

# 2020 Annual Security & Fire Safety Reports & Statistics

(includes crime and fire statistics for the 2019 Calendar Year)

12.21.2020



Webb Institute

## **2020 CAMPUS SAFETY AND SECURITY REPORT**

*(reporting statistics for the 2019 Calendar Year)*

12.21.2020

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Webb Institute publishes and makes available to any prospective student, current student, or employee a copy of Webb's annual Campus Security & Fire Safety Report.

The Student Right to Know and Campus Security Act was signed into law in November 1990. Title II of this act was known as the Crime Awareness and Security Act. It requires institutions participating in the student financial aid program under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures, and to provide statistics concerning certain crimes that occur on campus. It was amended and renamed the Jeanne Clery Act in October 1998. In March 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law. These changes require institutions to also disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking among other changes. In compliance with the act, Webb Institute publishes and distributes this information by October 1st of each year. Note that for the 2020-2021 academic year, this deadline was extended to December 31, 2020.

Webb Institute's annual Safety, Security & Fire Report includes statistics for the previous three years concerning reported crimes and violations of Webb policy that occurred on campus and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus safety and security, reporting of crimes, safety notification procedures, crime prevention and educational programs and policies concerning alcohol and drug use, sexual misconduct, Title IX violations or complaints, etc. The procedures for preparing the annual disclosure of crime statistics to the college community are obtained from the Assessment and Care Team, Director of Facilities and Security, and from the Student Honor Council and Student Court. A written request for criminal statistics on the Webb campus and in the adjacent areas is made on an annual basis to the Glen Cove Police Department as well, which is also reported in Webb's annual Safety and Security Report. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A copy of this report can be found at <https://www.webb.edu/campus-safety-security/> or a copy can be requested by reaching out to the Office of Admissions and Student Affairs at (516) 671-8355 or [admissions@webb.edu](mailto:admissions@webb.edu). For a paper copy, a request can be made in writing to:

Webb Institute  
Office of Admissions and Student Affairs  
295 Crescent Beach Road  
Glen Cove, NY 11542

### **GEOGRAPHY:**

The Clery Act requires that the crimes reported be divided into the following geographical categories:

**On-Campus Property (light green section on map):** Includes crimes that occur on Webb Institute's 26-acre campus located at 298 Crescent Beach Road, Glen Cove, NY 11542. This includes crimes occurring both on campus and within on-campus student housing facilities. The campus includes the following buildings and fields:

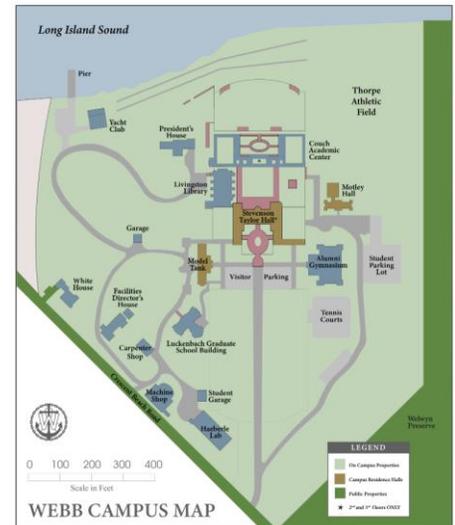
- Stevenson Taylor Hall and Livingston Library  
(Library, Residence Hall, Dining Hall, Pub)
- Couch Academic Center (Academic Facility)
- Motley Hall (Residence Hall)
- Robinson Model Basin (Academic Facility, Residence Hall)
- Luckenbach Building (Academic Facility)
- Carpenter Shop, Machine Shop, & Haeberle Lab  
(Academic Facilities)

- Student Garage
- Alumni Gymnasium
- Thorpe Athletic Field and Webb Tennis Courts
- Yacht Club and Boat Garage
- The White House, The Asst Dir of Admissions & Student Affairs Apartment, The Director of Facilities and Security House & the President's House (Staff Housing)

## -Maintenance Garage

**On-Campus Student Housing Facilities (brown):** Includes crimes only occurring in student housing facilities on the Webb Institute campus in Glen Cove, NY. The student housing facilities include Motley Hall, in the following areas of Stevenson Taylor Hall—the main hallway of main deck, the upper two decks (excluding the classrooms prior to Academic Year 2020-21), and the staircases that lead to the upper two decks of Stevenson Taylor Hall, and the following areas of Robinson Model Basin—the entryway, staircase and the second floor.

**Public Property (dark green):** Crimes occurring on public property immediately adjacent to and accessible from the Webb Institute campus in Glen Cove, NY. Public Property that is immediately adjacent to and accessible from the Webb campus includes Crescent Beach Road along south west part of campus and Welwyn Preserve. Because police reports do not indicate where in Welwyn any reported crimes occurred, all crimes within the given categories that occurred in Welwyn each year are reported. The map to the right indicates the areas included in this Campus Safety and Security Report.



