ANNUAL SECURITY REPORT

2018
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Manhattanville College is committed to providing a safe and secure environment for its students, faculty, staff and visitors. Students, staff and faculty can adopt measures aimed at protecting both ourselves and our property. Policies and procedures exist to protect all persons on the campus. In addition, the Department of Campus Safety & Security has developed projects and programs focused on maintaining safety and security.

Located in suburban Purchase, NY, Manhattanville College strives to have one of the safest campuses in the nation.

The main entrance to the College, which is off Purchase Street, is manned 24 hours a day by a Campus Safety Officer. The College is surrounded on two sides by a local neighborhood consisting of single-family homes and a public school. The other two sides have a private school and an office building. Bordering the campus is Purchase, a hamlet of the Town of Harrison. The town has an excellent police department, fire department, and emergency medical services.
Manhattanville College takes public safety seriously and our efforts to maintain campus safety have been long-standing and ongoing.

We have taken a number of steps to show that our campus remains safe. The College has invested in several different systems that allow us to enhance safety through technology. For example, all of the residence halls exterior doors and many other facilities on campus are kept locked at all times.

Those doors can only be accessed with a state-of-the-art automated ID card access system. There are also security cameras in select areas. At Manhattanville, students are required to provide emergency contact information, which includes cell phone numbers and e-mail addresses. Therefore, should it be necessary to provide students with emergency alert information, we can use e-mail, text and/or voice mail to communicate relevant news.

The College may also send alerts via the College radio station WMVL 88.1 FM, the College’s website (www.mville.edu), and the campus wide public address system. In addition, patrol trucks are equipped with public address systems.

**Manhattanville College Campus Safety & Security Department**

The Department of Campus Safety & Security is responsible for the College’s campus security. Located on the ground floor main entrance to Spellman Hall, the Department operates 24 hours a day, 365 days per year.

The full-time staff consists of the Director of Campus Safety & Security, the Deputy Director of Campus Safety & Security, Manager-Health Safety & Environmental Affairs, a contracted security account supervisor, captains, sergeants, and patrol officers. Jurisdiction of the Department is limited to the geographical boundaries of the campus. However, the Student Code of Conduct applies to every Manhattanville student, whether matriculated or not, on and off-campus. Conduct which adversely affects the College community or all those communities with which students interact carrying out educational or professional activities, including but not limited to students pursuing field experiences and other course assignments, practica, internships, student teaching or supervised teaching, teaching under an internship certificate, research, and students attending professional conferences and education events, shall fall under the jurisdiction of the Student Code of Conduct. All officers are CPR/AED/First Aid certified, as well as being New York State certified and licensed as a security officer under New York State law, and is charged with the enforcement of
federal, state, county, and local laws, as well as College policies and regulations. Campus Safety officers do not make arrests; therefore, the Department of Campus Safety & Security maintains a close working relationship with local, county, state and federal law enforcement agencies. Under extreme circumstances such as a felony either occurring in an officer’s presence, or reported to an officer by a third party, the Department of Campus Safety & Security have the authority to detain an alleged perpetrator until the arrival of local authorities.

We have a comprehensive and proactive approach to preventing, preparing for, responding to, and recovering from emergency situations. This approach to planning for emergencies and efforts are led by the President’s Cabinet and Emergency Management Team. Students, faculty, staff and guests of the College should report emergencies and criminal activity immediately to the Department of Campus Safety & Security.

Manhattanville is diligent in maintaining the College’s buildings and grounds, with special concern for safety and security. Outdoor lights are checked on a regular basis to ensure that burned out or damaged bulbs are replaced quickly. Defects are given priority and repaired promptly. The Department of Campus Safety & Security works closely with many other law enforcement agencies, including federal, state, county, and municipal law enforcement agencies to investigate matters of mutual interest and provide security to dignitaries who visit our campus. The
Department maintains an excellent relationship with the local police departments (Harrison, Westchester County and White Plains Police Departments), with which we share crime prevention strategies and local crime information. Our officers monitor local Harrison police radios and can be in communications with local police officers as needed. In addition, our officers can be in direct contact with local detective squads to share investigatory information and conduct real-time crime analysis as deemed necessary.
Emergency Call Boxes

Yellow Emergency Call Box Phones are located in each residence halls in the following locations:

- Dammann Hall- main entrance, laundry room, and elevator*
- Founders Hall- main entrance, and elevator*
- Spellman Hall- main entrance, and elevator *
- Tenney Hall- main entrance, laundry room, and elevator*
- Burnett House- main entrance
- Olmstead House-main entrance
- Houston House-main entrance
- Marisa A. Pagli House-main entrance
- Barat House-front entrance
- Duchesne House-main entrance
Yellow *Emergency Call Box Phones* are also located in other buildings:

- Brownson Hall- Ground floor, 1st floor, 2nd floor, and elevator*
- Performing Arts Building- Ground floor and 1st floor
- Brownson Wing-Ground Floor
- Berman Student Center- fitness club, dance studio, Black Box Theater, 1st floor  South and West entrances, Ground floor North and East entrances, Elevator*

*Emergency Phones* are also located at the

- Benziger Hall- main entrance and elevator*
- Library- main entrance and elevator*
- Kennedy Gym- 1st floor Lobby
- Reid Hall- rear basement entrance and elevator*
- O’Byrne Chapel- elevator*

*elevator Emergency Phones* are built into the panel.

- Regardless of the method used to contact the Department of Campus Safety & Security, always try to provide the following information: *Who, What, Where, When, and How.*

  - **Who you are**
  - **What is happening**
  - **When it happened**
  - **Where you are and where it is happening**
  - **How it happened**

If you think someone is following you and you don’t want to stop at the *Emergency Phone*, press the button and keep moving to the next *Emergency Phone* and press it also. This will allow Campus Safety Officers to determine your direction of travel so they may intercept you and provide assistance.
Inspections/Health and Safety

In order to maintain a healthy and safe environment in the residence halls, the Office of Residence Life conducts room inspection several times during a semester. Fines are imposed for violations including but not limited to possession of prohibited lights or appliances, candles, and prohibited pets, and other infractions, alcohol in a room whose occupants are underage.

Escorts

The Department of Campus Safety & Security provides escorts on request for students, faculty and staff during evening hours when a person would feel safer by having a patrol officer's escort. Transportation to and from classes is provided for students who need such service because of medical conditions and in consultation with the Center for Student Accommodations.

Medical Emergencies

It is essential that all medical emergencies are reported to the Department of Campus Safety & Security immediately. All of our security officers are CPR/AED and First Aid Certified. When calling to report a medical emergency please provide the Campus Safety Officer with as much information as possible: **Who, What, When, Where, How**

- Who is calling?
- Who needs help?
- What happened?
- When did it happen?
- Where did it happen?
- How did it happen?
Emergency Preparedness & Response

The Department of Campus Safety & Security, in cooperation with local authorities, designed an Emergency Procedures Manual to guide our response to emergencies for a wide range of scenarios. The objectives are to minimize the risk to community members; clear the area; and assist local authorities in resolving the situation. One set of standard operating procedures deals with when an active shooter is on campus. The Department of Campus Safety & Security maintains this manual and meets regularly with members of the Emergency Management Team throughout the year to anticipate and respond to emergency management issues. The College’s Emergency Procedures Manual includes information about Incident Teams, College operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. College Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts numerous emergency response exercises each year, such as table top exercises, field exercise, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Campus Safety & Security staff have received training on various topics related to incident response and emergency procedures. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are the Campus Safety & Security Officers, followed by Harrison Police Department (HPD), Purchase Fire Department (PFD) and Harrison Emergency Medical Services (HEMS). All typically work together to manage the incident. Depending on the nature of the incident, other local, state, or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Manhattanville are publicized each year as part of the Annual Security Report and that information is available on the
Manhattanville College Department of Campus Safety & Security webpage. (www.mville.edu/life-manhattanville/campus-safety). All members of the Manhattanville College community are notified on an annual basis that they are required to notify the Department of Campus Safety & Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Department of Campus Safety & Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Department of Campus Safety & Security has a responsibility to respond to such incidents to determine if the situation in fact, poses a threat to the community.

Access to Campus Facilities and Residence Halls

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The College encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Except for residence halls, which are not open to the public and may only be accessed by resident students, their registered guests, and College officials after business hours, most campus facilities are open during business hours. Individuals who wish to access College buildings or property during non-business hours or for special events should contact the Events Coordinator https://castleevents.mville.edu/, or the Department of Campus Safety & Security.

Security Considerations in the Maintenance of Campus Facilities

Manhattanville College is committed to safety and security. Exterior lighting and landscape control is
a critical part of that commitment. Representatives from the Department of Campus Safety and Security conduct nightly security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, campus safety officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office, usually within 24 hours or the next business day. We encourage community members to report any deficiency in lighting to the Physical Plant Work Order line at x6080 (http://facilities.mville.edu/).

Maintenance staff is available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions also may include unsafe steps of a concern about physical security should contact the Department of Campus Safety and Security.

**Procedures for Testing Emergency Response and Evacuation Procedures**

A series of fire drills are conducted throughout the semesters for all Residence Halls. Thus, the emergency response and evacuation procedures are tested at least twice each year and, for some of the buildings, four times a year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Department of Campus Safety & Security staff on scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for organized evacuation in case of an emergency. At Manhattanville, evacuation drills are used as a way to educate and train occupants
on issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the locations of exits and the sounds of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Departments of Campus Safety & Security and Residence Life to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

The Department of Campus Safety & Security conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

**Weapons Policy**

Students are not permitted to possess or imply possession of a weapon anywhere on property owned, leased, or controlled by Manhattanville College. It is illegal to possess weapons, even if legally possessed in a manner that harms, threatens, or causes fear to self or others. Examples of weapons include, but are not limited to, any type of firearm, pistol, revolver, shotgun, rifle, weapon, devices which resemble firearms, dangerous chemicals, fireworks, explosive materials, accelerants, dangerous devices capable of casting a projectile, crossbows, pellet guns, paint guns, “BB” guns, knives (including switchblades), martial arts tools, paintball and air soft guns, explosives, chemicals used in a dangerous way, and ammunition. The College also prohibits the use of any object, which is
utilized in a dangerous manner – an example of this would be matches used to set fire to or damage any object. Hazardous chemicals, which could pose a health risk, are also prohibited from the campus. This includes chemicals which, when combined with other substances, could be hazardous or present a danger to others. Violation of this policy are referred to the appropriate disciplinary process. The College considers possession of weapons to be very serious and a violation of the law, and therefore, requires any student, staff, or faculty to report the existence of such weapon immediately to the Director of Campus Safety and Security, Director of Residence Life or the Dean of Students or to any staff member.

