



**MANHATTAN
COLLEGE**

**SECURITY & FIRE SAFETY
ANNUAL REPORT
FALL 2018**

Manhattan College Department of Public Safety Mission Statement

The Manhattan College Department of Public Safety endeavors to provide a safe, secure and welcoming environment for the College community, its visitors and guests. Our goal is to support the Lasallian heritage and educational mission of the College by fostering a sense of respect, cooperation, and ethical behavior among the members of our community. The Department of Public Safety remains diligent in its efforts to maintain order on campus while providing a setting free of crime, fear, and lawlessness.

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Section I - Introduction to the Manhattan College Community and the Public Safety Department

The Campus Community

Manhattan College stands at the edge of Fieldston, an exclusive, private community of tree-lined streets in Riverdale, New York. This setting enhances the tranquility of our own 11-acre campus. Even in so peaceful a setting, our entire campus community is responsible for helping to maintain safety and security for all. This is true of students, as well as staff. This report will familiarize you with our campus and its security procedures. We have also provided helpful guidelines for enhancing your campus-life experience.

In 2017, some 3,500 undergraduates and over 500 full-time and part-time graduates enrolled at Manhattan College. Over 1,900 undergraduates reside in five college residence halls. The College employs more than 700 faculty, administrators and staff.

Campus Public Safety Department

Campus Public Safety is coordinated by the public safety director who reports to the vice president for student life. There are 50 officers and supervisors who conduct foot and vehicular patrols of the campus 24 hours a day. These men and women undergo a training period prior to regular assignment and continue to upgrade their skills through ongoing training sessions.

The Public Safety Department is responsible for enforcing all College security regulations. Officers respond to service calls, control building access and investigate complaints. They maintain a highly professional working relationship with the New York City Police Department, which provides service to all Manhattan College facilities in enforcement of the laws regulating underage drinking, possession of controlled substances and unlawful weapons. Alcohol use is strictly regulated on campus, illegal drugs are forbidden, and the possession of firearms or dangerous weapons of any type are not permitted on College property.

Members of Public Safety do not have arrest authority or police/peace officer status as described in the New York State Criminal Procedure Law. Campus Public Safety does have former members of the NYPD on staff. These individuals are well versed in safety/security matters and have extensive knowledge of police procedure. They train, evaluate and monitor proprietary New York State licensed and certified security guards.

Manhattan College does have a formal written Memorandum of Understanding (MOU) with the New York City Police Department. The investigation of any crimes committed on campus falls under NYPD jurisdiction, and Manhattan College Public Safety staff work closely with the NYPD relative to any police investigation of crimes committed on campus.

Manhattan's physical plant department maintains campus facilities and grounds, and with the public safety department, regularly inspects facilities. The physical plant department promptly makes repairs affecting safety and security, and responds immediately to reports of potential hazards, such as broken windows, doors and locks.

Campus Access

Students, faculty and staff at Manhattan College have access to academic, recreational and administrative facilities on campus. Access to residence halls is limited to students and their guests, according to college procedures. Access to residence halls by college employees is for authorized use only. The general public may attend cultural and recreational events on campus, with access only to the facilities in which these events are held. Raymond W. Kelly '63 Student Commons public access is limited to levels 1 and 2, the food market and the bookstore.

Residence Halls

Residence halls are student housing complexes designed and staffed with the academic, social and developmental needs of students in mind. The director of residence life works closely with residence life staff, the physical plant department and public safety to develop and maintain safe student housing.

Manhattan College has two residential areas. The first area is the main campus with four residence facilities: Jasper Hall, Chrysostom Hall, Horan Hall and Lee Hall. Nearly 56 percent of all students living on campus reside

in Horan Hall and Lee Hall, which border the local community and feature same-gender suites. The second residential area, Overlook Manor, houses students in apartments with same-gender suites; it is two blocks from the College's main entrance in a well-populated residential neighborhood.

Access to all student residence halls requires a computerized student I.D. card. Moreover, since Horan Hall, Lee Hall and Overlook Manor have direct access from the off-campus community, they are staffed 24 hours with public safety officers. The other buildings, surrounded by campus grounds, are patrolled by officers and supervisors. Living within each building are resident directors (RDs), professionals in the field of student development, and resident assistants (RAs), students specially selected to work among their peers. They implement the established policies of emergency procedures and are thoroughly trained in mediation and rule enforcement.

All visitors to residence halls must be accompanied by their resident host, including overnight guests, who must be students of the same gender as the host. All student apartments have locking doors and windows.

During winter intersession and other vacation periods, students are allowed to remain on campus with no reduction in security service. During the summer, some residences are used for conferences. Twelve month housing is available in Overlook Manor.

The Role of Students and Safety

The cooperation and involvement of students in campus safety is vital. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, commonsense precautions. For example, room doors should be locked when the room is unoccupied. Students with cars must keep them locked at all times and parked in their assigned areas. Valuables should not be visibly displayed in the vehicle. Students must report any suspicious-looking individuals or unusual incidents to the residence life or public safety staff.

Campus Parking

Parking is limited to students, faculty, administrators and staff with Manhattan College parking stickers which are issued each year. Visitors may park on campus after being admitted to the parking lot by a public safety officer. There is a five-level parking garage facility with more than 600 spaces and is staffed with 24-hour security coverage and is equipped with emergency telephones and security cameras on each level. A pedestrian bridge crossing over Manhattan College Parkway connects to Hayden Hall to provide safe access onto campus.

Important Telephone Numbers

To report Emergencies to Public Safety (Crime, Fire, Medical).....	7333
To report an incident from off campus.....	(718) 862-7333
To report Emergencies to the Police (Crime, Fire, Medical).....	911

General Numbers

Main Security Booth.....	7500/7504
Horan Hall Security Booth.....	7389
Lee Hall Security Booth.....	7386
Overlook Manor Security Booth.....	7376
Raymond W. Kelly '63 Student Commons.....	8100
Garage Security Booth (Manhattan College Parkway).....	7853
Parking Information/Permits.....	7240
Counseling Center.....	7395
Title IX Coordinator/ Affirmative Action Officer.....	7398
Student Activities Office.....	7247
Residence Life Office.....	7438
Health Services.....	7217

How to Report an Emergency

Any criminal actions and emergencies on campus should be reported immediately to the public safety department by dialing campus extension 7333. Campus public safety will be dispatched immediately to the site of the complaint, and, if needed, local authorities will be notified. A timely warning or an immediate notification alert may be transmitted to the campus community, if necessary. Public Safety escorts may be available upon request.

Unfounded Crimes

Manhattan College may withhold or subsequently remove a reported crime from its crime statistics in rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of the investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and failure to make an arrest do not “unfound” a crime report. Manhattan College will report the number of incidents determined through investigation to be “unfounded” within this report and to the Department of Education. This would include incidents withheld or subsequently removed from the College’s annual crime statistics. Manhattan College will maintain documentation of any such crime reports classified “unfounded” in compliance with Federal law.

Section II – EMERGENCY NOTIFICATIONS (JEANNE CLERY ACT)

Immediate (Emergency) Notification

Immediate notifications are intended to disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. The institution without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency. Immediate Emergency Notifications may be sent via be cellular text messaging, internet or social media formats. Adequate follow up messages will be provided as needed, until the emergency condition is over.

Timely Warning Notifications

Timely warning notifications are intended to keep the college community informed about safety and security issues on an on-going basis in order to aid in the prevention of similar crimes. Timely Warning Notifications may be sent via be cellular text messaging, internet or social media formats. The final message will include a statement that the threat no longer exists.

Text Message Testing

Each calendar year an unannounced “test” text message is sent by the dean of students to all registered users. Documentation of the test includes date, time and results. Users are provided with troubleshooting instructions and service provider contact information in the event the message is not received. Any operating deficiencies are reported to the service provider.

Public Address System

The College is equipped with a Public Address System to serve as a secondary means and backup to the Text Messaging System. In the event of an emergency, a message will be broadcasted over the PA system thereby alerting the campus community. The message will consist of the type of emergency and instructions on how to stay safe.