## WEBB'S CAMPUS SECURITY AUTHORITIES:

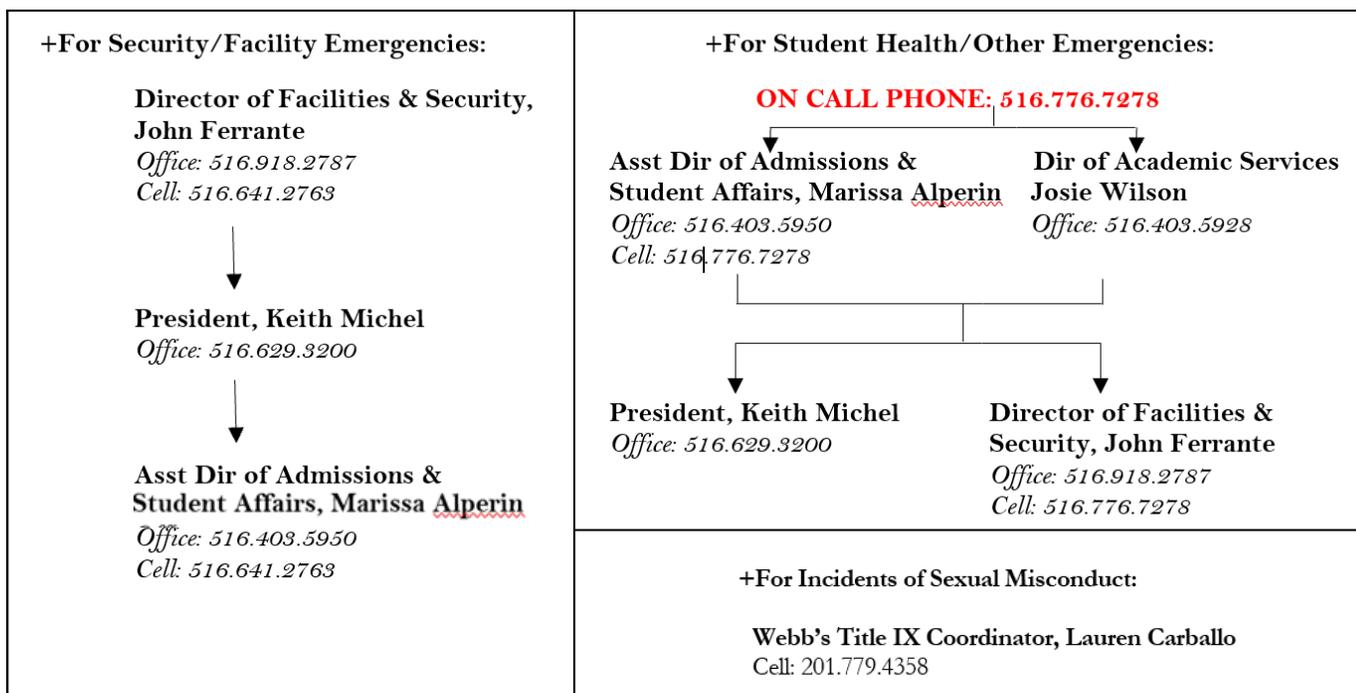
Webb Institute has no Campus Police. The Officer of the Day (O.D.), which is a student position, manages the front desk from 8:00 AM until 10:00 PM (excluding class times, mealtimes, restroom breaks, and other instances as deemed acceptable by the Student Organization in the SO Handbook), and security officers (both those hired internally by Webb and those employed by Allied University, a third-party party provider that organizes on-site professional security) manage the front desk from 10:00 PM until 6:00 AM. The O.D. and security officers are provided with emergency response protocol in case of an emergency and must alert the Office of Admissions and Student Affairs and/or the Director of Facilities and Security if an incident occurs. Neither the O.D. nor the security officers have enforcement authority. Together Webb's Emergency Response Team (ERT) and Assessment and Care Team (ACT), as detailed below are responsible for providing guidance, ongoing education and/or training for the safety of the community; discussing community members of concern and intervening when necessary, including providing referrals to medical and mental health professionals as needed; creating an inclusive environment in which students, staff, faculty and guests are treated fairly and with respect; and managing emergency situations. More information can be found in **Webb's Campus Handbook – Section VIII: Safety, Wellness & Security.**

## WEBB'S EMERGENCY RESPONSE TEAM (ERT):

In case of a Security, Facilities or Student Health emergency, a member of Webb's Emergency Response Team (ERT), which consists of the President, the Director of Facilities and Security, the Office of Admissions and Student Affairs, the Director of Academic Services, and the Dean should be notified. Everyone is encouraged to immediately contact a member of the ERT any time there is an emergency and/or a community member believes they need assistance, and an Emergency Service Provider (e.g., Police Department, Fire Department, etc.) if needed. The residential, on-call ERT members are trained in basic first aid, CPR, and AED use. A member of the ERT also serves as the liaison to any Emergency Service providers.

**Webb's Emergency Reponse Team Phone Chart:**

**FOR CRITICAL EMERGENCIES, CALL 911 (or other Emergency Service Provider) FROM LANDLINE\* FIRST**



Other members of the ERT who are available by phone in case of an emergency (but who do not reside on campus) include:

**Dean Matthew Werner** (Office: 516.403.5924) &  
**Dir of Admissions and Student Affairs Lauren Carballo** (Office: 516.403.5900)

Once a member of the ERT is notified, the college administrator will assess the situation and take immediate action. If need be, the administrator will contact local authorities or other emergency service providers. All reporting of incidents to local authorities if needed will be prompt and accurate.