**Shelter-in-Place Procedures- What it Means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become dangerous or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

**Lock Down Procedures- What it Means to “Lockdown”**

Lockdown – this is a protective action that involves a serious and imminent threat in the immediate area. When a “Lockdown” is required you will be appropriately advised by college officials via the emergency notification system. Follow any specific instructions in the communication.

- Stay where you are or go to the nearest room with a door.
- Secure the room by locking it from the inside or, if the door cannot be locked, by barricading the door with whatever is available (furniture, books, etc.).
• Stay behind solid objects away from the door as much as possible.

• Close blinds or curtains, block windows, stay out of sight and be quiet.

• Wait for the “all-clear” message from authorities via the emergency notification system.

Active Shooter Protocol

Should an active shooter situation occur, the colleges Emergency Management Team advises you do the following:

How to Respond

In the event of an active shooter situation, quickly deciding the most appropriate way to respond is the key. Please keep in mind that, when possible, students should follow the lead of employees or directions given by safety and law enforcement.

RUN

If there is an accessible escape path, attempt to evacuate the premises as quickly as possible.

Be sure to:

• Have an escape route and plan in mind
• Evacuate regardless of whether others agree to follow
• Leave your belongings behind
• Help others escape, if possible
• Prevent individuals from entering in an area where the active shooter may be
• Keep your hands visible
• Do not attempt to move wounded people
• Call 911 when you are safe

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find
you. Your hiding place should:

• Be out of the active shooter’s view
• Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
• Not trap you or restrict your options for movement

To prevent an active shooter from entering your place:

• Lock the door
• Blockade the door with heavy furniture

   If the active shooter is nearby:
   • Lock the door
   • Silence your cell phone and/or pager
   • Turn off any source of noise (i.e., radios, televisions)
   • Hide behind large items (i.e., cabinets, desks)
   • Remain quiet

If evacuation and hiding out are not possible:

• Remain calm
• Dial 911, if possible, to alert police to the active shooter’s location
• If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

• Acting as aggressively as possible against him/her
• Throwing items and improvising weapons, such as chairs, books, or fire extinguishers
• Working together in numbers to overcome the shooter
• Yelling

For on Campus Emergencies Call:
Department of Campus Safety & Security, Spellman Hall (available 24hrs a day, 365 days a year):

- Ext. 888 from a Campus phone
- (914) 323-SAFE (7233) from an outside line

**During Business Hours (9 AM – 5 PM) | After business hours**

| Health Center, Spellman Hall: | (914) 323-5245 | Campus Safety |
| Counseling Center, Founders Hall: | (914) 323-5155 | Campus Safety |
| Residence Life, Founders Hall: | (914) 323-5217 | Campus Safety |
| Dean of Students, Founders Hall: | (914) 323-3134 | Campus Safety |

Other Important Phone Numbers
- Vice President of Student Affairs: (914) 323-5235
- Harrison Police Department: (914) 967-5111
- College’s Anonymous Tip Line: (914) 323-3200


The federal law enacted as *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998* (or *Clery Act*) was formerly known as *The Crime Awareness and Campus Security Act of 1990*. The Clery Act, enforced by the United States Department of Education, requires Colleges and universities to:

- publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;

- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities;”

- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;” and

- disclose in a public crime log “any crime that occurred on campus...or within the patrol...
jurisdiction of the campus police or the campus security department and is reported to the
campus police or security department.”

The Manhattanville College Department of Campus Safety & Security is responsible for preparing
and distributing this report, which is a continual process. We make every effort to ensure that the
report is complete and accurate. This process includes the gathering of crime statistics from those
individuals identified as Campus Security Authorities as well as verification that there are no
changes in policies or procedures from previous years with offices such as the Vice President of
Student Affairs, the Dean of Students, and the Director of Residence Life. After collecting crime
statistics from the other resources, the Department reconciles them with its own statistics to ensure
that all offenses have been counted and that no incidents are counted twice. Upon verification of
new or changed procedure and crime statistics, the report is prepared as an online version. Upon
completion of the annual security report, the crime statistics are submitted to the U.S. Department
of Education. We encourage members of the community to use this report as a guide for safe practices on and
off campus. It is available on the Mville.edu site.

Each year each member of the Manhattanville community receives an e-mail that describes the report
and provides its Web address.

**Timely Warning Policy**

“The Clery Act requires you to alert the campus community to certain crimes in a manner that is timely
and will aid in the prevention of similar crimes. Although the Clery Act doesn’t define “timely”,
the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves.
This means that a warning should be issued as soon as pertinent information is available.” (Handbook
for Campus Safety and Security Reporting, 6-12)

**Emergency Management Team**

A college-wide team meets throughout the year to plan for emergencies, conduct tabletop exercises and
continually review safety and security issues. The Emergency Management Team, which is directed
by the Chief Compliance Officer is made up of representatives from the colleges various departments
and sole task is to coordinate and execute action plans should such major emergencies occur that threaten
the health and safety of the college community.
Timely Warning Notices

To help prevent crimes or serious incidents, the Department of Campus Safety & Security, issues Campus Safety Alerts to aid in protecting themselves and the community. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Department of Campus Safety & Security.

In the event that a situation arises, either on or off campus, that in the judgment of the Chief Compliance Officer, Vice President of Student Affairs, and/or Director of Campus Safety, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the College Emergency Notification system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Department of Campus Safety & Security may also post a notice on the www.mville.edu web site, providing the College community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Department of Campus Safety and Security, by phone (914) 323-SAFE (7233) or in person at the main security desk located on the ground floor in Spellman Hall.

Emergency Notifications to the Manhattanville Community

If the Department of Campus Safety & Security confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Department of Campus Safety & Security along with the Manhattanville Community will collaborate with the Chief Compliance Officer and Vice President of Student Affairs to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Manhattanville Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Department of Campus Safety & Security, Chief Compliance Officer and the Vice President of Student Affairs will, without delay and 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 judgment of the first responders, including but not limited to: Department of Campus Safety & Security, Harrison Police Department (HPD), Purchase Fire Department (PFD), Harrison Fire Department (HFD), and Harrison Emergency
Medical Services (HEMS), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the Manhattanville Community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Manhattanville Campus Community. These methods of communication include network emails, emergency text messages that can be sent to a phone or tablet, via RAVE Emergency Notification System. The College will post updates during a critical incident on the Mville.edu website. Individuals can call Manhattanville Department of Campus Safety & Security at 914-323-SAFE (7233) or 914-323-5244 for updates. Registration for RAVE can be found at https://www.getrave.com/login/mville and is encouraged for all members of the Manhattanville Community to register.

**Student/Staff/ Faculty Registration for Emergency Notification**

In the event of an actual emergency the campus community will be notified through RAVE, which utilizes sending messages via phone, voicemail, e-mail, and text message, as well as on the www.mville.edu webpage. In order to receive campus-wide e-mail announcements, students must have a College e-mail account, if you do not have a College e-mail address contact the IT help desk at https://www.mville.edu/all-departments/office-information-technology or at x7230. Instructions for automatic forwarding of e-mail messages from a College account to another account are available from the IT Department. To stop receiving Emergency Notification messages sign onto the website above and deregister. Texting STOP to 67283 or 226787 will also stop Emergency Notification messages.

**Crime and Fire Logs**

In compliance with federal law, the Department of Campus Safety & Security maintains crime and fire logs that provide a list of all crimes and fires that occur on campus that have been reported. The logs are updated daily. The crime and fire logs may be viewed at the Department of Campus Safety & Security Headquarters in Spellman Hall.
Campus Security Authorities

It is the policy of Manhattanville College that the following individuals and organizations within the College are designated as *campus security authorities* in accordance with the guidelines set forth by *The Clery Act*, and subsequent rules. As a *Campus Security Authority* those enumerated individuals who become aware of a crime involving Manhattanville College or a member of our community must report it within five days in accordance with protocols established by the Department of Campus Safety & Security.

- Department of Campus Safety & Security personnel
- Chief Compliance Officer/Title IX Coordinator
- Vice President of Student Affairs
- Office of the Provost
- Dean of Students
- Director of Residence Life
- Associate/Assistant Directors of Residence Life
- Resident Directors of residence halls
- Assistant Resident Directors of residence halls
- Director of Athletics
- Associate/Assistant Directors of Athletics
- Director of Health & Counseling
- Resident Assistants
- Center for Student Involvement & Leadership Staff
- Full advisors of student organizations

The function of a CSA is to report to the college Clery compliance officer and/or Campus Safety those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation. It doesn’t matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a campus security authority receives a report,
he or she must report this to the university Clery compliance officer. CSA reports are used by the institution to compile statistics for Clery Act reporting and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert (i.e., a timely warning or emergency notification).

Pastoral counselors and professional counselors are not considered CSAs under the Clery Act. To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors.

Pastoral counselor- A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional counselor- A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of the counselor’s license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

Reporting a Crime

If you become a victim of and/or witness to a crime, immediately report the incident to the Department of Campus Safety & Security. The sooner a crime is reported, the better the chances are that we will solve the crime, identify the suspect and/or recover any property that may have been taken. To report a crime, call the Department of Campus Safety & Security at x888 or 914-323-SAFE (7233) or the local law enforcement agency. Once an incident has been reported, a Department of Campus Safety & Security Officer will be dispatched to your location to begin the investigation of the crime. The Department of Campus Safety & Security follows up on all reported crimes and violations of institutional policy as needed or requested. This includes confidential (where the reporting parties’ names are known but not released) and anonymous (where the reporting parties’ names are not known) reports. The Department of Campus Safety & Security staff provides assistance and coordinates with local law enforcement, if necessary, and uses video technologies and card access reports in the investigation of cases.