Confirmation of Campus Emergencies

Public Safety Department Policy 7.12 requires the immediate response of public safety personnel to all campus emergencies to assess, report and make the proper notifications to administrators. The information provided by the public safety supervisor in consultation with a public safety administrator will be used to determine the urgency and need to alert the college community via our text messaging service and other notification systems. After determining that the release of certain information will not compromise the efforts of law enforcement, college administrators will determine campus recipients, approve the message content and issue the alert.

Emergency Communication Authority

Upon notification from the Public Safety Department, the persons responsible for authorizing emergency communications include the provost, the vice presidents of student life and human resources and the dean of students.

Missing Person Notification Policy

The Federal Clery Act and New York State Education Law Chapter 129A, section 6434, requires Colleges and Universities to adopt and implement plans for the investigation of reports of missing students occurring on the grounds of the College. Students, employees and other individuals should immediately report the possibility of a missing student to the public safety department. A missing person report may also be made to residence life administrators or the dean of students. Manhattan College will commence an investigation once advised a student is missing with no reasonable explanation for their absence.

The Director of Public Safety, Director of Residence Life and Dean of Students will coordinate this investigation. The process will include interviews of friends, students, family, faculty, staff, a check of College records and a search of campus facilities. If after these efforts the resident is unable to be located or contacted, the NYPD will be notified as required, within 24 hours of the initial report, to conduct an official police investigation. Manhattan College will continue to assist the NYPD in any manner requested in support of the investigation.

All students have the option to add contacts to the confidential list of emergency contact persons maintained by the College. The emergency contact will be notified within 24 hours in the event there is any suspicion regarding a student's whereabouts, and only authorized College officials and law enforcement will have access to this information in furtherance of an investigation. The College will notify a custodial parent or guardian if a missing student is less than 18 years of age and not emancipated, in addition to any additional contact person designated by the student.

Anyone having concern about the safety or well-being of a resident student should notify Public Safety, an RA, RD, or any other member of Residence Life staff. The College will investigate such instances when there is a concern the student may be in physical danger, injured, or ill.

Section III – VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

Purpose of This Regulatory Action

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of their participation in the title IV, HEA programs. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

VAWA amended the Clery Act, but it did not affect in any way title IX of the Education Amendments of 1972 (title IX), its implementing regulations, or associated guidance issued by the Department's Office for Civil Rights (OCR). [1] While the Clery Act and title IX overlap in some areas relating to requirements for an institution's response to reported incidents of sexual violence, the two statutes and their implementing regulations and interpretations are separate and distinct. Nothing in these proposed regulations alters or changes an institution's obligations or duties under title IX as interpreted by OCR.

Memorandum of Understanding

Memorandum of Understanding ("MOU") is entered into by the Domestic and Other Violence Emergencies Program ("DOVE") and Manhattan College. The parties share the goals of (1) preventing sexual assault on Manhattan College's campus and in the community, and (2) responding appropriately to students and employees who have been victimized. The MOU formalizes the commitment of the parties to work together to provide trauma-informed services to student and employee victims and survivors of sexual assault and to improve the overall response to sexual and interpersonal violence at Manhattan College.

Enough is Enough

On Tuesday, July 7, 2015 New York Governor Andrew Cuomo signed Article 129-B of New York's Education Law

into law. This legislation, also known as “Enough is Enough”, is intended to encourage victims and witnesses of sexual misconduct to report such incidents and imposes uniform policy and reporting requirements for all higher education institutions. Many of the provisions of Article 129B supplement existing obligations required by Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence Against Women Act/Campus Sexual Violence Act. The new law provides a path to combat campus sexual assault and a course of action for victims. A brief overview of this law has –

- Established a statewide definition of affirmative consent. The law states - Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. This definition does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.
- Prescribed higher education institutions to adopt a statewide uniform alcohol and/or drug use amnesty policy as part of their codes of conduct. This policy must provide that, when reporting instances of sexual misconduct in good faith, students or bystanders will not be subject to alcohol and/or drug use policy violations occurring around the time of the alleged incident.
- Required higher education institutions to include in their codes of conduct, and distribute annually, a prescribed statewide uniform Students’ Bill of Rights, which informs students of their rights in situations involving sexual misconduct. The Students’ Bill of Rights must be made widely available, including on the higher education institution’s website and at various locations on campus.
- Required sexual assault training for college administrators, staff, students, student leaders, and student athletes, including new student orientation programs.
- Warranted a comprehensive student onboarding and ongoing education campaign to educate the institution’s community about domestic violence, dating violence, stalking, and sexual assault, in compliance with applicable federal laws, including the Clery Act as amended by the Violence Against Women Act, with specified education topics for first-year and transfer students.
- Established a requirement for no contact orders, campus climate assessments, and relationships with community-based organizations providing rape crisis and other victim support.

All provisions of Article 129-B have been incorporated into the Manhattan College Community Standards and Student Code of Conduct, which can be found online at:
manhattan.edu/TitleIX

The complete text of this law can be found online at:
http://assembly.state.ny.us/leg/?default_fld=&bn=A08244&Summary=Y&Text=Y

Policy

Manhattan College does not discriminate on the basis of sex, and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Manhattan College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a college official. In this context, Manhattan College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

For a complete copy of Manhattan College’s policy governing sexual misconduct, visit
https://manhattan.edu/student_life/public-safety

Definitions

There are numerous terms used by Manhattan College in our policy and procedures.

Lack of Consent is defined in the New York State Penal law as:

Penal Law 130.05

§ 130.05 Sex offenses; lack of consent.

1. Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim.
2. Lack of consent results from:
 - (a) Forcible compulsion; or
 - (b) Incapacity to consent; or
 - (c) 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; or
 - (d) Where the offense charged is rape in the third degree as defined in subdivision three of section 130.25, or criminal sexual act in the third degree as defined in subdivision three of section 130.40, in addition to forcible compulsion, 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.
3. A person is deemed incapable of consent when he or she is:
 - (a) less than seventeen years old; or
 - (b) mentally disabled; or
 - (c) mentally incapacitated; or
 - (d) physically helpless;

Sexual Assault: "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

New York State Law Definition of Sex Offenses

§ 130.00 Sex offenses; definitions of terms.

The following definitions are applicable to this article:

1. "Sexual intercourse" has its ordinary meaning and occurs upon any penetration, however slight.
2. (a) "Oral sexual conduct" means conduct between persons consisting of contact between the mouth and the penis, the mouth and the anus, or the mouth and the vulva or vagina.
(b) "Anal sexual conduct" means conduct between persons consisting of contact between the penis and anus.
3. "Sexual contact" means any touching of the sexual or other intimate parts of a person for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the

touching of the victim by the actor, whether directly or through clothing, as well as the emission of ejaculate by the actor upon any part of the victim, clothed or unclothed.

4. For the purposes of this article “married” means the existence of the relationship between the actor and the victim as spouses which is recognized by law at the time the actor commits an offense proscribed by this article against the victim.
 5. “Mentally disabled” means that a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his or her conduct.
 6. “Mentally incapacitated” means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other act committed upon him without his consent.
 7. “Physically helpless” means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
 8. “Forcible compulsion” means to compel by either:
 - a. use of physical force; or
 - b. a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.
 9. “Foreign object” means any instrument or article which, when inserted in the vagina, urethra, penis, rectum or anus, is capable of causing physical injury.
 10. “Sexual conduct” means sexual intercourse, oral sexual conduct, anal sexual conduct, aggravated sexual contact, or sexual contact.
11. “Aggravated sexual contact” means inserting, other than for a valid medical purpose, a foreign object in the vagina, urethra, penis, rectum or anus of a child, thereby causing physical injury to such child.
12. “Health care provider” means any person who is, or is required to be, licensed or registered or holds himself or herself out to be licensed or registered, or provides services as if he or she were licensed or registered in the profession of medicine, chiropractic, dentistry or podiatry under any of the following: article one hundred thirty-one, one hundred thirty-two, one hundred thirty-three, or one hundred forty-one of the education law.
 13. “Mental health care provider” shall mean a licensed physician, licensed psychologist, registered professional nurse, licensed clinical social worker or a licensed master social worker under the supervision of a physician, psychologist or licensed clinical social worker.

