



Webb Institute

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

10/1/17

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/>

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	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.

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

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

ADMINISTRATIVE INSTRUCTION

Subject: 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. The schedule is as follows:

MARIJUANA PENALTIES

<i>Classification</i>	<i>Possession</i>	<i>Sale (Includes Gift)</i>	<i>Penalty</i>
Violation (Legally not a "crime")	Up to 25 grams* (Second Offense) (Third Offense)		Up to \$100 fine Up to \$200 fine Up to \$250 fine and/or 15 days jail
Class B Misdemeanor	Over 25 grams or any public use display	Gift up to 2 grams or 1 cigarette	Up to 3 months jail or \$500 fine
Class A Misdemeanor	Over 2 ounces	Up to 25 grams	Up to 1 year or \$1,000 fine
Class E Misdemeanor	Over 8 ounces	Over 25 grams	Up to 4 years prison or up to \$5,000 fine
Class D Misdemeanor	Over 16 ounces	Over 4 ounces or any amount to a minor	Up to 7 years prison or up to \$5,000 fine
Class C Misdemeanor	Over 10 pounds	Over 16 ounces	Up to 15 years prison – up to \$5,000 fine

*25 grams = about seven-eighths of an ounce

R. Keith Michel
President

2017 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
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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		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <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		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <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		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <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)."

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

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

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	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		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</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)."

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		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</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)."

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		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</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

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		
	2014	2015	2016
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		
	2014	2015	2016
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	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		
	2014	2015	2016
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		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	1	0
c. <u>Liquor law violations</u>	4	2	10

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)."

For 2015, Line b was changed from 0 to 1 because our institution's new administration found student court records. For 2015, Line c was changed from 0 to 2 because our institution's new administration found student court records.

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		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	1	0
c. <u>Liquor law violations</u>	0	2	10

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)."

For 2015, Line b was changed from 0 to 1 because our institution's new administration found student court records. For 2015, Line c was changed from 0 to 2 because our institution's new administration found student court records.

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		
	2014	2015	2016
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		
	2014	2015	2016
a. <u>Total unfounded crimes</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)."