Crimes Involving Student Organizations at Off-Campus Locations
Manhattanville College operates no off-campus housing or off-campus student organization facilities. However, some students live within close proximity to the College. Manhattanville Campus Safety has direct communication with the Harrison Police Department and other local law enforcement to facilitate communication in an emergency situation.

**Confidential Reporting Through Pastoral and Professional Counselors**

Manhattanville College does not have any procedures that encourage pastoral and professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes that they may learn of. This exception is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledges some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

**CARE TEAM**

The CARE (Community Assessment Response and Evaluation) Team is guided by college values of a student-oriented environment and a strong sense of community, the CARE team employs a caring, preventive, early intervention approach with students who exhibit concerning or disruptive behaviors. The multidisciplinary team meets weekly to review and discuss new referrals, ongoing cases and the best course of action to support the student of concern.

**Violence Against Women Act (VAWA)**

In October 2014, the Department of Education published final regulations to modify the regulations implementing the Jeanne Clery Disclosure of Campus Safety Act (Clery Act). The Violence Against Women Act (VAWA) and its proposed regulations require the inclusion of certain definitions in a campus’s Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. Definitions required include: consent; dating violence; domestic violence; sexual assault; and stalking.
These new regulations implement the changes made to the Clery Act by the Violence Against Women Reauthorization Act of 2013 (VAWA). These regulations require institutions to develop and implement new reporting procedures, policy statements and training programs.

**Consent**

Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor’s conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor’s situation would have understood such person’s words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

**Educational and Prevention Programs to Prevent Sexual Misconduct**

The College provides the following educational & preventative programs for students and
employees.

**Incoming students:**

*Mandatory education*

Haven - required to complete Haven; an online platform which educates students on the elements of healthy relationships, the importance of sexual consent, and the role of bystanders in creating safe, healthy communities. Haven is a thoughtful and educational program for college students committed to helping them think about their choices.

**All students:**

*Passive programming*
- Information packets are given to students during orientation which includes contact information as well as other resources.

*Active programming*
- Programing in residence halls, which includes training on topics of recognizing forms of sexual misconduct, reporting any incidents relating to sexual misconduct, and what services are available for those for need victim assistance.
- Residence Aids go through RA training at the beginning of the academic year, where they are given information to pass on and discuss with students what to do and who to reach out to in the events they are a victim or someone they believe is a victim of some type of sexual misconduct.
- The Center of Student Involvement and Leadership offers discussion platforms entitled “Active Minds”. This group organizes discussions on various forms of mental health issues and sexuality. Lifestyle changes are also spoken about, and the Department of Student Involvement provides resources for victims so that anyone can reach out and get the help that they need.

**All employees:**

*Mandatory training*
- All employees must complete the online Sexual Harassment Training within two weeks of initial employment as well as mandatory Title IX Training for all faculty and staff, which discusses issues related to campus sexual violence, College policies and procedures, and workplace sexual harassment

*Additional Training:*
- New Employee Orientation training – class offered when needed; reviews basics of Title IX

**Sexual Harassment & Sexual Misconduct**

Manhattanville College is a community of inquiry committed to promoting the free exchange of ideas and to providing a safe and nondiscriminatory environment for students and employees that recognizes the intrinsic worth and dignity of all individuals.

The College will not tolerate discrimination on the basis of sex or gender by any College employee, student, or third party. Any individual who has been the victim of an act of sexual violence or harassment is urged to make an official report, pursuant to which the College will initiate a prompt, thorough, and impartial investigation. This investigative process is designed to provide a fair and reliable determination as to whether the College’s Non-Discrimination and Harassment and Sexual Misconduct policies have been violated. If so, the College will implement a prompt and effective remedy to end the discrimination, prevent its recurrence and address its effects.

The College’s Non-Discrimination and Harassment and Sexual Misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

**Definitions of Sexual Misconduct**

*Sexual harassment* is a form of gender-based discrimination. It involves unwelcome sexual conduct that:

- Is used as the basis for hiring or other employment decisions, such as promotions, raises or job assignments; or

- Creates an intimidating, hostile or offensive work environment. The harasser can be a supervisor, a co-worker or someone who is not an employee, such as a client or customer.
Harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision. Sexual harassment may be verbal, visual and/or physical, including:

- Sexually offensive remarks or jokes;
- Unwanted touching or groping;
- Coerced sex acts;
- Requests for sexual favors of a sexually suggestive nature (e.g., asking employee to dig coins out of a supervisor’s pants pocket);
- Displaying pornographic images;
- Comments (either complimentary or derogatory) about a person’s gender or sexual preferences;
- Sexual gestures (e.g., pantomiming sex acts). Sexual harassment is prohibited by Title VII of the 1964 federal Civil Rights Act, New York State Human Rights Law and, in some instances, local law (for example, the New York City Administrative Code). The NYS Human Rights Law also protects against harassment based on gender identity or transgender status. Harassment on the basis of actual or perceived sexual orientation is also prohibited by the New York State Orientation Non-Discrimination Act (“SONDA”).

*Nonconsensual sexual contact*- any intentional touching, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without consent and/or by force. Examples of nonconsensual sexual contact include, but are not limited to:

- intentional contact with the breasts, buttocks, groin or genitals;
- intentional touching of another with breasts, buttocks, groin or genitals;
- making another person touch someone or themselves in a sexual manner;
- any intentional bodily contact in a sexual manner. Nonconsensual sexual intercourse includes
any sexual intercourse, however slight, with any object or body part by a person against other person that is without consent and/or by force. Examples of nonconsensual sexual intercourse include, but are not limited to:

• vaginal penetration by a penis, object, tongue or finger;

• anal penetration by a penis, object, tongue or finger;

• oral copulation (mouth to genital contact or genital to mouth contact). Sexual exploitation includes but is not limited to:

• invasion of sexual privacy and voyeurism (in-person or through audio or video recording);

• knowingly transmitting a sexually transmitted infection;

• exposing of a person’s body or genitals;

• prostituting or soliciting another community member.

**Incapacitation** - a state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the “who, what, when, where, why and how” of the sexual interaction.

• Sexual activity with someone who is, or based on circumstances should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.

A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.

• **Force** - use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion that overcomes resistance or produces consent. Coercion is unreasonable pressure for sexual activity. Coercion is the use of emotional manipulation to persuade someone to do something they may not want
to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting sex and is considered sexual misconduct.

**Rape -** Rape is a crime which is a form of criminal sexual assault. Every state has its own definitions of rape. In general, rape is actual or attempted penetration accomplished by threats, coercion, or physical force without consent. It includes nonconsensual vaginal, anal, or oral penetration by penis, finger, or any object. In the following circumstances, actual or attempted penetration is rape, it is impossible for the following to give consent: when it is not consensual; individuals who are under the influence of alcohol or other controlled substances; who are physically helpless (including sleeping); who are under the age of 17; who are mentally incapacitated; and/or who are mentally disabled. Men and women, irrespective of sexual orientation, may be either perpetrators or victims.

**Sexual Assault**

New York State states that the baseline act of subjecting another person to sexual contact without the person's consent constitutes third-degree sexual abuse. Elevation of the offense to a more serious degree depends on the circumstances surrounding the contact, including the victim's age. Thus, a person is guilty of second-degree abuse when or she subjects another person to sexual contact and the latter is incapable of consent by reason of some other factor other than being less than 17 years old, or is less than 14 years old.

A person commits first-degree sexual abuse when he or she subjects another person to sexual contact:

- by "forcible compulsion" - compelling the victim through the use of physical force or the threat of immediate death, physical injury or kidnapping;
- when the other person is incapable of consent by reason of being physically helpless;
- when the other person is less than 11 years old; or
- the other person is less than 13 years old and the defendant is 21 years old or older.

Title IX of the Amendment of 1972 protects people from discrimination based on gender in education programs or activities which receive federal financial assistance. Athletic programs are not the only academic realm governed by Title IX. Title IX applies to all departments, programs and activities, on and off campus, available to students at Manhattanville College in addition to employment. Manhattanville College prohibits and will not tolerate sexual harassment, sexual
violence, domestic violence, stalking and dating violence upon any member of the community.

Title IX states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance".

Each institution must designate at least one employee to evaluate current policy practices, coordinate college wide educational programming and training to ensure an institution's compliance with Title IX, coordinate efforts to effectively and efficiently respond to complaints of sex discrimination, including complaints of sexual harassment, sexual violence, domestic violence, stalking and dating violence and ensure as much as possible that every student has an equal education. If you would like to file a complaint or give notice of a violation of Title IX, please contact one of the following Title IX Coordinators or email TitleIX@mville.edu.

**Reporting of Offenses**

- Any student, employee or other member of the College Community who has experienced or witnessed prohibited conduct under this Policy, including any form of sexual harassment, sexual assault, dating/domestic violence or stalking, is encouraged to make a prompt report to law enforcement and/or to designated officials of the College. Individuals may also report to any College employee not specifically designated as a reporting option. An employee who receives such a report is required to share this information with the Title IX Coordinator to ensure the consistent and proper implementation of available College resources and resolution options.

- The College encourages all Community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct, including direct intervention when safe to do so, enlisting the assistance of friends or persons in authority, contacting law enforcement, and/or reporting the incident to campus officials. Community members who choose to exercise this positive, moral obligation will be supported by the College and protected from retaliation. In general, the College will not seek to hold any student who reports sexual harassment, sexual violence, dating/domestic violence or stalking accountable for conduct which may constitute a violation of
Community Standards, provided that any such violation did or does not place the health or safety of any person at risk. This means, for example, that students reporting sexual misconduct generally will not face disciplinary action due to the personal ingestion of alcohol or other drugs.

- The College recognizes that not every individual is prepared to move forward with a complaint for informal or formal resolution under this Policy. Confidential resources are available for those who are seeking assistance, but do not necessarily wish to make a report to the College. In addition, there are also many off-campus resources.

**Confidential Reporting**

While steps are taken to protect the privacy of all involved, individuals should understand that a report to any College employee listed above will necessarily trigger this Policy’s centralized review process. If an individual would like the details of an incident to be kept confidential, he or she may choose to speak with the following resources:

- On-campus licensed professional counselors and Staff in the Counseling and Wellness Center, located in Spellman Hall, G-11. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours.