Contacts/Links

New York City Police Department

Victims are encouraged to contact 50th Precinct at 3450 Kingsbridge Ave, Bronx NY 10463 tel 718 543 5700 to file a complaint or call 911 if you are in immediate danger. New York City Police Department web-site: nyc.gov/nypd

Domestic Violence:

The term “domestic violence” means 1) Felony or misdemeanor crimes of violence committed—

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The State of New York defines domestic violence (DV) as:

A pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

DV impacts the lives of thousands of New Yorkers each and every day with tragic and sometimes fatal results. This type of violence is a crime. Moreover, DV affects the lives of men and women from all backgrounds and circumstances, regardless of race, ethnicity, age, sexual orientation, religious affiliation, socioeconomic status, education, occupation, etc.

If someone has been a victim of abuse, or has been threatened with abuse, they can ask the court for an order of protection – an order to limit the behavior of the person who threatened the harm, or actually committed the harm.

A person in a dangerous emergency situation requiring immediate intervention should call 911 for assistance.
Resources are available for those who find themselves in a situation involving Domestic Violence

- Order of Protection:
<http://www.nycourts.gov/courthelp/faqs/domesticviolence.html>
- New! NYS Address Confidentiality Program
<http://www.dos.ny.gov/acp/index.html>
- NYS Office for the Prevention of Domestic Violence (OPDV)
<http://www.opdv.ny.gov/help/index.html>
- NYS Coalition Against Domestic Violence (CADV)
<http://www.nyscadv.org/>
(maintains list of available resources by county)
- National Office on Violence Against Women
<http://www.justice.gov/ovw>
- NYC Gay and Lesbian Anti-Violence Project
<http://www.avp.org/>
212-714-1141 (24-hour English and Spanish Hotline)
- NYS Domestic and Sexual Violence Hotline Numbers
English: 1-800-942-6906
Spanish: 1-800-942-6908

In NYC: 1-800-621-HOPE (4673) or dial 311

For any hard of hearing or Deaf survivor of domestic violence or sexual assault, please dial 711.

Contacts/Links

New York City Police Department

Victims are encouraged to contact the 50th Precinct at 3450 Kingsbridge Ave, Bronx NY 10463 tel 718 543 5700 to file a complaint or call 911 if you are in immediate danger. New York City Police Department website: nyc.gov/nypd

Visit http://www.opdv.ny.gov/whatisdv/about_dv/index.html for more info.

Dating Violence: The term “dating violence” means violence committed by a person

1) who is or has been in a social relationship of a romantic or intimate nature with the victim and

2) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

(i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Contacts/Links

New York City Police Department

Victims are encouraged to contact 50th Precinct at 3450 Kingsbridge Ave, Bronx NY 10463 tel 718 543 5700 to file

a complaint or call 911 if you are in immediate danger. New York City Police Department web-site: nyc.gov/nypd

Visit http://www.opdv.ny.gov/whatisdv/about_dv/index.html for more info.

Stalking: The term “stalking” means 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(i) fear for the person’s safety or the safety of others; or

(ii) Suffer substantial emotional distress.

2) For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

New York State Penal Law – a suspect may be arrested and charged with stalking under section 120.45 of the penal law. There are four degrees of stalking defined in the penal law. Stalking the fourth degree, section 120.45; stalking in the third degree, section 120.50; stalking in the second degree, section 120.55; and stalking in the first degree section 120.60.

Contacts/Links

New York City Police Department

Victims are encouraged to contact 50th Precinct at 3450 Kingsbridge Ave, Bronx NY 10463 tel 718 543 5700 to file a complaint or call 911 if you are in immediate danger . New York City Police Department web-site: nyc.gov/nypd

Education and Prevention Programs

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of New York and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Incoming Student Initiatives - primary prevention and awareness programs in academic year 2018-2019:

Name of Program	Date	Location Held	Which Prohibited Behavior Covered?
Fundamentals for Freshman First Year Student Orientation (**DS)	8/25/2018	Kelly Commons	DoV, DaV, SA & S*
New EVERFI (**HR)	August 2018	On-Line	SA*
Faculty, Staff and Students Preventing Discrimination and Sexual Violence: SaVE Act (**HR)	September 2018	On-Line	DoV, SaV, SA & S* Discrimination, Title IX, & 129-B
Alcohol Wise (**CC)	Fall 2018	On-Line	Respect-Sexual Assault Module
These Hands Don't Harm (posters) (**RL)	All of 2017	Residence Halls	DaV* and Bystander Intervention
The Clothesline Project (**RL)	October 2017	Residence Halls	DaV* and S*
Transfer Student Orientation (**RL)	1/15/2019	Kelly Commons	DoV, DaV, SA & S* Bystander Intervention

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

** Hosted by (RL) Residence Life, (CC) Counseling Center, (HR) Human Resources, and (DS) Dean of Students

I Under the 2013 Reauthorization of the Violence Against Women Act, institutions must implement "primary prevention and awareness programs for all incoming students and new employees" AND "ongoing prevention and awareness campaigns for students and employees" that include a-f above, under section B. While "campaign" is yet to be defined, examples of "primary prevention programs" as they relate to incoming students may be found here: <http://www.ovw.usdoj.gov/docs/campus-minimumstandards-orientation.pdf>.

Awareness and Prevention Programs for students in 2017, 2018, and 2019:

Name of Program	Date Held	Location Held	Which Prohibited Behavior
Flushing Times (**CC)	Fall 2018	Campus-wide	SA*
Flushing Times (*CC)	Fall 2018	Campus-wide	DoV*, DaV*
Student-Government Constitution-College clubs Training (**SE)	Fall 2018	Kelly Commons	Title IX, Non- discrimination Sexual Harassment, SA*
Collaborating with Bronx DAs Office Training for Athletes (**HR)	4/15 & 4/26 18	Draddy Gym	Title IX,
Bronx DA's Office - RA Training (**HR)	1/10/2018	Kelly Commons	Title IX
New EVERFI-Online training for student athletes (**HR)	2018-2019	On-Line	NCAA regulation compliance
New EVERFI-Online training for all students	Fall 2018	On-Line	SA*
Green Dot Strategy (**RL)	5/27/15 to 10/31/2017	Several Sites on Campus	Clery, Sexual Harassment, Title IX, VAWA & Bystander Intervention
Jackson Katz – "Men's Leadership in Sexual Violence Prevention is a Social Justice Imperative" (**DS)	May 1, 2018	Hayden Hall rm. 100	SA*

Mike Green Presentation (**A) One-Night Problems and Making Bad Choices	1/25/2018	Kelly Commons	Bystander Intervention, Drinking & Driving, SA* and Use of Illegal Drugs
Annual Sexual Assault Climate Survey (**HR)	Spring 2018	On-Line	SA*

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

**Hosted by (RL) Residence Life, (CC) Counseling Center, (HR) Human Resources, (DS) Dean of Students, (SE) Student Engagement and (A) Athletics

New Employees - Awareness and Prevention Programs 2018-19:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
New Faculty Orientation (**HR)	August 2018	Kelly Commons	DoV, DaV, SA & S* Title IX
New Employee Orientation (**HR)	September 2018	Kelly Commons	DoV, DaV, SA & S* Title IX

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

**Hosted by (HR) Human Resources

*** recurring program

All Employees - ongoing awareness and prevention programs in 2018-19:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Sexual Assault and Gender Based Misconduct Training for Athletics Staff (**HR)	9/18/17	Kelly Commons	Title IX, Clery
EVERFI Online Training (**HR)	Fall 2018	Online	SA*
Green Dot Strategy (**DS)	5/27/15 - 10/31/17	Several locations on campus	Clery, Sexual Harassment, Title IX, VAWA, Bystander Intervention
VAWA, Title IX & Clery REMS Annual Safety Officer Training (**HR)	July 2017	Hayden Hall	DoV, DaV, SA & S* VAWA, Title IX, Clery
Unlawful Harassment Prevention for Higher Education (**HR)	Ongoing	Online	DoV, DaV, SA & S* VAWA, Title IX, Discrimination
NYPD Posters "Speak UP" on Sexual Violence (**HR)	All of 2017	Throughout Campus	Training on how to assist victims of sexual assault
Jackson Katz - "Men's Leadership in Sexual Violence Prevention is a Social Justice Imperative" (**DS)	May 1, 2018	Hayden Hall rm. 100	SA*
Affirmative Consent, Title IX and Bystander Intervention for Student Athletes (**HR)	April 15, 19, 2018	Kelly Commons	Affirmative Consent, Title IX and Bystander Intervention
Preventing Harassment (**HR)	Ongoing	Online	Sexual Harassment

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

** Hosted by (HR) Human Resources and (DS) Dean of Students

Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Public Safety Department or local law enforcement. Students should contact the Dean of Students, and employees should contact the human resources department for accommodations.