**WEBB'S ASSESSMENT AND CARE TEAM (ACT):**

The missions of Webb's Assessment and Care Team (ACT) is to identify, assess, and manage situations that pose, or may potentially pose a threat to the safety and/or well-being of any member(s) of the campus community, or the campus community as a whole. The ACT is a multidisciplinary team that meets weekly to establish policies that provide guidance for the safety of the community; to provide ongoing education or training to the community; to discuss community members of concern and intervene when necessary, including referrals to medical and mental health professionals as needed; to create an inclusive environment in which students, staff, faculty and guests are treated fairly and with respect; and to assist the Emergency Response Team in managing emergency situations.

ACT members include the Dean, members of the Office of Admissions and Student Affairs, the Director of Academic Services, the Director of Facilities and Security, and the Webb Psychologist (Office: 516.403.5395).

## **RESPONSIBILITY TO REPORT CRIMINAL OR SUSPICIOUS ACTIVITY:**

### **Community Responsibility for Reporting All Criminal or Suspicious Activity:**

Campus emergency prevention depends on the Webb Community noticing and reporting potentially worrisome behaviors and situations to the ACT before they result in harm. A person or situation that receives help sooner may be less likely to experience more severe symptoms or cause harm to his/herself or others later. To do so, contact any member of Webb's Assessment and Care Team to share any concerns, big or small about a member of Webb's community.

In emergency situations, the ERT is responsible for keeping the members of the Webb community safe. This includes assessing the situation and taking immediate action, which may include contacting local authorities or other emergency response providers if needed.

### **Threats and Violence to Community Members:**

Threats or violent behavior of any kind expressed to a community member of visitor will not be tolerated. Any individual who makes substantial threats, exhibits threatening behavior, or engages in violent acts will be removed from the premises as quickly as safety permits and will remain off the property pending the outcome of an investigation.

## **RESPONSIBILITY TO REPORT CRIMINAL OR SUSPICIOUS ACTIVITY:**

The ERT and ACT will request law enforcement services and/or other emergency services when needed. All complaints, regardless of law enforcement involvement, will be investigated, and any violations of law or Webb policy can result in the filing of criminal charges and/or referral to the appropriate campus office or organization (i.e., Office of Admissions and Student Affairs, Dean, Honor Council, Student Court, etc.) Webb will support any reports to law enforcement and will make all attempts to document the incident, even if a report is not made to law enforcement. In certain cases, investigations may be carried out in conjunction with local, state, or federal law enforcement agencies.

### **Reports to the Police:**

In any situation that requires assistance beyond what Webb provides, community members are encouraged to contact the Police by dialing 911. Please note that due to Webb's location, in order to immediately connect to the Glen Cove Police Department, community members are encouraged to dial 911 from a landline or to make sure that their Emergency Address on their cell phone is updated to Webb's address.

### **Reports to the Emergency Response Team (ERT):**

To report any emergencies relating to safety and security on campus and/or the health and wellness of the Webb community, community members are encouraged to contact any member of Webb's Emergency Response Team by stopping by their offices, phone or email. Webb's security guards are responsible for filing out incident reports and contacting a member of Webb's ERT. Any crimes are required to be added to Webb's Crime Log.

### **Reports to the Assessment and Care Team (ACT):**

To report any concerns relating to safety and security on campus and/or the health and wellness of the Webb community, students are encouraged to contact any member of Webb's Assessment and Care Team by stopping by their offices, by phone or by email.

### **Anonymous Reports to the Assessment and Care Team (ACT):**

There may be occasions, however, when a community member feels uncomfortable alerting administration about a fellow community member's behavior. Although Webb prefers to converse directly with the reporting party whenever possible, Webb acknowledges the fact that some may wish to leave information anonymous for a variety of reasons. For these situations, community members are encouraged to make an anonymous report using Webb's [Anonymous Report Form](#) to report to the ACT. For any concerns that fall under Title IX (e.g., sexual misconduct, dating violence, stalking, etc.), community members are encouraged to use [Webb's Title IX Anonymous Report Form](#).

### **Employee Reports:**

In the event of workplace concerns, employees may report directly to the Director of Human Resources.

## **CAMPUS and BUILDING SECURITY:**

### **Campus and Building Security:**

Most campus buildings and facilities are accessible to members of the community as well as guests and visitors during normal business hours, Mondays through Fridays, and during designated hours on Saturdays and Sundays during the school year (excluding holiday periods). Exterior doors of all buildings except for Stevenson Taylor Hall are locked 24-hours a day, and Stevenson Taylor Hall is locked outside of normal business hours. The gates surrounding campus are locked outside of business hours.

Keypads control access to all campus buildings. Guests and visitors who wish to enter any locked building should call their hosts for access, and the keycodes should not be shared under any circumstances with non-students. The Office of Admissions and Student Affairs and the Department of Facilities and Security are involved in decisions regarding maintenance and security of campus facilities and should be contacted with questions regarding this area.