The head of the Counseling and Wellness Center is:

Melissa Boston, Psy.D Director of Counseling (914) 323-5155 Melissa.Boston@mville.edu

- On-campus health service providers and Staff in the Health Center, located in Spellman Hall, G-15. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours.

The above on-campus resource centers are staffed by medical and psychological professionals who are bound by state confidentiality laws and will not share a report with other members of the College except in extreme cases of immediate threat or danger, or abuse of a minor.

**Filing a Report**
• A Complainant has the right, and can expect, to have reports taken seriously by the College when notified, and to have these incidents investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma and impartiality.

• Resolution procedures are guided by principles of fairness and respect for all parties. As referenced above, both on-campus and off-campus resources and support are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation and resolution of complaints.

• A Complainant may withdraw a complaint or report from the College at any time, without penalty.

• All proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, the Violence Against Women Act, federal, state and local law, and College policy.

Complainant’s Request Not to Pursue an Investigation

If a Complainant does not wish for his/her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the Complainant may make such a request to the Title IX Coordinator or designee, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. Where the Complainant requests confidentiality and the circumstances allow the College to honor that request, the College may offer interim supports and remedies to the Complainant and the Community, but will not otherwise pursue formal action.

Privacy in Reporting

The College is committed to maintaining the privacy of all parties involved and every effort will be made to protect privacy interests in a manner consistent with the need for a thorough review.
Information provided to non-confidential campus employees will be relayed only as necessary to assist the Title IX Coordinator or designee in the active review, investigation and/or resolution of the complaint. While not bound by confidentiality, the circle of people with this knowledge will be kept as tight as possible to preserve a Complainant’s and Respondent’s rights and privacy.

**Receipt of Notice**

Upon receipt of notice of any allegation of sexual misconduct, the College shall ensure that Complainants are advised of their right to: 1) notify proper law enforcement authorities, including on-campus and local police; 2) be assisted by campus authorities in notifying law enforcement authorities if the Complainant so chooses; and 3) decline to notify such authorities.” 20 U.S.C. §1092 (f)(8)(B)(iii)(III)(aa)-(cc). The College will also inform the Complainant of his/her right to be protected from retaliatory reporting for reporting an incident in good faith, even if the report is not later substantiated. If a Complainant chooses to file a report with the Harrison Police Department or any other applicable law enforcement agency, upon request, the College will assist the Complainant in doing so. Any criminal investigation performed by law enforcement will be separate from the investigation performed by the College. Disciplinary action will normally proceed concurrently with these civil and/or criminal proceedings and will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been dismissed or reduced. The College may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g. to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. This temporary delay should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay. The College will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

**Initial Assessment**

- Following receipt of notice or a report of misconduct, the Title IX Coordinator or designee will immediately appoint an investigator to conduct an initial Title IX assessment. The goal of this
assessment is to determine whether there is reasonable cause to believe the Sexual Misconduct Policy has been violated, and to initiate an integrated and coordinated response. The assessment will consider the nature and circumstances of the allegations, the safety of both the individual and wider campus Community, and the Complainant’s preference for resolution.

- Normally within five business days, at the conclusion of the initial Title IX assessment, the Title IX Coordinator will determine: (1) whether a policy violation may have occurred, and (2) the appropriate manner of resolution, either through an Informal Conflict Resolution process or the initiation of a more Formal Investigation and Proceeding. If the reported misconduct does not appear to violate a policy, then the report does not proceed to a full investigation, and may be referred to the appropriate student, faculty or staff disciplinary process, if appropriate.

- Both the Complainant and Respondent may have a Support Person assist in providing support throughout the investigation and resolution of a complaint. The Support Person may be any individual, including an attorney engaged at the party’s expense, who is not otherwise a party or witness in the investigation. S/he may accompany the Complainant or Respondent to any meeting or related proceeding with an investigator or a College employee. While the Support Person may confer quietly with the Complainant or Respondent to provide advice or support, s/he may not speak or write on the Complainant or Respondent’s behalf or otherwise actively participate in the meeting or proceeding.

- A full investigation will proceed if there is reasonable cause to believe a policy violation may have occurred, evidence of a pattern of misconduct, or a perceived threat of further harm to the Community or any of its members. The College will make every effort to successfully resolve all reports within 60 days. The time allotted for the procedural appeal process is not included in the 60 days.

Interim Measures

- If, in the judgment of the Title IX Coordinator or designee, the safety or wellbeing of any member(s) of the campus Community may be jeopardized by the presence on campus of the accused individual or the ongoing activity of a student organization whose behavior is in question, the Title IX Coordinator or designee may provide interim responsive and/or protective actions. These
measures, which are not intended to be punitive in nature, may include but are not limited to:

- Referral to counseling and health services;
- Referral to the Employee Assistance Program;
- Community education;
- Altering the housing situation of the Respondent (resident student or resident employee) or the Complainant, if desired;
- Altering work arrangements for employees;
- Implementing contact limitations between the parties;
- Interim suspension from the College;
- Offering academic adjustments.

- The College may issue a No Contact Contract to both parties, whereby continued intentional contact by the Respondent with the Complainant would be a violation of College policy subject to additional conduct charges. No Contact Contracts are institutional documents that do not have the legal effect of orders of protection, which are obtained through a court.

- The Title IX Coordinator or designee has sole discretion to implement or stay an interim suspension under the Sexual Misconduct Policy, and to determine its conditions and duration.
  - Both the Complainant and Respondent shall, upon request and consistent with the College’s policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure or accommodation that directly affects him or her, and shall be allowed to submit evidence in support of this request.

**Investigation**

*Pending Civil and/or Criminal Procedures*

- The College’s Title IX process will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the College may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g. to allow for
criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The College will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

**Informal Conflict Resolution Procedure**
- The informal conflict resolution procedure may be considered for less serious inappropriate behaviors. Some incidents can be resolved through mediation or other interventions as long as both parties agree to participate voluntarily. Where the Title IX assessment concludes that informal resolution is appropriate, the College will take corrective action through the imposition of individual and Community remedies. These may include, but are not limited to, referral to counseling and health services, altering housing situations, academic adjustments, educational programming or training, and supported direct confrontation of the Respondent.
- The College will offer mediation for appropriate cases, but will not compel a Complainant to engage in mediation, to directly confront the Respondent, or to participate in any form of voluntary resolution. Mediation, even if voluntary, is not appropriate for any form of sexual assault, dating/domestic violence or stalking.
  - Either party may change his or her mind at any point in time and elect to pursue a formal resolution.
  - If reported misconduct is resolved at this stage, the Title IX Coordinator or designee will inform the Complainant and Respondent of the final determination through the issuance of an Outcome Letter, setting forth the Policy violations and sanctions imposed.

**Formal Procedure**
- If the initial Title IX assessment concludes that more serious disciplinary action may be appropriate and the Complainant wishes to pursue a formal resolution, the College will initiate a formal investigation.
- The formal investigative procedure will typically include interviews with the Complainant and Respondent separately and any identified witnesses. The investigator will also gather any available physical evidence, including, but not limited to, documents, communications between the parties, and other electronic records. The investigator will conduct the investigation in a manner appropriate to the
circumstances of the case with sensitivity and respect, mindful of individual privacy concerns.

- At the conclusion of the investigation, the investigator will prepare a written report that summarizes the information gathered, the areas of agreement and disagreement between the parties, and any supporting information or accounts. This document analyzes relevant facts that will be used in reaching a determination, based upon a preponderance of the evidence standard, of whether the Sexual Misconduct Policy has been violated.

- Before the report is finalized, the investigator will meet separately with the Complainant and Respondent to review the information that will be used in reaching a determination. This review will include, but is not limited to, a review by both parties of the entire investigatory file. Either party may raise concerns about the inclusion of any evidence that s/he believes may be harmful, even if relevant. The Complainant and/or Respondent may also present additional new evidence for consideration within two business days of the meeting after which no additional evidence or documentation can be added. An acknowledgement that the file is the complete record of the matter will be signed by both parties; this acknowledgement precludes the introduction of any new evidence at the formal hearing or appeal should either be requested. The investigator will consider such evidence, if appropriate, and issue a final report determining whether there is sufficient information to find, by a preponderance of the evidence, that a policy violation has occurred.

The parties will be notified of the investigator’s findings by the Title IX Coordinator or designee in an Investigation Outcome Letter. The Title IX Coordinator or designee will, if the respondent is found responsible for a violation, determine the appropriate sanction(s). If either party rejects the decision or sanctions, a formal Hearing will be held, according to the procedures set forth below. If a Hearing is not requested by either party, the sanctions assigned will be implemented (if applicable) and the matter will be considered closed by the College.

**Title IX Hearing Panel**

- For any complaints that are not appropriate for informal conflict resolution or are not resolved following the investigative process, the Title IX Coordinator or designee will initiate a formal Hearing.

- The Title IX Coordinator or designee will select three members from a pool of trained hearing officers to a Title IX Hearing Panel. None of the members will have been previously involved with the investigation. The composition of the Panel will depend, in part, on whether the Respondent is a
Faculty member, Staff, or student. Investigators will be witnesses in the hearing of the complaint and therefore may not serve as Hearing Panel members. If either the Complainant or Respondent is a Faculty member, the Hearing Panel will consist of two Faculty and one Staff member. In all other Hearings, the Panel will consist of two Staff and one Faculty member. The College reserves the right to have its own attorney present during the Hearing.

Notification of Charges
At least one week prior to the Hearing, or as far in advance as is reasonably possible, the Title IX Coordinator or designee will send a letter to the parties with the following information. Once mailed via first-class mail, and/or emailed via College email, and/or received in person, notice will be presumptively delivered. The letter will contain:

- A description of the alleged violation(s) and a description of the applicable procedures.
- The time, date and location of the Hearing and a reminder that attendance is mandatory. If any party does not appear at the scheduled Hearing, the Hearing will be held in their absence. For compelling reasons, the Title IX Coordinator or designee may reschedule the Hearing.

Hearing Procedures

- Hearing procedures and accompanying rights of the Complainant and Respondent are set forth in Appendix C of the Sexual Misconduct Policy.
- Best efforts will be made to complete the entire process (up to the final appeal) in a timely manner within 60 days of the initial report. Extenuating circumstances may arise that require the extension of time frames beyond the 60 days. These circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the Complainant, Respondent or witnesses, the effect of a concurrent criminal investigation, any intervening school break or other unforeseen circumstances.