After an incident of sexual assault, domestic, or dating violence, the victim should consider seeking medical attention as soon as possible at any city hospital. The NYC hospitals closest to Manhattan College are Montefiore Medical Center 111 East 210th Street, Bronx New York Tel 718 920 4321 or NY-Presbyterian / The Allen Hospital 5141 Broadway, NY, NY 10034 Tel 212 932 4000.

In New York State, evidence may be collected even if you chose not to make a report to law enforcement. New York City hospitals use a "Sexual Offense Evidence Collection Kit."

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/ area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/ investigators or the police. Although the Colleges strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire.

New York City Police Department

Victims are encouraged to contact the 50th Precinct at 3450 Kingsbridge Ave, Bronx NY 10463 tel 718 543 5700 to file a complaint or call 911 if you are in immediate danger. New York City Police Department web-site: nyc.gov/nypd

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Vicki Cowan, Director of Human Resources, Memorial Hall Room 300, Tel 718 862 7398, e-mail Vicki.cowan@manhattan.edu by calling, writing or coming into the office to report in person and or contact the Public Safety Department in Jasper Hall, tel 718 862 7333.

The College will provide resources on campus, off campus or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking. The College will apply appropriate disciplinary procedures to those who violate this policy.

The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making an investigation, possible prosecution, disciplinary proceedings, or obtaining orders of protection related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, follow the below procedures, as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard TO MEET YOUR STANDARDS
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties 6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate 7. Institution will provide written instructions on how to apply for Protective Order 8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 	<p>The standard of proof required will be a preponderance of the evidence (i.e., the evidence demonstrates that it is more likely than not that the conduct occurred).</p>

4 The Title IX Coordinator is regarded as a "Responsible Employee" under Title IX and also a "Campus Security Authority" under the Clery Act. Statistical information less the victims identifying information will be provided to campus public safety or whomever at the institution compiles the annual crime statistics even if the victim chooses not to alert campus public safety personally.

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard TO MEET YOUR STANDARDS
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for / Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long- term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate 	<p>The standard of proof required will be a preponderance of the evidence (i.e., the evidence demonstrates that it is more likely than not that the conduct occurred).</p>
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long- term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate 	<p>The standard of proof required will be a preponderance of the evidence (i.e., the evidence demonstrates that it is more likely than not that the conduct occurred).</p>
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long- term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate 	<p>The standard of proof required will be a preponderance of the evidence (i.e., the evidence demonstrates that it is more likely than not that the conduct occurred).</p>

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In New York State a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

Crime Victims' Rights

Victims have certain rights in the criminal justice system. Depending upon the type and disposition of the case, a victim may be entitled to:

- Protection from threats, physical injury, or other types of intimidation, with the option of an Order of Protection from the court.
- Protection from employer dismissal or penalties for attendance at a criminal action as long as the employer is notified at least one day in advance. Wages, however, may be withheld for time spent attending the criminal action.
- Financial compensation from the New York State Office of Victim Services.
- Retrieve stolen property held as evidence unless there is a compelling reason for retaining it.
- Make a statement to the Department of Probation for consideration by the judge when determining the defendant's sentence.
- Request restitution as part of a defendant's sentence.
- Make an oral statement to the court at the defendant's sentencing.
- Notification of the final disposition of the case.
- Make a written or oral statement to the New York State Division of Parole for consideration when determining whether to parole an inmate from a state correctional facility.
- Receive an automated and/or written notification of the release of an inmate from a city or state correctional facility.

New York State Office of Victim Services

The New York State Office of Victim Services is a state agency responsible for compensating victims of crime for certain un-reimbursed losses incurred as a result of their victimization. The agency was established in 1966. Compensation awards are made for losses that are not covered by insurance benefits. Examples of compensation benefits covered by the Office of Victim Services are medical expenses, loss of earnings or support, burial expenses, counseling expenses, repair or replacement of essential personal property, the cost of residing at or utilizing the services of a domestic violence shelter, and crime scene cleanup expenses. Rules and regulations governing compensation, eligibility, claims, awards, appeals, etc., are stipulated in Executive Law, Article 22. For more information, forms, and publications, please access the New York State Office of Victim Services website.

Victim Notification of Inmate's Release

The Victim Information & Notification Everyday system (VINE) is a 24-hour, 7-days-a-week automated service which provides information and release notifications to victims for inmates in the custody of the New York City Department of Correction and the New York State Department of Correctional Services. Victims can register to be notified by phone or e-mail of an offender's release from incarceration. VINE's toll-free telephone number for both the City and State system is 1-888-VINE4NY (846-3469).

The following link will direct you to the VINE website for more information and to register for inmate release notifications - <https://www.vinelink.com/vinelink>. The New York County District Attorney's Witness Aid Services Unit assists victims in registering for inmate release notifications through the VINE system. Please refer to the unit's brochure for additional information.

Important Guidelines for Victims

- Criminal cases are prosecuted by the District Attorney's Office on behalf of the People of the State of New York. Victims, therefore, do not need their own attorney.
- As a crime victim, you are a witness in the prosecution of your case.
- As a witness for the State, a victim has certain responsibilities to assist with the prosecution of a criminal case. These responsibilities may include signing an affidavit and providing testimony to a grand jury and at trial.

- A victim is under no obligation to speak about the facts of the case with anyone other than a representative of the District Attorney's Office. If someone contacts you concerning the case, make sure you ask that person to identify him or herself.
- If you receive a subpoena, you must appear in court as specified by that subpoena.
- When you answer a question, you must tell the truth.
- If others advise you not to appear in court, or if you are threatened or harassed, immediately contact the Assistant District Attorney assigned to the case.

How to Get an Order of Protection – Criminal Court or Family Court

Manhattan College complies with New York State law in recognizing orders of protection.

Q. Can I get an order of protection against a person I'm not married to in Family Court?

A. Yes. You don't need to be married to the person to get an order of protection against them in Family Court.

Q. Who can I get an order of protection against in Family Court?

A. You can get an order of protection against any of the following individuals in Family Court:

- A current or former spouse
- Someone you have a child in common with
- Another family member that you are related to by blood or marriage
- Someone that you are or have been in an "intimate relationship" with. (An intimate relationship does not necessarily mean a sexual relationship, but is more than just a casual or social relationship--the court will decide whether the relationship is intimate based upon the facts about the relationship and how long it has lasted).

Q. Can I get an order of protection against a person I'm not married to in Criminal Court?

A. Yes. You can get an order of protection in Criminal Court against someone you are not married to and have no relationship with at all. In Criminal Court, you could file a complaint against the person you say abused you. Typically that person would be arrested, and the District Attorney would bring a criminal case against that person. You would be the "complaining witness."

Q. Must I choose whether to ask for an order of protection in Family Court or Criminal Court?

A. No. You can ask for an order of protection against your abuser in both courts at the same time.

Q. I'm being stalked. Can I get an order of protection?

A. Stalking is a form of Harassment. That is one of the crimes that allows you to get an order of protection. Other crimes include Assault, Attempted Assault, Menacing, Reckless Endangerment, and Disorderly Conduct.

Q. What is a petitioner and what is a respondent?

A. In Family Court, a petitioner is a person asking for an order of protection. (In Family Court, cases filed for an order of protection are called family offense cases.) A respondent is a person a petitioner wants an order of protection against. In a Criminal Court, that person is called a defendant.