### **Security Cameras:**

Trained security personnel and select members of the Emergency Response Team and Assessment and Care Team are provided with access to Webb's Security Cameras, housed by Digital Watch Dogs. The cameras record 24/7 and assist Webb in monitoring and investigating and public safety issues occurring on campus. They are monitored sporadically throughout the day.

### **Repairs to the Webb Institute Campus:**

Community members are encouraged to report all security related repairs (i.e., broken locks, doors, lights out, etc.) to the Director of Facilities and Security. Repairs may be made by Facilities and Security personnel or by certified service vendors in an attempt to address concerns in a timely manner. Webb's Emergency Response Team should be notified of an immediately safety/security concern.

### **Webb Vans:**

Webb allows students who obtain certified driver training, the use of Webb passenger vans for Webb-related activities. Limitations are placed on the use, time, and destination in order to make the services available to the majority of community members. All vans are equipped with safety features and includes a Wi-Fi speed tracker, which is monitored by the Director of Facilities and Security. Driving violations such as Driving Under the Influence, excessive speeding, etc. and/or restrictions placed on community members' licenses can lead to van access suspension or removal.

## **MEDICAL EMERGENCIES and FIRST AID:**

### **Medical Closet and First Aid Kits:**

First Aid kits are located in the front of each laboratory and in Stevenson Taylor Hall. Each first aid kit is supplied with basic first aid supplies to handle minor injuries. Webb's Medical Closet, which is available to students 24/7, is also located in Stevenson Taylor Hall and has additional supplies.

**Automated External Defibrillators (AEDs):**

AEDs are located in the Medical Closet in Stevenson Taylor Hall, in Alumni Gymnasium, in Haerberle Lab and at the Yacht Club. The AEDs are tested monthly and all Emergency Response Team and Assessment and Care Team members are trained in AED use.

**Student Medical Records:**

Student Medical Files, which include student medical and immunizations records, copies of student insurance cards, and emergency contact information, are kept by the Assistant Director of Admissions & Student Affairs. The Assistant Director can make medical appointments for the students at Northwell Health Physician Partners Family Medicine (Glen Cove, NY) or other practitioner/specialist. Members of the ERT and ACT have access to these files, which are referred to in an emergency.

**FIRE SAFETY:**

Webb Institute is covered by a fire alarm system that provides the residence halls with automated fire prevention systems that are monitored 24 hours a day. All Webb buildings are equipped with fire pull-boxes, alarms, and emergency lighting. All main campus building fire alarm systems are connected to Webb's emergency generator and will operate life safety systems including all fire safety equipment. Students are asked to contact the Director of Facilities and Security when an alarm sounds to inspect the property, and if necessary, notify the Glen Cove Fire Department in the event of a fire emergency. Webb maintains a Fire Safety Log.

**Testing:**

All fire and carbon monoxide detection systems, fire extinguishers and fire hydrants are tested as outlined by the designated state and local law as well as college insurance.

**Fire Prevention:**

All students at Webb receive basic fire evacuation training at the beginning of each semester for all residence hall buildings. The county and state fire marshals make unannounced inspections of the campus throughout the year. Webb's insurance company also inspects the campus' fire safety measures on an annual basis at a minimum.

In the event that a pulled alarm box or activation of the alarm system is determined to be malicious, disciplinary action may be taken, including losing Webb's full-tuition scholarship, or suspension or expulsion from Webb. Violators may also be reported to Glen Cove Police Department for possible criminal prosecution.

When the Fire Alarm sounds in the dorm buildings, the Glen Cove Fire Department is automatically notified. Webb upgrades security and safety systems during scheduled construction and renovation projects and allocates funding for the installation or upgrade of the existing systems as determined necessary.

**CAMPUS EMERGENCY NOTIFICATION AND PREPAREDNESS:**

**Emergency Notification Response System:**

Webb has partnered with Rave Mobile Safety to provide the Webb community with on-demand emergency notification and response. In the event of an emergency that may impact the community, a notification will be sent both by text messages and email. The emergency contact information is imported using Webb's Emergency Contact Form and the system is tested annually at the beginning of the school year. Webb will, without delay and while taking into account the safety of the community, determine the content of the notification and initiate the

notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. This system will provide information about the nature of the emergency, what to do, and where to get additional details. Emergency updates and further information will be provided through the same ENR system, email (webb.edu) and other methods as needed.

### **Timely Warning Policy:**

The ERT is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. A timely warning is defined as what is considered by the institution to represent a serious or continuing threat to students and employees. Timely Warning Notices are usually distributed for the following classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by campus officials. Accordingly, the ERT and ACT will continuously and diligently work and coordinate with the Glen Cove Police Department and other law enforcement agencies to address exigent public safety concerns. Anyone with information warranting a timely warning should report the circumstances to the Public Safety Department. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act and will consider all available facts. The timing of the notification shall be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

### **Timely Warning Procedure**

When determining if a timely warning should be issued, appropriate college officials will communicate promptly to the ERT to assess the information and establish the most appropriate means of communication while at the same time considering ongoing law enforcement efforts. This may include taking one or more appropriate steps to ensure timely notification: Emergency Notification System (RAVE mobile), issue an email to the community of the timely warning notice, organize a school assembly, utilize the college website and social media sources and distribute fliers around campus as necessary. Such warnings may include but are not limited to the following: description of what occurred, type of crime, date, time, location of the incident and suspect description.