Notice of Outcome
• The written decision of the Hearing Panel will be communicated to both parties via email, concurrently. This letter will be sent within five business days after the Hearing has concluded, barring any exigent circumstances that may cause reasonable delay. The final outcome letter will include: the finding as to whether there has been a policy violation, the rationale for the result, and a brief summary of the evidence on which the decision is based. The notice will also include the sanction and rationale for the sanction. Both parties will be informed of their right to appeal on procedural grounds.

Sanctions

• If a finding of responsibility is made, the Hearing Panel will consider, as part of its deliberations, whether sanctions will: (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the Complainant and the College Community. In determining appropriate sanctions, the Panel may consider any record of past violations, as well as the nature and severity of such past violations. Any sanction imposed will be explained or supported in the written report.

• Student sanctions may include, but are not limited to:

  Written Warning: An official warning that is recorded in a student’s conduct record notifying the student that he/she has violated the College’s Sexual Misconduct Policy. Any further violations will lead to a more serious sanction.

  Restrictions from Activities or Privileges: Students may be restricted from active status or participation in any and all organized College activities other than required academic endeavors for a designated period of time not to exceed two full semesters/32 weeks of enrollment. Visitation and guest privileges in the residence halls or elsewhere on campus may also be revoked. The right to maintain a vehicle on campus may also be revoked.

  No Contact Contract: A formal directive issued by the College. Requires signatures of both parties in any interpersonal conflict to have no direct or indirect interaction. A No Contact Contract remains in effect until it is officially removed in writing by the College. A violation of a No Contact Contract should be reported to either Campus Safety, the Office of Residence Life, Dean of Students or Human Resources. A violation of a No Contact Contract is subject to disciplinary action. Under this Policy, a No Contact Contract may also be instituted as a non-punitive interim remedy.

  Mandatory Counseling: In some instances students may be mandated to visit the Counseling and
Wellness Center for evaluation. Students mandated to undergo counseling will be given a deadline by which they must have made an appointment to be seen. If, based on the original evaluation, the Counseling and Wellness Center recommends additional sessions the student is required to continue counseling until the Counseling and Wellness Center recommends residence halls or dismissal from the College.

**Disciplinary Probation:** Disciplinary probation is an official documentation that is recorded in the student's conduct record, compelling the student to exhibit good conduct during the probationary period. There is a range of sanctions (up to and including residence hall suspension) that may accompany disciplinary probation at the discretion of the Title IX Coordinator. The Title IX Coordinator may also direct the student to be professionally evaluated for any negative behavioral patterns suggested by the particular offense he/she committed. Terms of disciplinary probation shall be for a designated period.

**Residence Hall Reassignment:** This sanction will be recommended in situations where the College feels the individual needs a change of environment in order to conform to acceptable group living standards. Students receiving this sanction must relocate within 24 hours after the Title IX Coordinator makes the decision, unless an extension is granted. Under this Policy, a Residence Hall Reassignment may also be instituted as a non-punitive interim remedy.

**Residence Hall Suspension:** A student is required to move out of the residence halls without refund of room fees. Students receiving this sanction must move out within 48 hours after the Title IX Coordinator meets with the student, unless the Title IX Coordinator grants an extension or requires the student to vacate his/her room immediately. The Title IX Coordinator will decide the term of a student's ineligibility to live in a residence hall.

**Deferred Suspension:** Deferred separation from the College for a period of review during which the student must demonstrate an ability to comply with college rules, regulations, and all other stipulated requirements. If, during the period of the deferred suspension, the student is again found responsible for violating any college rule or regulation or an order from a College official, the student will be immediately suspended from the College.

**Suspension:** Separation from the College for a designated time period. Typically the suspension period is 2 semesters. A suspended student will be ineligible to graduate until the term of suspension has been served.
Expulsion/Dismissal: The Title IX Coordinator may decide that a student’s enrollment be canceled and the student be permanently separated from the College. A student who is dismissed will be ineligible to return or graduate from Manhattanville College.

Employee sanctions may include, but are not limited to:

Progressive Discipline process: As outlined in the Employee Handbook, depending on the seriousness of the offense or misconduct, corrective action may include: verbal warning (with a note to file of the meeting(s)); written reprimand; last chance warning; and termination.

Issuance of an acceptable apology and commitment to cease and desist.

Mandatory Counseling: In some instances, the employee may be mandated to follow through with an administrative referral to our Employee Assistance Program for evaluation and/or counseling.

No Contact Contract: A formal directive issued by the College. Requires signatures of both parties in any interpersonal conflict to have no direct or indirect interaction. A No Contact Contract remains in effect until it is officially removed in writing by the College. A violation of a No Contact Contract should be reported to either Campus Safety, the Office of Residence Life, Dean of Students or Human Resources. A violation of a No Contact Contract is subject to disciplinary action. Under this Policy, a No Contact Contract may also be instituted as a non-punitive interim remedy.

Alternate Work Station: Change of work location.

Restrictions from activities or privileges: i.e. removal of Chair position.

Suspension with or without pay/Termination: In the event of a serious infraction, a fast-track approach may be taken that could include suspension without pay or immediate termination. Typically, the suspension would range from 3 days to 2 weeks.

Prohibition on Retaliation

Retaliation is strictly prohibited and may result in sanctions up to and including dismissal. Prohibited conduct includes any verbal or physical behavior or actions (including digital communications such as texting, or social media posts) that could be construed as retaliation for:

- An individual’s good faith disclosure or report about another person behavior to a college
official or department

- An individual’s participation in an informal or formal adjudication of the disclosed or reported behavior. Retaliation against the peer group, family, or associates of a reporter is also prohibited, regardless of whether or not those individuals have participated in an adjudicative process.

**Off Campus Resources**

Individuals may also elect to contact off-campus support services and resources. The following organizations can provide crisis intervention services, counseling, medical attention and assistance in interfacing with the criminal justice system:

- Crisis/Suicide Hotline: 1-800-273-8255
- Domestic Violence Hotline: 1-800-942-6906
- GLBTQ - Domestic Violence Support 1-800-832-1901 or GLBTQ - Sexual Assault Support 1-617-779-2127
- Harrison Police Department: 1-914-967-5111
- Loft Lesbian & Gay Community Service Center 1-914-948-2932
  - Loft Helpline 1-914-948-4922 ext. 14
  - My Sister's Place: 1-914-683-1333
- National Organization on male Sexual Victimization/Male Survivor: www.malesurvivor.org
- New York City Gay and Lesbian Anti-Violence Project Hotline 1-212-714-1141
- Planned Parenthood: 1-914-761-6566
  - Rape Crisis Hotline 24/7: 1-845-452-7272
- Title IX Official Website: www.notalone.gov
- Victims Assistance Services: 1-914-345-9111

*Notice of the Title IX Coordinator*
The Title IX Coordinator is formally designated to coordinate the College’s compliance efforts regarding reports of sexual misconduct and discrimination by members of the College Community. The Coordinator will oversee the review, investigation and resolution of all reports under this Policy.

Individuals may also choose to report incidents of prohibited conduct to College employees not specifically designated above. The following is a list of Responsible Employees who are trained to receive reports or complaints of sexual misconduct:

- President
- Senior Officers (Vice Presidents and Upper level administrators)
- Campus Safety and Security
- Human Resources Administrators
- Other Deans, Associate Deans, Directors and Administrators with supervisory responsibilities
- Academic Department Chairs and Program Directors
- Coaches including Assistant ADs and Assistant Coaches
- Faculty
- Staff
- Faculty/Staff advisors to student clubs/organizations
- Student Affairs professionals
Residential Life Paraprofessional (Resident Assistants) and Professional Staff

All Responsible Employees are required to report incidents to the College's Title IX Coordinator or designee who will determine the most appropriate course of action to ensure a prompt and equitable response. This legal obligation is based on the Title IX requirement that the College take immediate and corrective action if an employee knows or, in the exercise of reasonable care, should have known about sexual or gender-based harassment or violence.

Pursuant to this Policy, failure to report allegations of sexual misconduct may result in disciplinary action up to and including termination and/or dismissal from the College.

**Missing Student Policy**

The Higher Education Opportunity Act (“HEOA”) requires Colleges with housing to establish a policy and procedures regarding the reporting, investigation, and required emergency notification when a Residential Student is deemed to be missing. The College is respectful of student’s privacy when trying to determine how to address each case, but every report must be taken seriously. If a student is reported to be missing, whether it is extensive absences from class or failure to show up for commitments (athletic teams, clubs and organizations etc.), there is a reason to be concerned for the student’s wellbeing.

**Contact Information for Residential Students**

1. During each semester check-in, each student will complete an Emergency Contact form.
2. Students will identify one or two people over 18 years old to be contacted. If the student is under 18 years old and not emancipated, the College will notify a parent or guardian.
3. Residential students will provide the contact information to the Office of Residence Life.
4. It is the responsibility of the Office of Residence Life to ensure there is a fully completed form for each residential student. In the event the student does not identify a person to contact, the College will use the contact information provided in Colleague.
Contact Information for Commuter Students

1. During each semester check-in, each student will complete an Emergency Contact form.
2. Students will identify one or two people over 18 years old to be contacted. If the student is under 18 years old and not emancipated, the College will notify a parent or guardian.
3. Commuter students will provide the contact information to Commuter Services.
4. It is the responsibility of the Office of Residence Life to ensure there is a fully completed form for each residential student. In the event the student does not identify a person to contact, the College will use the contact information provided in Colleague.

Reporting and Investigating Missing Student

Any student or employee of Manhattanville College who receives information that a student is missing should immediately report the information to Campus Safety or the Office of Residence Life. Upon notification of the potentially Missing Student, Campus Safety will begin the investigation. The initial efforts to contact the student by Campus Safety or the Director of Residence Life may involve, but are not limited to, the following:

1. Attempt to contact the reported Missing Student via telephone,
2. Go to the Missing Student’s room to perform a health and safety inspection to look for personal property (wallet, keys, cell phone, clothes, etc.) which might provide clues,
3. Check to see if the Missing Student has a registered car,
4. Check to see Missing Student’s card swipe usage, and
5. Contact roommate(s), friends, or person(s) designated on the form to gain information on the Missing Student’s whereabouts and/or wellness and also to confirm initial contact information is correct.
6. If Missing Student is a Commuter Student, local police will be contacted to further investigate.