Q. Can I have a lawyer?

A. In a Family Court, the petitioner and the respondent each have the right to hire a lawyer. If a petitioner or a respondent can't afford to hire a lawyer, they can ask the court to appoint a lawyer free of charge. In a Criminal Court, the district attorney's office or other prosecutor represents "the people." They help the person who wants an order of protection. The defendant can hire a lawyer or have the court appoint one free of charge if he or she can't afford it.

Q. How do I start a case?

A. Call the police if you feel you are in danger. You can go to your county's Family Court to file a family offense petition, go to the district attorney's office (or other local prosecutor's office), or go to the local Criminal Court. You can choose to do all of these things if you want.

Q. What is an Affidavit of Service in Family Court?

A. An “Affidavit of Service” is a paper that must be filed with the court showing that the respondent has been told about the case. Court staff will help you with important instructions about this document.

Q. What is a Court Attorney in Family Court?

A. A “Court Attorney” is a lawyer who works for a judge.

Q. What kinds of things can be put in my order of protection?

A. Among other things, the judge can order the respondent or defendant:

- not to assault, menace, or harass you or commit crimes of reckless endangerment or disorderly conduct towards you.
- to be removed by the police from where you are living.
- to stay away from you, your residence, your job, and other places you may want.
- not to telephone or e-mail you or write you letters.

The judge can also protect your children in the order of protection. For example, you may ask that any visitation with the children be supervised. In Family Court, the judge can order the respondent to pay temporary support and to give you legal custody of any children you may have with the respondent.

Q. What happens if I miss my court date?

A. If you are a petitioner in Family Court, your case will probably be thrown out and any temporary order of protection you had will be gone on that day. If you are a respondent in Family Court, the case can be done without you there (provided the petitioner gave you notice of the case) and an order of protection can be issued. As a respondent or defendant, a warrant may be issued for your arrest in either a Family Court or a Criminal Court if you don’t show up.

Q. What happens if an order of protection is violated?

A. If a respondent or defendant violates (disrespects) an order of protection, the person with the order of protection can call the police, who can arrest the respondent or defendant. The person with the order of protection can file a “violation petition” in Family Court, talk with the district attorney’s office (or other local prosecutor’s office) or can go to the local Criminal Court. The person with the order of protection can choose to do all three of these things. Upon proof of the violation, the judge can make changes in the order of protection and put the respondent or defendant on probation. The judge can set a jail sentence.

Q. I moved to New York from the state that gave me an order of protection. Is the order of protection good in New York?

A. An order of protection from another state is still good in New York. You can get help on how to register your order of protection in New York from your local Family Court, Criminal Court, or police station.

Visit : <http://www.nycourts.gov/TOPICS/domesticviolence.shtml>

If you receive an Order of Protection you must:

Any person who obtains an order of protection from a New York State Court or any reciprocal state (see below outside of NY enforcement) should provide a copy to the Public Safety Department and the Office of the Title IX Coordinator. A complainant may then meet with a Public Safety official to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus.

NY Order of Protection outside New York City

Your Order of Protection can be enforced even if you travel or move to another state. Most Orders of Protection must be given “Full Faith and Credit” in any other state, which means that your Order may be good wherever you go. Some states require that you register your order in the new state before it becomes effective. If you should move to another state, call the Clerk of the Court to determine whether or not you are required to register your Order and what steps need to be taken by you in order for it to be properly registered.

Possible Accommodations:

This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cell phone, changing classroom location or allowing a student to complete assignments from home, etc. The College cannot apply for a legal order of protection, no contact order. The victim is required to apply directly for these services.

No Contact Orders – the Office of the Dean of Students may issue a no contact at the recommendation of the Department of Public Safety, Residence Life Department or at the victim's or accused.

College offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

Confidentiality - personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims nor house identifiable information regarding victims in the public safety Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. The victim may submit a request to the Director of Public Safety that directory information be protected.

Counseling, Health and Mental Health	Counseling Center Miguel Hall 5th floor	718 862 7394
Victim Advocacy	Not Available	
Legal Assistance	Not Available	
Visa and Immigration Assistance	Visit the Office of International Student advisor in the Kelly Commons	718 862 7213

On Campus - Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

Counseling, Health and Mental Health	Counseling Center Miguel Hall 5th floor The Counseling Center makes Off-campus referrals on a case by case basis.	718 862 7394
Victim Advocacy	See Safe Horizons Below	
Legal Assistance	See Safe Horizons Below	
Visa and Immigration Assistance	See Safe Horizons Below	
DOVE - Domestic and Other Violence Emergencies Program	Columbia Presbyterian Hospital	

Off Campus Resources

Safe Horizon – New York City Victims Assistance Program

The office of Safe Horizon is located at the Bronx Family Court 900 Sheridan Avenue, Bronx New York, 6th floor Room 6E38. See Hotline telephone numbers below.

Safe Horizon is the nation's leading victim assistance organization. Their mission is to provide support, prevent violence, and promote justice for victims of crime and abuse, their families and communities. Their 57 programs are located throughout the five boroughs of New York City in court houses, police precincts, schools, shelters, and community offices. Safe Horizon's first priority is the safety of those who seek assistance. The programs work with clients to meet their needs so they can look ahead to a safe horizon.

Providing 24-Hour Lifelines to Crime Victims

Safe Horizon's four toll-free hotlines are gateways to assistance for more than 250,000 of the city's crime victims each year. The state-of-the art program is staffed by experienced professionals 24 hours a day, seven days a week including holidays. Many hotline advocates are multilingual, and all counselors are able to utilize a translation service to assist callers who speak a language not represented. Hotline advocates provide crisis counseling, safety planning, assistance with finding shelter, referrals to Safe Horizon programs or other organizations, advocacy with the police, and other crucial services.

Legal Services

Safe Horizon's legal services can provide information, advice, referrals, and conflict resolution help. Each year, more than 1,200 individuals and families call our Domestic Violence Law Project and Immigration Law Project offices seeking support directly, in addition to referrals for representation from the citywide domestic violence hotline, directly from district attorneys and family court and immigration judges, and from community groups throughout the five boroughs.

Both our **Domestic Violence Law Project (DVLP)** and **Immigration Law Project (ILP)** services provide free legal information and advice to domestic violence victims with family and immigration law-related matters. Additionally, we provide direct legal representation to low-income and indigent domestic violence victims in family and supreme court proceedings, and immigration matters throughout New York City.

They can provide help in the following matters:

- Orders of Protection
- Child and Spousal Support
- Child Custody and Visitation
- Divorce
- Immigration

Domestic Violence Law Project

Safe Horizon established the Domestic Violence Law Project (DVLP) in 1991. Since its inception, DVLP has provided high-quality legal representation to thousands of low-income and indigent victims of violence in orders of protection, custody, support, and divorce proceedings. DVLP attorneys also advocate for clients within the criminal justice system. DVLP staff conducts educational training seminars with clients, pro bono attorneys, and agency staff in order to increase awareness of the legal issues facing victims of violence.

Contact the Domestic Violence Law Project, Monday through Friday from 9:30am to 5:30pm at 718.834.7430 x10 for assistance.

If our answering machine picks up, please let us know if it is safe for us to call you back or leave a message. If you cannot talk during those hours, exceptions can be made to talk at a later time.

Immigration Law Project

The Immigration Law Project (ILP), operating since 1988, provides free and low-cost services to victims of crime, torture, and abuse in immigration proceedings. ILP has represented hundreds of victims of violence in Violence Against Women Act self-petitions and adjustment proceedings as well as gender-based asylum claims.

Safe Horizon's Hotlines

- Domestic Violence Hotline: 800.621.HOPE (4673)
- Crime Victims Hotline: 866.689.HELP (4357)
- Rape, Sexual Assault & Incest Hotline: 212.227.3000
- TDD phone number for all hotlines: 866.604.5350

Helping Individuals Affected by Domestic Violence, Rape and Stalking

Safe Horizon is the largest provider of domestic violence services in the country. Collaborating with the criminal justice system, Safe Horizon offers innovative programs that provide women with support throughout the complex process of leaving violent relationships and building safe futures. For survivors of domestic violence, stalking, rape, and sexual assault, Safe Horizon offers services that help them and their children move toward safe and independent violence-free lives.