### **Threat Levels and Notification:**

Webb's goal during any concerning situation that may arise is to preserve life, property, and the continuity of campus operations, and to ensure the effective management and coordination of Webb's resource in preparing for and responding to these situations. Webb has determined a response plan based on the level of the situations that arise, as follows:

#### Level 1: Administrative Notification

-The ACT and/or ERT will manage any situations and provide updates to the community as needed through personal contact, school-wide assemblies, email, website, and/or postings.

#### Level 2: Monitor / Standby

-The ACT and/or ERT will monitor any situations that have the potential to be a threat to the community and will manage or provide updates regarding the situation to the community as needed through Webb's Emergency Notification System (RAVE Mobile Safety). personal contact, school-wide assemblies, email, website, and/or postings.

#### Level 3: Alert

-The ERT will alert and update the community as needed through Webb's Emergency Notification System (RAVE Mobile Safety). If an evacuation is needed, instructions will be included in the emergency notification.

#### Level 4: Emergency

-In the event of a major emergency which may involve the entire campus community and potentially the surrounding community, which is typically beyond the emergency response capabilities of campus resources, emergency service providers will be called for assistance. The ERT will alert and update the community

through Webb's Emergency Notification System (RAVE Mobile Safety). If an evacuation is needed, instructions will be included in the emergency notification.

## **CRIME PREVENTION INFORMATION:**

### **New Student and Family Orientation:**

During Orientation, all freshmen are provided with mandatory educational sessions regarding Title IX, substance use and abuse, and Webb's safety and emergency protocol. Freshman families are also made aware of Webb's safety and emergency protocol at the Parent Orientation session and are provided with a list of emergency numbers they can contact.

### **Annual Education:**

Annually, Webb offers a Title IX presentation as well as a mandatory presentation addressing substance use and abuse to the Webb community. Additional optional educational sessions, which have been made available to the campus community in the areas safety and security include CPR/AED certification, NARCAN training and Stop the Bleed Training. Other educational opportunities are organized as needed.

### **Student Leadership:**

During Leadership Week, the student leadership is reminded of Webb's safety and emergency protocol. The top 7 meet monthly with the Webb President, Dean and Director of Admissions and Student Affairs, at which time any safety and emergency protocol concerns can be discussed. Webb also has a Title IX advisory that meets monthly as well as an Alcohol and Other Drugs Committee that meets twice per semester. Areas of concern from both the student side and administrative side in these areas can be addressed during these advisory/committee meetings.

### **Safety and Security Protocol and Emergency Response Handbook:**

Webb's Safety and Security Protocol and Emergency Response Handbook, which is part of Webb's Campus Handbook is updated annually and posted on Webb's Student Information system, Populi, which is easily accessible by all Webb community members. Any changes or bulletins pertaining to campus security throughout the academic year are uploaded onto Populi and distributed as needed by email.

### **Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Webb Institute publishes and makes available to any prospective student, current student, or employee a copy of Webb's annual Safety, Security and Fire Report, which is posted on <http://www.webb.edu/campus-safety-security/>

## **SEX OFFENDER REGISTRATION:**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Webb is providing a link to the [New York state Division of Criminal Justice Service site](#). This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

All sex offenders registered in New York are required to notify the registry of any institution of higher education at which they are expected to be, whether for compensation or not, enrolled, attending or employed, and whether they reside or expect to reside in a facility operated by the institution. In New York, when released to the community after conviction for a registerable offense, a sex offender is required to register with the Division of Criminal Justice

Services. Level 1 offenders must register for a minimum of twenty years; level 2 and 3 offenders must register for life. By law only information about higher-risk offenders (levels 2 and 3) is available on-line.

## **MISSING STUDENTS:**

This protocol applies to a student who resides in campus housing and is determined through a third-party report to be a “missing person.” For purposes of this protocol, a student may be considered to be a missing person if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare. 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. This protocol does not impose any obligation upon Webb to continuously “check” on the whereabouts of any student.

### **Protocol:**

Anyone in the Webb community wishing to report a missing student should contact Webb’s Emergency Response Team immediately. Upon receipt of the report, the Emergency Response Team will initiate an investigation and obtain as much information as possible by contacting and interviewing:

- witnesses,
- the student’s confidential contact (see below for more information regarding the role of a confidential contact),
- the student’s emergency contact (if the student is under the age of 18 or if the student’s confidential contact is not identified or is unavailable), and/or
- the student’s custodial parent no later than 24 hours after the student is determined to be missing.

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 to turn over investigating reports of missing students to the Glen Cove Police Department no later than 24 hours after the student is determined missing. Webb’s Emergency Response Team will oversee this process. When Webb reports the case, witnesses may be asked to provide the police with as much information as possible, including a person’s last seen whereabouts, places that the person goes to frequently, family and friends they are in contact with, and a description of the person: such as hair color, distinguishing marks such as tattoos, and a picture of the individual. This protocol does not impose any obligation upon Webb to continuously “check” on the whereabouts of any student nor does it make Webb Institute liable.