Communication

Upon determination that the student is actually missing, then the following will occur:
1. The Director of Residence Life or the Dean of Students will communicate with the Missing Student’s emergency contact.
2. The Director of Campus Safety will contact and request assistance from law enforcement officials to investigate further.

Notifying Parents:
For undergraduates, the Conduct Officer may notify parents or guardians via letter, phone call, or email depending on the severity of the violation. If a deferred suspension, suspension or dismissal is the given sanction, parents or guardians will be notified prior to the Appeals Process. Under certain circumstances, an Office of Residence Life staff member will notify a student’s Emergency Contact in the event a student is transported to the hospital.

Drug-Free Schools and Campuses Act
The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Manhattanville College to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of its activities.

The Drug-Free Schools and Campuses Regulations requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an IHE must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Drug-Free Schools and Campuses Regulations may cause an institution to forfeit eligibility for federal funding.

The College acknowledges its obligation to conduct a biennial review of compliance with the Drug Free Schools and Communities Act, and authorized an administrative review to be conducted to determine if the College fulfills the requirements of these Federal regulations.

Overview of Campus Community Strategies
The College uses a four part framework to address alcohol and drugs use by implementing the
following strategies: Policy, Enforcement, Education and Intervention. Below each strategy is described in this document.

**POLICY**

The College’s policy on alcohol and drugs is implemented across the College community. Most commonly the policy is articulated in the Student Handbook/Code of Conduct, Employee Handbook, and the Student Athlete Handbook. The Dean of Student’s office and the Office of Residence Life oversees the student disciplinary actions; and Human Resources oversee the employees’ disciplinary actions.

*Student Alcohol Use Policy:* The College neither condones nor allows the use of alcohol. All individuals are expected to observe the applicable local, state and federal laws.

For certain College-sponsored events, alcohol may be served only to those persons of legal drinking age who are able to verify their name and age with a state issued identification. Written permission from the Dean of Students must be obtained prior to a student event for alcohol to be served. If permitted, student event must use our food services, Chartwells that obtains the required alcohol permits.

*Student Drug Use Policy:* The unlawful possession, use, sale, or distribution of illegal drugs or controlled substances is prohibited within the residence halls, on campus grounds or at College-sponsored events. Drug paraphernalia is not permitted within the residence halls, on campus grounds or at College-sponsored events.

*Student Athlete Alcohol and Drug and Policies:*

*Alcohol Policy:* The Manhattanville College Department of Athletics does not promote or condone the use of alcohol by student-athletes. The use of alcohol is not permitted at any athletic-related function, on day or overnight trips, or on any team travel vehicles. Student-athletes caught abusing alcohol in any manner may be disciplined by the head coach and/or Director of Athletics and also the Dean of Students.

*Drug Policy:* At no time is the use of recreational or performance-enhancing drugs permissible. Any student-athlete found using or abusing drugs will be subject to disciplinary actions set forth by the Manhattanville College Department of Athletics and the Manhattanville College Code of Conduct, in
addition to the penalties imposed by the NCAA Drug Testing Program.

**Employee Drug-Free Workplace Policy:**
Manhattanville, as an employer and a College, strives to prevent the unlawful possession, use, manufacture, or distribution of illegal drugs and alcohol by employees. Manufacturing, distributing, dispensing, possessing or being under the influence of any illegal drug while on College premises is prohibited. This includes drug paraphernalia in addition to the drug in question. These activities constitute serious violations of College policy.

**ENFORCEMENT**
The College seeks to uphold the College’s alcohol and drug-related policies and will impose disciplinary sanctions against those students and/or employees who violate the policies and laws consistent with local, state and federal laws. Enforcement of the College’s Student Alcohol and Drug policy is documented and investigated by the Office of Residence Life, Campus Safety and the Dean of Students office. Human Resources investigate any incident or accusation regarding College employees. As part of the disciplinary process for students or employees, the College may request counseling and/or completion of a rehabilitation program.

*Students:* Sanctions for students include warnings, letter home to parents (regardless of age), written assignments, disciplinary probation, assessment tools (E-checkup to Go and The Audit), and mandated counseling sessions. The College also has a Medical Amnesty/Good Samaritan Policy that is intended to address possible barriers to students taking responsible action on behalf of their own safety and that of others, and to encourage students to call for assistance in high-risk situations. The College maintains a progressive sanctioning protocol and imposing sanctions that will help the student to develop within the process.

*Employees:* Sanctions for employees include 1st offense, verbal warning, 2nd offense, written warning and a referral to Employee Assistance Program (EAP) 3rd or final offence, termination. Employees may self-refer or have a Human Resource’s referral to the EAP for assistance dealing with the use of alcohol and/or controlled substance. Human Resources will follow-up with employee to make sure corrective actions are being taken.

**EDUCATION**
The College acknowledges the diverse needs of its community learners. Our approach is to provide optional and mandatory educational and training programs to the campus community.

**INTERVENTION**

*Resources & Support Services*

The College disseminates resource and intervention referrals regarding the use of alcohol and other drugs to our student body and employees.

1. Student Handbook/Code of Conduct reviews the policies related to drugs and alcohol use and the sanctions imposed for failure to comply.

2. Student Athlete Handbook and policies related to drug and alcohol use and the sanctions imposed for failure to comply.

3. Human Resource policies and actions for possible infractions related to drug and alcohol use by College employees and the sanctions imposed for failure to comply. Services are coordinated through the Employee Assistance Program (EAP).

4. The Counseling Center and Wellness Center utilizes several assessment instruments for alcohol and drug usage.

- E-checkup to Go is a confidential alcohol and marijuana online assessment tool. It can take up to 30 minutes to complete the program. The assessment provides personalized and confidential feedback to the student. The student can utilize the information within the assessment by bringing a copy of the completed assessment and meeting with a clinician in the Counseling and Wellness Center or review the assessment by looking at the patterns and problems associated with the student drinking and/or marijuana usage.

- Students complete *The Audit* as part of the student’s intake packet prior to the first counseling session. The Audit is an alcohol screening assessment which helps to identify both patterns of drinking and problematic drinking.

- A Substance Use/Abuse Screening instrument which the student completes based in part from the clinical interview with the clinician.
5. The federally mandated policy about alcohol and other drugs is distributed annually to each employee and student as follows:

- The employee Alcohol and Drug-Free Campus and Workplace Policy is distributed regularly to all current new employees during orientation.

- The student Alcohol and Other Drug Policy is distributed during August Orientation and emailed annually within the Student Handbook/Code of Conduct.

- Information is available to employees and students in general public area such as the Commuter Lounge, Counseling & Wellness Center, Health Center and Campus Safety. Student information can also be found on the Dean of Students webpage. Faculty information is online through the Human Resource webpage and is distributed annually.

- 2 R.N.s lead the Healthy Student 101 for incoming freshman whom is inclusive of all information from what safety items to have in the dorms to safe sex and illicit items. Q & A and information sessions are held annually.

- The Health Center is an active participant with the JED Foundation’s local education sessions and e-mail updates. This is a program that provides recent information about mental health illnesses that is often caused by and exacerbated by use of illicit drugs and alcohol.

  - Along with the Wellness & Counseling Office who participate in educations sessions led by Renfrew.

  - Have direct contact as needed with both St. Vincent’s Hospital and Columbia Presbyterian Hospital in Westchester County. Both have units as well as out-patient programs for individuals involved in drug and alcohol abuse.

  - Participate in CEU’s annually as part of licensing, between 15-30 credits of continuing education for alcohol and drug abuse, along with 33 annual credits regarding all medications and drugs.

  - Actively participate in the annual Department of Health meetings in Tarrytown N.Y. regarding College Health issues.

  - All office staff are members who receive bi-monthly updates from ACHA (American College Health Association) regarding all college issues.
The office has interactive tools such as drunk goggles and a simulated driving test with remote controlled cars for students to experience changes in perception with alcohol consumption.

Students are assessed individually in the health center and education is provided when it is known the students are having a problem.

Pamphlets are available in the waiting area re: Drugs and Alcohol, (currently waiting on new editions).

Follow up on any student hospitalized or reported by College officials as having a possible issue with alcohol and drugs.

6. Alcohol and Other Drug Policy documents distributed to all faculty, staff and students

**Bystander Intervention:** Members of the college community who are aware of an incident involving alcohol or other drug abuse, unsafe situations involving alcohol and/or drugs and students who are in need of medical assistance due to alcohol and/or drugs are encouraged to speak to a college staff member to request assistance. Although policy violations cannot be overlooked, the college will consider the positive impact of reporting an incident when determining the appropriate response for policy violations.

**Registered Sex Offender Policy**

Under the provisions of the *Family Educational Rights and Privacy Act*, as amended by the *Campus Sex Crimes Prevention Act*, and the *New York State Sex Offender Registration Act*, Manhattanville College will disclose information concerning Registered Sex Offenders. The purpose of this reporting is to ensure that members of the campus community have information available concerning the presence of Registered Sex Offenders. Any person who is required to register as a Sex Offender in New York shall provide notice as required under state law. The state is required to report such information concerning Registered Sex Offender’s enrollment or employment and to make this information available promptly to the Department of Campus Safety & Security.

Registered Sex Offenders are not barred from employment or enrollment with College. Any
limitations and restrictions on employment must be both reasonable, job related, and directly related to areas of potential risk. Upon receipt of notification that an employee or student is a Registered Sex Offender, Director, Campus Safety, will notify the Director, Human Resources, if the Registered Sex Offender is an employee or notify Dean of Students if the Registered Sex Offender is a student. Self-Reporting Requirements: 1) All Registered Sex Offenders are required to self-report their status to Campus Safety upon employment or enrollment. 2) If student/employee is designated as Registered Sex Offender after employment or enrollment, the self-reporting must occur within one (1) Business Day of the designation. Prohibitions: 3) Registered Sex Offenders are prohibited from working in or being upon the premises without authority of any area of the College that is designated to provide service/care to children. This prohibition includes locations and/or events that are designated at the discretion of College administration. 4) Supervisors of Registered Sex Offenders should not assign the employee to an area from which they are prohibited if other employees are available to complete the assignment. If the assignment of the Registered Sex Offender is essential, their immediate supervisor must escort them for the entire time that they are working in the prohibited location.