Visit: <http://www.safehorizon.org/page/get-help-8.html>

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network <http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if

you are walking alone.

9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Adjudication of Violations

Whether or not criminal charges are filed, the college or a person may file a complaint under the "Community Standards and Student Code of Conduct" for students, and the Employee Handbook Section VIII, Code of Conduct.

Judicial Process, Procedures, and Adjudicating Bodies –excerpt from the "Community Standards and the Student Code of Conduct" Section VI

A. Violation and Complaint Procedures – Typically Student Code of Conduct violations and complaints are processed in the following manner:

1. **Reporting an Incident** – All members of the Manhattan College Community are encouraged to report any conduct unbecoming the Lasallian Catholic character of the school or in violation of the Student Code of Conduct. Please contact any staff or administrator for assistance in generating a report. In an emergency, contact Public Safety immediately at 718-862-7333.
2. **Preliminary Investigation and Report** – A preliminary investigation of an incident or complaint may be conducted by either Residence Life or Public Safety staff or jointly by both departments. For commuter students, Public Safety, the Coordinator for Judicial Affairs and/or the Dean of Students may conduct the investigation. Interviews may be conducted, evidence collected, unauthorized items confiscated and photos taken for review by Public Safety. Violations of law may result in immediate police intervention.

3. **Incident and Complaint Review** – All reports and complaints are then reviewed by Public Safety, the Dean of Students, and/or the Dean of Students designee (i.e. Residence Life staff) in a timely fashion. A final report is then prepared by Public Safety, reflecting both Residence Life, when applicable, and Public Safety department findings and recommendations. A final report may be delayed pending a further investigation by Public Safety administrators, including but not limited to additional interviews and closed circuit TV footage review.
4. **Judicial and Counseling Referrals** – Based on the nature of the violation or complaint, Public Safety typically makes a referral to the Dean of Students office. From that point, depending on the nature of the incident, there can be referral to the Counseling Center in addition to a judicial review. Referral to the counseling center is not a punishment; rather, this is a key area for appropriate, developmental educational intervention.
 - Referral to the Counseling Center - for drugs and/or alcohol use, medical or mental health issues.
 - Referral to the Dean of Students - for judicial review and action.

B. Judicial Process and Procedures

The judicial process is utilized when it is possible that a student has violated the Student Code of Conduct, College policy or procedure, or violation of law. Administrators of the judicial process reserve the right, with the approval of the Dean of Students, to conduct mediation in certain circumstances when it may be more beneficial for the students involved. The Judicial Process may be conducted through any of the following procedures, as is determined appropriate by the Dean of Students or his/her designee: Disciplinary authority is vested in the Dean of Students. The standard for disciplinary decision-making is based on a preponderance of the evidence.

1. Hearing and Findings Once the incident report has been referred to the Dean of Students by Public Safety or Residence Life staff, the Dean of Students will determine the hearing administrator, as warranted by the severity of violation(s). The Dean of Students may also act as hearing administrator. The hearing administrator will review the case as well as all information, reports and evidence that have been developed during the investigation and thereafter meet with the student to discuss the incident. At the hearing, the student will be provided with a description of the incident and the alleged violation(s) and will be given an opportunity to take responsibility for the violation(s). The hearing administrator is charged with determining responsibility based on a preponderance of the evidence. The student will be informed of the potential sanctions by the hearing administrator. These sanctions will coincide with the standard sanction guidelines. Should a student fail to attend the hearing, the hearing administrator may adjudicate the case in absentia. A violation may be dismissed at any time.

The College reserves the right to initiate immediate interim restrictions depending on severity of violation(s). This includes, but is not limited to actions such as temporary or permanent administrative housing reassignment, suspension from housing, suspension from classes, no-contact orders, etc.

2. Requests for Appeals Requests for appeals must be made within three (3) business days of notification of the original decision. All appeal requests must be made in writing to the Assistant Vice President for Student Life, Dr. Emmanuel (Sonny) Ago, or his designee and must specifically note the ground(s) for appeal. These requests can be submitted electronically to emmanuel.ago@manhattan.edu. If a request for appeal is granted, it will be distributed to the appropriate appellate officer or panel. The College calendar may dictate the time frame of the appeal. All appellate decisions are final.

Guidelines for Appeals One appeal per violation hearing will be permitted and must meet one or more of the following grounds for appeal:

- a) The student asserts a procedural error that substantially impacted the original finding or sanction(s);
- b) New evidence, unavailable during the original hearing or investigation, has arisen that substantially impacted the original finding or sanction(s);
- c) The sanction(s) that were imposed are substantially outside the parameters or guidelines set by the Manhattan College Community Standards and Student Code of Conduct.

Appeals Process If a request for an appeal is granted, the Assistant Vice President for Student Life or his designee will determine the appellate officer or panel.

- a) Decisions made by the Resident Director may be appealed by the student to the Area Coordinator or Assistant Director of Residence Life or his/her designee.
- b) Decisions made by the Area Coordinator or Assistant Director of Residence Life may be appealed by the student to the Director of Residence Life or his/her designee.
- c) Decisions made by the Director of Residence Life or the Coordinator of Judicial Affairs may be appealed by the student to the Dean of Students or his/her designee.
- d) Decisions made by the Student Court may be appealed by the student to the Dean of Students or his/her designee.
- e) Decisions made by the Dean of Students may be appealed by the student to the College Judiciary Council.

Appellate Officer/Panel Outcomes The appellate officer or panel, upon review of the case, may:

- a) Affirm the decision rendered in the original hearing;
- b) Reassign the case or remand it to the original hearing officer or panel with instructions to correct procedural error;
- c) Remand the case to the original hearing officer or panel with recommendation to consider new evidence;
- d) Remand the case to the original hearing officer or panel for reconsideration of sanction(s).

C. Adjudication Bodies

1. The Student Court

- a.) Authority: Student Court has the authority to hear cases involving alleged violations of Student Government regulations, College regulations, and Student Code of Conduct within its jurisdiction, as referred by the Dean of Students or his/her designee. It also adjudicates appeals of campus traffic tickets.
- b.) Membership: The Court is composed of a Chief Justice and Associate Justices that are appointed by Student Government.
- c.) Sanctioning Ability: See Student Court Procedures. The Student Court has the authority to apply any sanction outlined in the Community Standards and Student Code of Conduct from Sanction #1 through Sanction #8.

2. The College Judiciary Council

- a.) Authority: The College Judiciary Council has the authority to hear cases of appeal from decisions made by the Dean of Students. This body will hear cases of appeal dealing with probation, suspension, or expulsion. The College Judiciary Council will hear cases of appeal based upon the hearing record and the decision and rationale of the Dean of Students. The Dean of Students also may also convene a Dean's Board of judicially trained faculty and administrators to address serious cases of alleged misconduct. This board consists of four administrators or faculty members depending upon availability. Three board members including the Dean of Students will constitute a quorum.
- b.) Membership: The council is comprised of three faculty members, two students and a non-voting administrator. Each board is appointed by the Vice President for Student Life from a pool of trained faculty, students, and administrators. The council will be chosen from the standing pool, trained specifically in higher education code of conduct issues. They will be empaneled for a minimum of one academic year. The Council will also have an assigned secretary to record proceedings.
- c.) Sanctioning Ability: The College Judiciary Council may apply any sanction as outlined in the Community Standards and Student Code of Conduct.

1. The Dean of Students and the Dean of Students Board

- a.) Authority: The Dean of Students is the Chief Judicial Officer and has the authority to hear any cases of alleged violation of Community Standards and Student Code of Conduct.
- b.) Membership: The Dean of Students reserves the right to make decisions on any judicial issues. The Dean of Students also may also convene a Dean's Board of judicially trained faculty and administrators to address serious cases of alleged misconduct. This board consists of four administrators or faculty members depending upon availability. Three board members including the Dean of Students will constitute a quorum.
- c.) Sanctioning Ability: The Dean of Students may apply any sanction as outlined in the Community Standards and Student Code of Conduct.