Additionally, the New York State Missing Persons Clearinghouse works on missing person cases, supporting law enforcement with cases involving children under 21, college students, and vulnerable adults. The Clearinghouse can be reached at: (800) 346-3543 and can activate under three different alert programs: Missing Child Alert, Missing College Student Alert, and Missing Vulnerable Adult Alert.

### **Procedures for Designation of Emergency Contact Information:**

Students age 18 and above, Emancipated Minors and Those Who Have Not Identified a Contact Person

Students will be given the opportunity during each year to designate an individual or individuals to be contacted by Webb no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. All contact information provided by the student will be registered confidentially. This information will be accessible only to authorized campus officials and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

#### Students Under the Age of 18

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the College shall notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

#### Timeframes for Reporting to Emergency Contacts, Parents or Spouse

The above stated time frames shall be accelerated under appropriate circumstances. If foul play is suspected, contact should be made as soon as sufficient information has been confirmed. Such contact shall be made by the President, Dean or Director of Admissions and Student Affairs or the Director of Facilities and Security. Name and phone numbers should be left with the parents.

#### **Notification Procedures for a Missing Student:**

A missing person report may be initiated by any member of the campus community or by a third party. The ERT and ACT should be notified immediately of such a report. The ERT will gather all essential information about the missing student from the reporting person and from the student's acquaintances: description, clothes last worn, where the student might be, who the student might be with, vehicle description/license and information about the student's physical and mental wellbeing. Appropriate campus staff will be notified to aid in the search for the student, and arrangements for the parents to come to campus should be made, if necessary.

#### **Communication About Missing Student:**

In cases involving a missing student, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding a missing student will be handled by the Director of Communications and Media Relations in consultation with the President, Dean, the Director of Admissions and Student Affairs, and outside law enforcement authorities. Prior to providing Webb community with any information about a missing student, external law enforcement authorities shall be consulted to ensure that communications do not hinder the investigation. Furthermore, as appropriate, paper flyers, email and the Emergency Notification System (RAVE Mobile Safety) may be used to assist in seeking information about a missing student.

#### **Follow-up:**

If the student is found quickly with minimum response, all departments that were contacted should be notified that the student has been located. After contacting the parents, if they have been contacted, the Dean and/or Director of Admissions and Student Affairs will meet with the student and arrange for any follow-up actions. If the student is found, but after law enforcement has been notified, law enforcement should be notified that the student has been located and the same follow-up protocol should be followed.

#### **ALCOHOL and OTHER DRUGS:**

Webb students are made aware that their behavior with respect to alcohol and other drugs is constrained by two sets of rules: New York state law and Webb's Alcohol and Other Drugs Policy. (Please see [Webb's Alcohol and Other Drugs Policy](#) for more information)

#### **Federal Law and New York State Law:**

## Alcohol

Webb Institute observes all laws and regulations that govern the sale, purchase, and serving of alcoholic beverages by all members of its community and expects that these laws regulations and procedures will be adhered to at all events associated with Webb. As per NYS (New York State) law (Public Law 101-226), only individuals 21 years of age or older may consume or may be served alcohol on the Webb Institute campus.

## Drugs

The unlawful possession, use, or distribution of illicit drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses.

### **Webb Alcohol and Other Drugs Policy**

In addition to maintaining strict compliance with all state and federal laws, Webb has established its own drug and alcohol policies. Persons who violate the College's policy regarding alcohol and drugs, are subject to appropriate disciplinary action as determined by the Student Court, Honor Council and/or Administration including counseling, education, probation, suspension, expulsion, and referral to proper law enforcement authorities for prosecution. Under appropriate circumstances, the College may refer violations to the Glen Cove Policy, Nassau County Attorney, or the United States Attorney, as appropriate, for investigation and/or prosecution. A new law suspends federal student aid eligibility for students convicted under federal or state law of possession or sale of unlawful drugs.

### **Internship Drug Testing**

All students will be required to take a drug test for the issuance of their Merchant Mariner Document in their freshman year and to take a pre-employment drug test in their sophomore year before their sea term. During their four required internships, there is a possibility that students will be subject to random drug testing in their place of employment. If a student should receive a positive drug test result during any of the above instances, this positive drug test result will warrant disciplinary action at the discretion of the President and/or the Dean. The disciplinary action may include suspension for a determined amount of time or expulsion from Webb Institute.

### **Community Resources**

#### Students

Resources are available to assist Webb students in understanding and dealing with drug and alcohol abuse. The National Institute on Drug Abuse provides a confidential information and referral line that directs callers to treatment centers in the local community. Webb has also partnered with the Long Island Council on Alcohol and Drug Dependency to provide services to students, including an annual presentation and support services for students.

#### Employees

Employees may contact the Human Resource Office for available resources supported by Webb and local resource groups. Employees are also able to visit the Long Island Council on Alcohol and Drug Dependency for further services.

