>• The team will maintain all written records to be shared with the</li> </ul>

	<p>appropriate authorities.</p> <ul style="list-style-type: none"> <li>• If the accused is a Faculty or Staff member than the bias incident will be referred to the Dean or the President</li> <li>• The team will assess the bias incident and develop an appropriate initial response within 24 hours</li> <li>• Designate reasonable time frames for each stage of the complaint/grievance process</li> <li>• Give equal effort to gathering information from both the Complainant(s) and the Accused.</li> <li>• Provide the opportunity for all the parties to present witnesses and other evidence</li> <li>• Afford Complainant the right to testify without face to face interaction with the Accused</li> <li>• 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</li> </ul>
<p>Title IX Coordinator</p>	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Coordinate training for students about their rights under Title IX and grievance procedures;</li> <li>• Coordinate training to all staff/faculty concerning Title IX policy;</li> <li>• 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;</li> <li>• If not appropriate for investigation, refer inquiries to appropriate individual(s)</li> <li>• Notify Complainants of receipt of the Complaint;</li> <li>• Notify Accused that Complaint has been made;</li> <li>• Notify supervisor(s) of Accused that complaint has been made</li> <li>• Investigate alleged discrimination and/or harassment (or refer to Webb’s Counsel to handle Investigation)</li> <li>• 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;</li> <li>• Issue findings of fact and recommendations for disposition of complaints;</li> <li>• Notify all parties regarding disposition;</li> <li>• Notify Complainants of his or her right to pursue remedies</li> </ul>

	<p>outside of Webb’s grievance process;</p> <ul style="list-style-type: none"> <li>• Follow-up with parties regarding implementation of recommendations contained in disposition; seek assistance from parties’ supervisors, if necessary to implement recommendations;</li> <li>• Monitor compliance of all requirements and time-lines specified in the complaint/grievance procedures;</li> <li>• Train staff responsible for implementing grievance procedures;</li> <li>• 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;</li> <li>• 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;</li> <li>• Maintain professional qualification through ongoing training and professional development from accredited training programs; manage a professional development budget for this purpose;</li> <li>• Monitor Webb’s Harassment policy and procedures to ensure compliance with state and federal law and regulations;</li> <li>• Serve as a liaison officer to state and federal government compliance or investigation officers;</li> <li>• Provide ongoing consultation regarding Title IX requirements, grievance issues, and compliance programs to the President;</li> <li>• 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.</li> </ul>
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**DUTY TO COOPERATE**

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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.

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**BIAS INCIDENTS SPECIFIC INFORMATION**

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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

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**RETALIATION**

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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*

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## LEGAL OPTIONS

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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

## **ADMINISTRATIVE INSTRUCTION**

### ***Subject: 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.

1. Empty wastebaskets and recycle returnable cans on a regular basis. Never place wastebaskets or cans against the heaters.
2. Candles, of any kind, are not permitted.
3. 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.
4. Use and storage of fireworks or other incendiary devices is not permissible.
5. 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.
  - a. Avoid connecting multiple appliances to the same circuit; unplug appliances, including hair dryers and curling irons, when not in use.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. Avoid use of netting, tapestries or other flammable material such as posters etc. on ceilings.
  - f. Loft construction of any kind is prohibited.



## Fire Safety Precautions

### Page 2 of 2

- g. No one is to block room exit doors and windows.
  - h. 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.
  - i. 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).
- 6. 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.
- 7. 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.
- 8. Fire safety precautions for labs, shops, garages, etc. are found in each facility. Become familiar with the guidelines before using the facilities.
- 9. Fireplace usage on campus:
  - a. No fires are permitted in the Model Basin fireplace.
  - b. Prior permission from the Plant Superintendent is required before using Dining Room, Reception Room, or Reading Room fireplaces.
  - d. 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.
- 10. 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.
- 11. Tampering with safety equipment is a crime. To do so risks your life as well as others.

R. Keith Michel  
President



## **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 Affairs, 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 Affairs. Please direct all such requests to 516-671-8355 X1117 or by electronic mail at [mmalinowski@webb.edu](mailto:mmalinowski@webb.edu)

Information may also be obtained via the Internet at the U.S. Department of Education website, [ope.ed.gov/security](http://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.

# 2016 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		
	2013	2014	2015
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		
d. <u>Rape</u>		0	0
e. <u>Fondling</u>		0	0
f. <u>Sex offenses - Non-forcible</u>	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 - 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		
	2013	2014	2015
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		
d. <u>Rape</u>		0	0
e. <u>Fondling</u>		0	0
f. <u>Sex offenses - Non-forcible</u>	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		
	2013	2014	2015
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		
d. <u>Rape</u>		0	0
e. <u>Fondling</u>		0	0
f. <u>Sex offenses - Non-forcible</u>	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									
	2015 Total	Category of Bias for crimes reported in 2015								
		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									
	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	
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	
f. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	
g. <u>Incest</u>	0	0	0	0	0	0	
h. <u>Statutory rape</u>	0	0	0	0	0	0	
i. <u>Robbery</u>	0	0	0	0	0	0	
j. <u>Aggravated assault</u>	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									
	2015 Total	Category of Bias for crimes reported in 2015								
		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	0
d. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	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	0
m. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	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	0

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	0
d. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	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	0
m. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	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	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>	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									
	2015 Total	Category of Bias for crimes reported in 2015								
		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	0
d. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	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	0
m. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	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	0

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	0
d. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Burglary</u>	0	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	0
m. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
p. <u>Intimidation</u>	0	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	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>	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		
	2013	2014	2015
a. <u>Domestic violence</u>		0	0
b. <u>Dating violence</u>		0	0
c. <u>Stalking</u>		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 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			
	2013	2014	2015	
a. <u>Domestic violence</u>			0	0
b. <u>Dating violence</u>			0	0
c. <u>Stalking</u>			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 - Public Property

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

Crime	Total occurrences on Public Property		
	2013	2014	2015
a. <u>Domestic violence</u>		0	0
b. <u>Dating violence</u>		0	0
c. <u>Stalking</u>		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

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		
	2013	2014	2015
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		
	2013	2014	2015
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		
	2013	2014	2015
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)."

## 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		
	2013	2014	2015
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>	9	4	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 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		
	2013	2014	2015
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)."

## 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		
	2013	2014	2015
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, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be 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		
	2013	2014	2015
a. <u>Total unfounded crimes</u>		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)."