A. Student Rights in Hearings

The following procedural rights are provided to accused students in hearings administered by the Dean of Students, the College Judiciary Council or Student Court or any other hearing administrator:

1. Notice of specific violations and potential sanctions
2. Access to evidence will be supplied in advance
3. Opportunity to respond to the evidence and to call one corroborating and two character witnesses

Note: The student may submit a supplemental explanation in writing to his/her hearing administrator. The student may also decline to make any statement without it being used against him/her. The student also has the right to actively participate in the discussion to best communicate his/her role in the documented incident.

4. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
5. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
6. The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;
7. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
8. The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
9. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated the college's Student Conduct Code?";
10. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
11. The accuser and the accused each have the right to appeal the outcome of the hearing by and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

Appeal – excerpt from the "Community Standards and the Student Code of Conduct" Section V. Disciplinary Sanctions Item 3

The individual who filed the grievance and/or the person charged with a violation may appeal based on the process followed, the determination and/or the sanction imposed. An appeal must be in writing, specify exactly what is being appealed and why. When finished, it should be sent to the office of the Vice President for Human Resources within 10 days (excluding weekends and holidays) of the determination by the Affirmative Action Officer. The Vice President for Human Resources will decide who should consider the appeal. An appeal that involves a member of the faculty, administration or staff generally will be handled by the Provost and the Vice President for Finance. The Vice President for Student Life and the Provost generally will handle an appeal filed by a student. The Vice President for Human resources will handle appeals filed by staff generally. The Vice President for Human Resources may designate another appropriate official of the College to handle an appeal. The Affirmative Action Officer will provide the appeal official with all the materials from the investigation and all written determinations.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the College's policy against Sexual Harassment. The policies for students and employees are found in the "Community Standards and Student Code of Conduct" for students, and the Employee Handbook Section VIII, Code of Conduct, in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the judicial process outlined in the Manhattan College Community Standards and Code of Conduct.

Retaliation Policy Students - Community Standards and the Student Code of Conduct, Section VIII

The College affirms that no retaliation may be taken against any individual who seeks guidance about or makes a claim of sexual harassment or discrimination, or participates in the process by assisting an individual who is making a claim, cooperating with an investigation or acting as a witness. Any retaliation or threatened retaliation is a serious violation of this policy and will be treated with the same strict discipline as harassment or discrimination itself. Retaliation should be reported immediately to the Affirmative Action Officer and/or the Vice President for Human Resources together with the details of the retaliation. An investigation of the retaliation will be commenced promptly.

Retaliation Policy Employees - Employee Handbook, Section 8.28.3

Sexual Harassment Guidelines

The College affirms that no retaliation may be taken against any individual who seeks guidance about or makes a claim of sexual harassment or discrimination, or participates in the process by assisting an individual who is making a claim, cooperating with an investigation or acting as a witness. Any retaliation or threatened retaliation is a serious violation of this policy and will be treated with the same strict discipline as harassment or discrimination itself. Retaliation should be reported immediately to the Affirmative Action Officer/Title IX Coordinator, together with the details of the retaliation. An investigation of the retaliation will be commenced promptly.

Confidentiality

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college's ability to respond to the complaint may be limited.

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the policy will lead to the initiation of disciplinary procedures against the accused individual.

When it has been determined that a student has violated the College Code of Conduct or any other College rule, a sanction or combination of sanctions may be imposed. Possible sanctions are as follows:

1. Reprimand – The student is warned that further misconduct may result in more severe disciplinary action. It is recorded in the office of the Dean of Students, but not reflected on academic records or the College transcript. This is a sanction which is available for some first time offenses and in offenses where there is great educational value in the student participating in the disciplinary process. Administrators will use this when they view the participation in the disciplinary process as a likely deterrent from future behavior that violates College policy.
2. Restitution and/or Fines – The student is required to make payment to the College or to other persons, groups or organizations for damages and/or punitive sanctions incurred as a result of the violation. To honor Manhattan College Lasallian tradition, sanction money may be allocated to a designated charity and/or student life educational programming when it is not used to replace damages caused by a student.
3. Community Service – Students may be subject to mandatory service projects. This sanction may be utilized in situation where students have been a negative influencing factor in the community so they can give back to a community to restore it to its status quo. It is also utilized to encourage students who have been negatively engaged to foster positive relationships on campus.
4. Educational Programs – Students may be required to successfully complete or attend an educational program. Examples include, but are not limited to lectures, research projects and online educational programs. This sanction is based in the Lasallian tradition of promoting education and to help individuals become both more aware of themselves as well as the impact they have on their community.
5. Revocation of Privileges – A student may be subject to losing a privilege on campus due to the abuse of that privilege. For example, a student may lose the privileges of visitation of the residence halls or guest privileges in the residence halls or on campus. In addition, students may lose use of exercise equipment, student life activities, gymnasium, etc. The student may be subject to loss of privileges at other sites or events on campus or at College activities off campus. It is recorded in the office of the Dean of Students but not reflected on academic records or the College transcript.

6. **Mandatory Referral** – A student may be referred to counseling, anger management and/or training. When a student is referred to the Counseling Center for an intake session, the information from the session will remain confidential. The Counselor will only report back to the hearing administrator whether the student complied with the sanction and attended the session.
7. **Other Sanctions** – Should a student violate a policy and there is a beneficial alternative option for sanctioning than those listed in the Community Standards and Student Code of Conduct, the hearing administrator may submit a request in writing to the Dean of Students for an alternative sanction. If the Dean of Students or the Dean's designee determines the alternative sanction would benefit both the student and the College while being comparative to listed forms of sanction, the alternative sanction may be applied.
8. **Sanction for Groups** – Groups are liable for the same sanctions as individuals. A group may be reprimanded, required to pay for damages incurred or placed on probation and, thereby, denied the right to sponsor any social function on campus for a stated period of time. In addition, a group may be suspended until conditions established at the time of suspension are fulfilled.
9. **Residence Probation** – The student is subject to expulsion or suspension from the residence halls if any further violations of the College policy or law occur. The student may lose the privilege of participating in the room selection process and may also be subject to loss of visitation privileges. It is recorded in the Office of the Dean of Students but not reflected on academic records or the College transcript. Parent/guardian notification may occur.
10. **Expulsion or Suspension from the Residence Halls** – The student shall lose the privilege of living in the residence halls permanently or for a specified amount of time. The student is also prohibited from visiting the residence halls. Conditions for re-admission into the residence halls will be established at the time of suspension. It is recorded in the student's file in the Office of the Dean of Students but is not reflected on academic records or the College transcript. Parent/guardian notification may occur.
11. **Disciplinary Probation** – The student shall not represent the College in any extracurricular or co-curricular activity or run for or hold office in any student group or organization. If deemed appropriate, the student may also be barred from all extracurricular activities or be allowed on College property only to the extent that class schedule or residence on campus requires. It is recorded in the student's file in the office of the Dean of Students but is not reflected on academic records or the College transcript. Parent/guardian notification may occur. Additional restrictions or conditions, such as fines, may also be imposed. Violation of any of the terms of Disciplinary Probation subjects a student to immediate suspension or dismissal.
12. **Suspension from College** – Separating the student from the College for a specified period of time when a student has committed a serious or repeated violation of a College policy, rule or regulation, or when the College makes a determination that: (i) the student's continued presence on campus disrupts the conduct of regular College functions and activities; (ii) the student's continued presence on campus may pose a risk, threat or danger to the student or others; or (iii) the student fails to comply with significant College directions or regulations. Suspension can also be appropriate in situations where one of these factors is not evident. Appropriate faculty, administrators, and College offices will be informed of the terms of a student's suspension. If deemed appropriate, and consistent with the law, parents or guardians will be advised of the suspension. During a period of suspension, a student may not continue to participate in academic programs or classes, may not be on property contiguous to campus and may not attend College-related events without written permission from the Dean of Students. It is recorded in the student's file in the Office of the Dean of Students but is not reflected in academic records or on the College transcript. A student who is suspended will have to comply with all conditions established by the College for readmission at the completion of the suspension.*
13. **Expulsion** – Permanent separation of the student from the College is given in extremely serious or repetitive cases of misconduct and/or violation of the laws. An expelled student may not enroll in the College at any future date. Expelled students must also seek authorization from the Office of Public Safety to fulfill any appointments on campus. It is recorded in the student's file in the Office of the Dean of Students, on the academic record and the College transcript. A letter is sent to the Dean of the student's school and to the parent or guardian.*

*Students who engage in behavior which is so detrimental to the campus community that they must lose their right to housing, be suspended from the College, or be expelled from the College, are not subject to reimbursement for money paid for the semester in accordance with Title IV federal guidelines.