### **POLICY ON WEAPONS and FIREWORKS:**

Webb strictly prohibits the possession of illegal or dangerous weapons on campus. Such weapons include, but are not limited to, revolvers, pistols, rifles, shotguns, BB or pellet guns, stun guns/taser, paint ball guns, replica guns, chemical weapons such as mace or pepper spray, swords, knives (other than those used for cooking, fishing or small pocketknives), slingshots, martial arts weapons, bows and arrows, and others as deemed such by the Dean or his/her designee. Practicing or performing with martial arts or fencing equipment is permitted by members of recognized student organizations; when not in use, such equipment should be stored securely. Possession of fireworks is also prohibited by the College. Possession or use of firearms, fireworks, ammunition, dangerous chemicals, bombs, and infernal devices on a college campus also is prohibited by New York state law. Any violation will result in immediate and permanent confiscation of the weapon and can result in immediate referral to the Dean, President and/or the appropriate law enforcement agency. For more information, see **Webb's Campus Handbook: Section VIII: Safety, Wellness & Security.**

## **SEXUAL MISCONDUCT and TITLE IX:**

Webb Institute (“Webb”) is proud of its Honor Code, traditions, workplace, and academic environment and will endeavor to maintain a pleasant and collegial environment for employees, students, guests, and visitors, all of whom are expected to treat each other with courtesy, consideration, and professionalism. In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), as amended by the Violence Against Women Act/Campus Sexual Violence Act (“Campus SaVE Act”), and Article 129-B of the New York State Education Law (“Article 129-B”), Webb is committed to providing a safe community, free from all forms of sex discrimination, including sexual misconduct. In accordance with Title IX, Webb does not discriminate on the basis of sex in its educational programs and activities. Under Title IX, discrimination on the basis of sex includes sexual harassment and sexual violence. Sexual misconduct can occur in many forms and will not be tolerated in Webb’s educational programs or activities. Sexual harassment and sexual violence, including the offenses of sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking, are all forms of sexual misconduct that are strictly prohibited by Webb and Title IX. Sexual misconduct can occur between strangers, acquaintances, or people who know each other well, including those who are involved in an intimate or sexual relationship, and can be committed by anyone regardless of sex, gender, or gender identity. Questions regarding Title IX, the Clery Act, the Campus SaVE Act (VAWA) and/or Article 129-B may be referred to Webb’s Title IX Coordinator. (For Webb’s policy and procedures, please see [Webb’s Sexual Misconduct Policy and Procedures- 2020](#)).

### **Scope of Policy**

This Policy applies to:

- All students and employees involved in Webb’s academic, educational, and recreational programs regardless of sex, race, national origin, disability, sexual orientation, gender identity, or other protected status;
- Visitors and guests;
- Recipients and/or providers of any Webb program, including participants in Webb’s Winter Work Program; • Third parties, including, but not limited to, subcontractors and all employees and applicants for employment in all positions.

The Policy also encompasses and applies to any allegation of sexual misconduct that:

- Takes place on Webb’s property;
- Takes place on any property on which a Webb program or activity takes place;
- Webb-sponsored events that occur off campus, which include, but are not limited to, those for which Webb provides financial support (Note that this does not include Webb’s Winter Work Program)
- Off-campus incidents that have an on-campus impact or affect members of the campus community, regardless of whether such members are on-or off-campus;
- off-campus and/or online speech or conduct, such as social networking sites, which causes a substantial disruption to Webb’s operations and/or mission or affects members of the campus community.

### **Student Bill of Rights:**

In accordance with New York State law, all students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;

10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, complainant, accused, or respondent throughout the judicial or conduct process including during all meetings and hearing related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the institution.

## **CAMPUS SAFETY and SECURITY REPORT:**

The Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542) required all colleges to begin to collect certain information commencing September 1, 1991. It also required that Webb prepare, publish, and distribute this information to all current students and employees, and to any applicants for enrollment or employment upon request beginning September 1, 1992, and each year thereafter. Title II of Public Law 101-542 mandates the reporting of the following criminal acts occurring at Webb during the most recent three calendar years as defined in the law. Title II of Public Law 101-542 also mandates the reporting of statistics concerning the number of arrests for those same crimes. This law was also amended to include those not arrested.

Webb currently has no recognized off-campus student organizations and no students who reside off-campus. All students and student organizations are housed in campus buildings. Incidents reported to the ERT and ACT as mandated by Title II of Public Law are defined as:

## **CAMPUS SAFETY and SECURITY REPORT GLOSSARY** *(as defined in the Handbook for Campus Safety and Security Reporting – 2016 Edition):*

### **Criminal Offenses:**

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Criminal Homicide:**

**Manslaughter by Negligence** - The killing of another person through gross negligence.

**Murder and Non-negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.

**Sex Assault:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**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.)

**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.

**Hate Crimes:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

**Hate Crime – Disability:** A preformed negative attitude towards a group of persons based on their physical or mental impairments, whether such a disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Hate Crime – Ethnicity:** A preformed negative opinion or attitude towards a group of persons whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

**Hate Crim - Gender:** A preformed negative opinion or attitude towards a group of persons based on their actual or perceived gender, e.g., bias against a male or female.