Information is also available at New York State Division of Criminal Justice Services, Office of Sex Offender Management:

http://criminaljustice.state.ny.us/nsor/

New York State Division of Criminal Justice Services Sex Offender Registry
4 Tower Place
Albany, New York 12203
(518) 457-3167; (800) 262-3257; e-mail: infodcjs@dcjs.state.ny.us

Student Conduct Process
The educational purposes of Manhattanville College include the preparation of men and women for discerning and responsible citizenship in a diverse and global world. Members of the College must be able to come together in trust, the pursuit of academic excellence and respect for one another’s integrity in a just community. Each member of the community must respect the rights of
others and observe the rules of decent living. All community members must keep the ideal of a just community in the forefront of their minds while making decisions. The Code of Conduct that follows is constructed on the above tenets. The College encourages its students to govern their own social and intellectual community through the procedures outlined below. By encouraging individuals to govern their community, the College does not absolve the individual from accepting responsibility for his/her own behavior. The College adheres to its mission statement to educate ethically and socially responsible leaders for the global world. The College reaffirms its tenet that its community must be respectful of all differences including creeds, races, ethnic backgrounds, sexual orientations and genders. To that end, all student clubs and organizations are open to any student. The College does affirm the idea of student freedom with the acceptance of full responsibility for individual action and the consequence of such action.

The College cannot and will not permit destructive or antisocial behavior. Therefore, it reserves the right to intercede and require the immediate suspension or withdrawal of a student where that behavior is perceived to constitute a threat to or violate the rights of members of the community or the individual student. Disciplinary authority is vested in the Dean of Students. In addition, the President and the Vice President for Student Affairs or their designee can, in the exercise of discretion, immediately dismiss, suspend or discipline a student for serious misconduct.

**Work-Place Violence and Intimidation**

Manhattanville College is committed to providing a safe, violence free educational and work environment and will not tolerate any form of violence by its employees including verbal or physical threats, intimidation and/or harassment. Prohibited contact includes but is not limited to:

1) Any act which results in a physical assault.

2) A communicated or suggested intent to harm another, endanger the safety of another person, destruction or defacing of College property, or the intent to intimidate another.

3) Behavior or actions that convey the potential for violence or a dangerous lack of self-control (i.e. throwing objects, waving fists, shouting, etc.)

4) Failure to report incidents of workplace violence or to cooperate in the investigation of such
incidents or reports.

5) Employees and visitors are further prohibited from bringing to the facility or on the facility premises, including facility parking lots any firearms, weapons or objects whose purpose is violent or threatening. Employees should raise any safety concerns with their immediate supervisor or Vice President and should report any potential threat to themselves or others as soon as possible. This includes a potentially violent non-work related situation that could result in violence. In the case of an emergency situation on campus employees should immediately contact the Department of Campus Safety & Security at 914-323-7233 (SAFE). Additionally, if an employee needs to file or has filed a restraining order, that employee must notify the Director of Human Resources at (914) 323-5270 immediately. The College will immediately investigate any reports of violence or potential violence and will take prompt action to protect the well-being of all employees, students and visitors. The College will also guard against any retribution or adverse treatment of employees who report incidents, raise concerns or participate in an ongoing investigation. If evidence exists to support the finding that the offender is an employee, immediate disciplinary action will be taken up to and including immediate termination.

**Crime Prevention**

Property thefts and vandalism are a continuing problem on College campuses, and one which will not be easily solved. But you can help by becoming aware of crime prevention and security measures.

The following suggestions are offered to help protect yourself and your property:

- Never leave purses, keys, ID cards, cell phones, laptops, backpacks or other personal property unattended in offices, dining areas, classrooms or the library.
- If you misplace your ID Card, please visit the Campus Safety Headquarters in Spellman Hall immediately.
- Lock your room, suite, apartment, or office door even if you "just step out for a minute." Contact The Office of Residence Life or the Department of Campus Safety & Security if your door lock is not working.
• Do not leave money or valuables exposed in your living quarters; place them out of sight and under special lock protection.
• Do not prop doors open.
• Do not let strangers into your living area.
• Do not leave your car unlocked, unattended or with a key in it.
• Don't leave valuables, purses, or money in plain view in parked vehicles.
• Report any suspicious persons or activity, unusual behavior, threatening incident, or criminal activity in or around campus buildings immediately to Campus Safety at ext. 888 or (914) 323-SAFE.
• Do not walk alone at night. Go in pairs or a group and try to remain in well-lit areas. Stay away from isolated areas.
• Know the locations of exterior Emergency Blue Light Call Boxes and Yellow Emergency Call Box Phones.
• Install anti-theft software on laptop computers, and keep a record with make, model and serial number.

Campus Safety Seminars

The Director and Deputy Directors of Campus Safety & Security are available to speak to any concerned individuals or groups at any time. Meetings are often scheduled through the Offices of Residence Life and Student Activities early in the academic year to help create campus safety awareness and answer questions.

Periodically throughout the academic year, the Department will hold classes for Manhattanville community members. These include Fire Safety and CPR/AED & 1st Aid. These classes are taught by officers carrying all necessary instructor certifications. Classes are open to all community members and are free of charge (with the exception of any fees required by outside agencies providing attendance certification).

Fire Safety

Definitions:

Fire: any instance of open flame or other burning in a place not intended to contain the burning or
in an uncontrolled manner.

**Arson:** Any willful or malicious burning to attempt to burn—with or without intent to defraud—a dwelling house, public building, motor vehicle or aircraft, or personal property of another. Any fire that is determined to be arson must be reported both as a fire statistic and as a crime statistic.

**On-Campus Student Housing Facility:** any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Fire Alarms**

Smoke detectors, heat detectors, carbon monoxide detectors and fire extinguishers have been strategically placed in all facilities on campus to protect life and property. All of the residence halls have complete sprinkler system coverage and have a state-of-the-art addressable fire alarm system. This system is monitored 24 hours a day by the Department of Campus Safety & Security. Campus Safety officers are dispatched and respond immediately to any alarm situation.

In compliance with New York State regulations, the Department of Campus Safety & Security and the Office of Residence Life conduct two fire drills in each of the residence halls and alternative housing every semester. The fire drills require the complete evacuation of each residence hall. Every student is responsible for knowing procedures of evacuation of the building. Failure to evacuate will result in disciplinary action. Students must take the lead in being aware of fire prevention and precautions that must be taken to prevent fires on campus. New York State law prohibits smoking inside buildings.

**Fire Safety & Prevention**

The Department of Campus Safety & Security works closely with the Harrison and Purchase Fire departments. The Department also collaborates closely with the Town of Harrison’s Fire Inspector. The Department of Campus Safety & Security’s goal is to educate the Manhattanville Community about fire and life safety, to prevent fire emergencies and to reduce alarms, and there are periodic drills throughout the year.
Failure to evacuate while a fire alarm is sounding in any building will result in disciplinary action and or monetary fines. Each student is responsible for knowing evacuation procedures of the building. Students must take the lead in being aware of fire prevention and precautions on campus.

The College reminds its members that malicious acts involving fire equipment or fire alarms will not be tolerated and will result in the expulsion of students. Such acts include, but are not limited to, intentionally discharging a fire extinguisher, spraying a substance known to activate the building fire alarm system near a fire/smoke detector, or activating a building fire alarm system via pull station. The College reserves the right to report instances to the proper law enforcement authorities.

The College has an obligation to uphold public law and warns its members that any malicious act involving fire equipment or fire alarms will result in disciplinary action by the College, including expulsion, and is punishable by state law under Section 240.55 of the New York State Penal Law, FALSELY REPORTING AN INCIDENT in the second degree, a class A Misdemeanor.

Further, should anyone become injured or killed as a direct result of such a malicious act, the offense is punishable under section 240.60 of the New York State Penal Law, FALSELY REPORTING AN INCIDENT in the first degree, a class E Felony.

In Case of Fire:

- Remain calm and think.
- Feel the entire door for heat. BE CAREFUL TOUCHING DOOR KNOBS. THEY CAN CONDUCT THE MOST HEAT. If door is hot or if there is excessive smoke in the hallway, remain in your Room. See section below.
- Move in an orderly and rapid manner in a single file line along the wall upon which the exit is located.
- DO NOT attempt to extinguish the fire.
- If smoke is present, wrap a wet cloth or towel over your nose and mouth.
- Remain close to the floor.
- NEVER use the elevator when there is a suspected fire in the building.
- If in residence halls, go to determined assembly area for roll call by Resident Advisor.
- If in any other building on campus, please use the nearest exit, assemble in a safe location and wait for further instructions.
If you cannot leave the Room:

- Open windows if there is smoke coming in from the hallways; if there is no smoke, leave windows closed to prevent outside smoke from being drawn into the room.

- Seal cracks around the door with towels (damp, if possible).

- If you are trapped, attract attention by hanging an object from the window- the brighter the color, the better. If outside smoke is drawn in, close the window leaving the objects hanging.

- If smoke is severe, place a wet cloth over your nostrils and REMEMBER, the floor is usually clear of smoke.

- If possible and safe to do so, have water readily available in a nearby sink and/or bath tub

- Report the emergency by dialing the Department of Campus Safety & Security at 914-323-5244 or 914-323-7233 (SAFE)

- Fire safety is an issue of which the entire community should be aware. Violations of fire safety procedures or misuse of fire safety equipment will be dealt with seriously and may result in the removal of the violator from the residence halls and/or the College community.

- Parking in Fire Lanes also presents a fire safety threat to the community and should be avoided at all costs. Violators will be fined and/or towed.

Fire Statistics

In accordance with the Higher Education Opportunities Act of 2008, Manhattanville College is providing mandatory fire safety information as part of this Annual Report. (Detailed fire data for all on-campus student housing facilities can be found at the end of this report.) All reports of fires and fire alarms are maintained in a database within the Department of Campus Safety & Security. Data collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities.
Every College student residence hall has:

- An interior fire alarm system with detection throughout the building, including detectors in every sleeping room;
- Yearly testing of fire detection, suppression, and notification equipment (all test records are maintained within the Manhattanville College Maintenance Department);
- An interior fire alarm panel which triggers a full first alarm response from the Department of Campus Safety & Security and the Purchase Fire Department to the building upon activation; and
- Automatic wet sprinklers in all public corridor and rooms.
- Complete building-specific fire suppression and detection information is available within the Maintenance Department developed for each building. Please see campus map and Student Housing Fire Detection and Suppression Systems Calendar below for a list of all student residence halls, their fire suppression and detection systems, and fire drills conducted.

Fire Safety Education and Training Programs Provided to Students and Employees

Fire safety education and training programs are taught by the Department of Campus Safety and Security who are experienced in fire safety matters. If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. The students are to remain in that location so that the Department of Residence Life has documented that the student has left the building. Occupants are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

The information provided during the fire safety programs is also available online at any time at www.mville.edu. In addition to this, fire drills are also conducted for all administration, academic, and athletic buildings. These drills are conducted in coordination with the Department of Campus Safety, as well as Facilities.

Procedures for Student Housing Evacuation in the Case of a Fire

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave.
Once safely outside a building, it is appropriate to contact 911 and the Department of Campus Safety and Security. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, College policy is that all occupants must exit the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

**Fire Response Dos and Don’ts**

- **DO** treat every alarm as an emergency. If an alarm sounds, exit the building immediately.
- **DON’T** assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.
  - **DO** remain in your room if you cannot get out of the building because of heat or smoke. Call the Department of Campus Safety right away. Keep the door closed and await assistance from the Department of Campus Safety or the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window—the Fire Department will be looking for this sign.
  - **DO** close the door behind you if it is safe to leave your room.
  - **DON’T** waste time collecting personal valuables. Take your keys so that you can reenter your room if exit from the building is not possible.
  - **DON’T** use an elevator during a fire emergency: always use the fire stairs.
  - **DO** make your presence known to other occupants and to Department of Campus Safety & Security by telephone 914-323-7233 (SAFE) if you are injured or disabled. Emergency staff members will assist you in leaving the building.
Description of Student Housing Fire Detection and Suppression Systems
Calendar Year 2018:

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<th>BUILDING FIRE</th>
<th>ROOM DETECTION</th>
<th>DEPT OF CAMPUS SAFETY &amp; SECURITY - HQS MONITORING</th>
<th>SPRINKLER</th>
<th>STANDPIPE</th>
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Manhattanville Fire Statistics Calendar Year 2018:

The following information pertaining to specific fire categories and geographic areas is reported annually to the United States Department of Education in compliance with *The Clery Act*:

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<th>RESIDENTIAL BUILDING</th>
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<th>TIME</th>
<th>CAUSE</th>
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<th>NO. OF DEATHS RELATED TO FIRE</th>
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*Clery Act Statistics*

The crimes listed below are mandated by the *Clery Act* to be reported and distributed annually on October 1 through the department's annual report to all
current students, faculty and staff. The statistics gathered for this report include all reported crimes in these categories to the police department, incidents that occurred on public property surrounding the campus, and incidents not reported to the police that may have been reported confidentially to a Campus Security Authority.

The report also contains statistics for arrests and referrals to the campus judicial process for liquor law violations, drug abuse violations and weapon law violations.

Federal law also requires that all hate crime in the mandated categories be reported. Those crimes are further categorized by the nature of the bias, i.e. race, gender, religion, sexual orientation, ethnicity and disability.

Definitions of reportable crimes

Criminal homicide

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

- **Negligent manslaughter**: The killing of another person through gross negligence.

Sex offenses

- **Rape**: Rape is a crime which is a form of criminal sexual assault. Every state has its own definitions of rape. In general, rape is actual or attempted penetration accomplished by threats, coercion, or physical force without consent. It includes nonconsensual vaginal, anal, or oral penetration by penis, finger, or any object. In the following circumstances, actual or attempted penetration is rape, it is impossible for the following to give consent: when it is not consensual; individuals who are under the influence of alcohol or other controlled substances; who are physically helpless (including sleeping); who are under the age of 17; who are mentally incapacitated; and/or who are mentally disabled. Men and women, irrespective of sexual orientation, may be either perpetrators or victims.

- **Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his
or her temporary or permanent mental or physical incapacity.

• **Incest.** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

• **Statutory rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, which also includes poisoning by any type of date rape drug(s). This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

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

**Motor vehicle theft:** the theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

**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.

**Other offenses**

• **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 public conveyance; and all attempts to commit any
of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

• **Drug abuse violations.** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbituates, Benzedrine).

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

**VAWA Crimes**

• **Domestic Violence:** An act which would constitutes a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person’s child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person’s child is a victim of the act.

• **Dating violence.** Dating violence is violence that occurs between people who know each other: boyfriends and girlfriends or same sex partners whether or not they live together. The violence may be physical, emotional and/or sexual. It may include threats, enforced social isolation and/or humiliation, intimidation, harassment, emotional mistreatment or abuse, financial control, forced sex or making threats with regard to family, friends, and/or children. Some of the common terms used to describe relationship violence are courtship violence, battering, intimate partner violence, and relationship violence or domestic violence.
- **Stalking.** Stalking is defined as non-consensual communication with, and/or harassment of another person. It is the willful, malicious and repeated harassing or threatening of another person which, as a pattern, tends to escalate in both intensity and frequency over time and can last for many years. Stalking includes a direct or implied threat, and victims often report fear for their safety. Stalking is about power and control. Stalkers control the time, type, amount, and place of contact. No matter what the motivation for stalking, the unwanted behaviors are the same and may include, but are not limited to: repeated following, repeated telephone calls and hang-ups; letters; unwanted gifts and packages; spreading harmful gossip about victims; breaking-and-entering that can include vandalism, theft, or even simply rearranging objects so that victims know the stalker was there. Stalkers may also enlist their friends or associates to help them stalk or have their associates speak with friends of the victim to obtain information.

**Hate Crimes**

Hate crime: A criminal offense committed against a person or property that is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

All Clery-Identified Crimes are documented in this report as Hate Crimes if the crime was motivated by bias. In addition, the following crimes are documented only as Hate Crimes if they are motivated by bias.

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

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

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

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Notice of Combined Annual Jeanne A. Clery Security Report and Annual Fire Safety Report Availability**

Manhattanville is committed to assisting all members of the Manhattanville Community in providing for their own safety and security. The annual security and fire safety compliance document is available at [https://www.mville.edu/life-manhattanville/campus-safety-security](https://www.mville.edu/life-manhattanville/campus-safety-security). For a paper copy, contact the Department of Campus Safety & Security at 914-323-7233 (SAFE), or e-mail campussafety@mville.edu. The website and report contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, campus safety policies, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus. This information is required by law and is provided by the Manhattanville Campus Safety Department.

**Manhattanville Crime Statistics**

The following information pertaining to specific crime categories and geographic areas is reported annually to the United States Department of Education in compliance with *The Clery Act*:

**Criminal Offenses**

<table>
<thead>
<tr>
<th>Criminal Offenses - On-campus</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses - Rape</td>
<td>2</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>d. Sex offenses - Fondling</td>
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<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Offenses – On-campus Student Housing Facilities</td>
<td>2016</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
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<td>------</td>
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<td>a. Murder/Non-negligent manslaughter</td>
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<tr>
<td>c. Sex offenses – Rape</td>
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<td>5</td>
<td>3</td>
</tr>
<tr>
<td>d. Sex offenses – Fondling</td>
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<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Sex offenses- Incest</td>
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<tr>
<td>Sex offenses-Statutory rape</td>
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<tr>
<td>e. Robbery</td>
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<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
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<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
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<td>2</td>
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<tr>
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<table>
<thead>
<tr>
<th>Criminal Offenses - Public Property</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<tr>
<td>a. Murder/Non-negligent manslaughter</td>
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<tr>
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Hate Offenses

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<td>0</td>
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<tr>
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<td>0</td>
<td>0</td>
</tr>
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<td>j. Larceny-theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>k. Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>l. Destruction/damage/vandalism of property</td>
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*denotes Religious bias

<table>
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<th>Hate Offenses - On-campus Student Housing Facilities</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<tr>
<td>l. Destruction/damage/vandalism of property</td>
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<table>
<thead>
<tr>
<th>Hate Offenses - Public Property</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
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<td>f. Burglary</td>
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</table>
g. Motor vehicle theft 0 0 0  

h. Arson 0 0 0  
i. Simple assault 0 0 0  
j. Larceny-theft 0 0 0  
k. Intimidation 0 0 0  
l. Destruction/damage/vandalism of property 0 0 0  

**VAWA Crimes**

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<thead>
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<th>Incidents</th>
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<td>c. Stalking</td>
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**Arrests**

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<thead>
<tr>
<th>Arrests - On-campus</th>
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<th>2017</th>
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<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>b. Drug law violations</td>
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<tr>
<td>c. Liquor law violations</td>
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<table>
<thead>
<tr>
<th>Arrests - On-campus Student Housing Facilities</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<td>a. Weapons: carrying, possessing, etc.</td>
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<tr>
<td>b. Drug law violations</td>
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<th>Arrests - Public Property</th>
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<td>a. Weapons: carrying, possessing, etc.</td>
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<td>0</td>
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<tr>
<td>b. Drug law violations</td>
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**Disciplinary Actions**

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<th>Disciplinary Actions - On-campus</th>
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<td>a. Weapons: carrying, possessing, etc.</td>
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<td>b. Drug law violations</td>
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<table>
<thead>
<tr>
<th>Disciplinary Actions - On-campus Student Housing Facilities</th>
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<th>2017</th>
<th>2018</th>
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<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
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Disciplinary Actions - Public Property

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<tbody>
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<td>a. Weapons: carrying, possessing, etc.</td>
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<tr>
<td>c. Liquor law violations</td>
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Fires - On-campus Student Housing Facilities

Summary of Fires

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<th>Facility</th>
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<td>Burnett House</td>
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<tr>
<td>Dammann Hall</td>
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<tr>
<td>Duchesne House</td>
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<td>Founders Hall</td>
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<tr>
<td>Houston House</td>
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