**Hate Crime – Gender Identity:** A preformed negative opinion or attitude towards a group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

**Hate Crime – National Origin:** A preformed negative attitude towards a group of persons based on their actual or perceived country of birth.

**Hate Crime - Race:** A preformed negative opinion or attitude towards a group of persons who possess common physical characteristics

**Hate Crime - Religion:** A preformed negative opinion or attitude towards a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., bias against catholic, Jews, protestants, atheists, etc.

**Hate Crime - Sexual Orientation:** A preformed negative opinion or attitude towards a group of persons based on their actual or perceived sexual orientation, e.g., bias against gay, lesbian, bisexual heterosexual, etc. individuals.

**Destruction/Damage/Vandalism of Property:** to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property with the consent of the owner or the person having custody or control of it.

**Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny-Theft:** the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

**Simple Assault:** the unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

#### VAWA Offenses:

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

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others or (b) suffer substantial emotional distress.

#### **Arrests and Referrals for Disciplinary Action:**

**Drug Abuse Violations:** Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Weapons Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**CAMPUS SAFETY, SECURITY & FIRE INCIDENT REPORTING TABLES:**

<b>CRIMINAL OFFENSES REPORTING TABLE</b>					
<b>Offence</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facility</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Murder / Non-Negligent Manslaughter</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	0	0	n/a	0
	<b>2017</b>	0	0	n/a	0
<b>Manslaughter by Negligence</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	0	0	n/a	0
	<b>2017</b>	0	0	n/a	0
<b>Rape</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	<b>1</b>	0	n/a	0
	<b>2017</b>	0	0	n/a	0
<b>Fondling</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	<b>2</b>	<b>1</b>	n/a	0
	<b>2017</b>	0	0	n/a	0
<b>Incest</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	0	0	n/a	0
	<b>2017</b>	0	0	n/a	0
<b>Statutory Rape</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	0	0	n/a	0
	<b>2017</b>	0	0	n/a	0
<b>Robbery</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	0	0	n/a	0
	<b>2017</b>	0	0	n/a	0
<b>Aggravated Assault</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	0	0	n/a	0
	<b>2017</b>	0	0	n/a	0
<b>Burglary</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	<b>1</b>	0	n/a	0
	<b>2017</b>	0	0	n/a	0
<b>Motor Vehicle Theft</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	<b>1</b>	0	n/a	0
	<b>2017</b>	0	0	n/a	0
<b>Arson</b>	<b>2019</b>	0	0	n/a	0
	<b>2018</b>	0	0	n/a	0
	<b>2017</b>	0	0	n/a	0

**HATE CRIME OFFENSES REPORTING TABLE**

<b>Offence</b>	<b>Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
<b>Murder / Non-Negligent Manslaughter</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Rape</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Fondling</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Incest</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Robbery</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Burglary</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Arson</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Simple Assault</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Larceny-Theft</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Intimidation</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0
<b>Destruction / Damage / Vandalism of Property</b>	<b>2019</b>	0	0	0	0	0	0	0	0
	<b>2018</b>	0	0	0	0	0	0	0	0
	<b>2017</b>	0	0	0	0	0	0	0	0

VAWA OFFENSES REPORTING TABLE					
Offence	Year	On-Campus Property	On-Campus Student Housing Facility	Non-Campus Property	Public Property
Domestic Violence	2019	0	0	n/a	0
	2018	0	0	n/a	0
	2017	0	0	n/a	0
Dating Violence	2019	0	0	n/a	0
	2018	0	0	n/a	0
	2017	1	0	n/a	0
Stalking	2019	0	0	n/a	0
	2018	0	0	n/a	0
	2017	0	0	n/a	0

ARRESTS and DISCIPLINARY OFFENSES REPORTING TABLE					
Offence	Year	On-Campus Property	On-Campus Student Housing Facility	Non-Campus Property	Public Property
Arrests: Weapons, Carrying, Possessing, etc.	2019	0	0	n/a	0
	2018	0	0	n/a	0
	2017	0	0	n/a	0
Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	2019	0	0	n/a	0
	2018	0	0	n/a	0
	2017	0	0	n/a	0
Arrests: Drug Abuse Violations	2019	0	0	n/a	0
	2018	0	0	n/a	3
	2017	0	0	n/a	0
Disciplinary Referrals: Drug Abuse Violations	2019	0	0	n/a	0
	2018	0	0	n/a	0
	2017	0	0	n/a	0
Arrests: Liquor Law Violations	2019	0	0	n/a	0
	2018	0	0	n/a	0
	2017	0	0	n/a	0
Disciplinary Referrals: Liquor Law Violations	2019	7	3	n/a	0
	2018	11	7	n/a	0
	2017	9	9	n/a	0

FIRE REPORTING TABLE				
Residence Hall	Category	2017	2018	2019
Stevenson Taylor Hall	Fires	0	0	0
	Injuries	0	0	0
	Deaths	0	0	0
Robinson Model Basin	Fires	0	0	0
	Injuries	0	0	0
	Deaths	0	0	0
Motley Hall	Fires	0	0	0
	Injuries	0	0	0
	Deaths	0	0	0