Employee Disciplinary Sanctions:

Appropriate disciplinary penalties will be determined according to the parties involved and the severity and/or duration of the conduct; an individual's prior record can be taken into consideration in determining a penalty. Possible penalties include exclusion from certain College buildings, classes, residence halls, and College events as well as suspension, expulsion, and/or discharge from employment or enrollment. Individuals doing business at the College or third party vendors found to be in violation of this policy may be banned from the College and the College will notify their respective employers of all charges and disciplinary outcomes. Visitors may also be banned from the College.

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

Protective Measures

The Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a College no contact order, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Manhattan College.

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In New York State, convicted sex offenders must register with the sexual offender registry, New York State Division of Criminal Justice Services.

Visit : http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm

Search "sex offenders" by name, address

Section V - Alcohol and Drug Policies

Manhattan College fully complies with the Drug-Free School and Communities Act of 1989. This law was designed, in part, to prevent the illicit use of drugs and the abuse of alcohol by students. Failure to comply with the College's regulations and the laws of the state of New York governing the possession, distribution and consumption of alcohol constitutes a violation of the Code of Conduct. The same applies to the unauthorized sale, purchase, production, possession, distribution or use of controlled substances of other addictive and illegal drugs on the College's premises. Violations are punishable by sanctions, which have been imposed pursuant to the judicial procedures of the College. This may include dismissal from the College and accountability to the appropriate civil or criminal authorities.

The laws of New York state contain all relevant statutes regarding the possession, sale, distribution or use of alcohol and other drugs. If a student is convicted of a violation under these statutes, he/she could face a fine, imprisonment or the loss of driving privileges. If a student under the age of 21 purchases alcoholic beverages through fraudulent means, he/she can face additional penalties, if convicted.

Section IV - Title IX and Non-Discrimination Notice

Manhattan College is committed to ensuring equal access to its educational programs and employment opportunities without regard to sex, gender, race, color, national origin, religion, age, disability, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Manhattan College is committed to providing an environment not impaired by sex and gender-based misconduct, including sex discrimination and sexual harassment. Title IX of the Education Amendment of 1972 is a federal law that prohibits discrimination on the basis of sex in educational programs, activities and employment practices. Therefore, students, employees, applicants and other members of the Manhattan College community (including without limitation, vendors, visitors, and guests) may not be subject to discrimination or harassment or otherwise treated adversely based upon a protected characteristic. This includes, without limitation, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Similarly, the College will not tolerate harassing, violent, intimidating or discriminatory conduct by its students, employees or any other member of or visitor to the College community.

This policy applies to conduct occurring on campus, during any College program or activity on or off-campus or abroad, including academic programs, admissions, athletics, recruitment, financial aid, housing, employment, as well as certain off-campus conduct perpetrated or suffered by a Manhattan College student, employee, staff member, or third party member of the College community.

The College encourages individuals to report all gender-based misconduct immediately to the Title IX coordinator, one of the deputy coordinators or another College staff member. The College will fully and promptly investigate all allegations of gender-based misconduct and will impose disciplinary measures, or take similar actions, as may be appropriate.

Title IX and the College strictly prohibit retaliation. Any person who attempts to penalize, intimidate or threaten a person who makes a report or cooperates in an investigation of gender-based misconduct, harassment or discrimination will be disciplined. Any person who believes he or she has been the victim of retaliation should immediately contact the Title IX coordinator or one of the deputy coordinators.

This College policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include Title IX (prohibiting discrimination and harassment based on sex), the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, Title VII, the New York State Human Rights Law and the New York City Administrative Code.

Procedures

Manhattan College's greatest concern is for the safety and physical and mental health of all its students, faculty, staff, and guests and is committed to maintaining a welcoming and supportive educational climate. Therefore, the following procedures are available to all students, staff, administrators and faculty who feel they have experienced or witnessed gender-based misconduct, including sexual harassment and gender discrimination as discussed above.

The College will promptly and equitably respond to all issues involving gender-based misconduct. It may be necessary to adjust on a case-by-case basis, the procedures and timeframes discussed in this section due to the nature and complexity of the issues, the parties involved, and the College's academic calendar. Both the complainant and the accused will be notified of any procedural or timeframe adjustments.

Reporting Misconduct

All members of the College community, including students, staff, faculty, vendors, and visitors who experience, witness, or hear about gender-based misconduct, including sexual harassment and sexual assault, are encouraged immediately to contact the College's Title IX coordinator, Vicki Cowan, in person at 305 Memorial Hall, by phone at (718) 862-7392, or by e-mail at vicki.cowan@manhattan.edu, or reach out to any of deputy Title IX coordinators.

In an emergency please call 911 or the Public Safety office at (718) 862-7333. There is no time limit on how long after an incident you can make a report of misconduct. However, the College's ability to respond to a report may be hindered by the length of time between the alleged misconduct and the report itself.

Once the College is informed of alleged misconduct, the Title IX coordinator or her designee will notify the complainant and the accused of their rights pursuant to Title IX. The Title IX coordinator will help the parties navigate the formal complaint process, should you choose to engage it, access appropriate medical, emotional or academic services, discuss possible interim arrangements during the investigation and resolution phases, understand your rights, and answer your questions along the way. The College is obligated by Title IX to promptly, thoroughly and impartially investigate and resolve all complaints, whether made formally or informally. The Title IX coordinator or her designee will therefore respond to every report of alleged sex or gender-based misconduct, facilitate the implementation of measures to stop the behavior, and take steps to prevent its recurrence.

If you have been the victim or target of a sexual assault or other type of sexual misconduct, you are also encouraged to contact the NYPD in addition to the College. The local NYPD precinct is the 50th Precinct and is located 3450 Kingsbridge Avenue, Bronx, NY 10463 and can be reached at (718) 543-5700. You do not have to file a report with the police, but if you would like to do so, someone from the College can accompany you to the local police precinct to support you through the process. In certain circumstances, depending on the type of conduct alleged and the parties involved, the College may be independently obligated to contact the police.

Confidentiality

Any College official (e.g. faculty member, residence life staff member, dean) informed of possible discrimination, harassment or sex or gender-based misconduct must report it to the Title IX coordinator. Certain College officers who serve in a privileged professional capacity (e.g. Counseling Center staff, the College Physician and the College Chaplain) are not necessarily bound by this requirement, except as required by law.

Upon receipt of a report, the Title IX coordinator and those assisting with an investigation and those participating in any disciplinary proceedings, will make all reasonable efforts to maintain confidentiality and respect the privacy of those involved. The College understands that reports of this nature can be difficult, emotional and stressful. Therefore the College will only share information as is needed to conduct a prompt, thorough and effective investigation. All members of the College community should understand that even if the complainant asks the College not to pursue an investigation, or decides to attempt to resolve the situation informally, the College must still investigate the allegations and address the conduct as may be necessary.

Investigation

After the receipt of a report of discrimination, harassment, including sexual harassment, or sexual or gender-based misconduct, the Title IX coordinator or one of the deputy coordinators will meet with the complainant to gather as much information as possible. The Title IX coordinator and/or the designee(s) will also meet with any witnesses or individuals who may have information about the conduct at issue.

If after this initial fact-finding phase the College determines that a violation of College policy may have occurred, it will proceed with a full investigation. The complainant and the accused will be notified that an investigation is underway and will be afforded the opportunity to meet independently with the Title IX coordinator or the designee to review this procedure and to have his/her rights explained. The Title IX coordinator or the designee(s) will also meet with the accused to listen to his or her side of the story and to gather any evidence he or she may offer to better understand the nature of the conduct at issue. The complainant and the accused will have the opportunity to submit names of individuals with knowledge of the situation and the College will follow up with those individuals. The Title IX coordinator or the designee will counsel the complainant and the accused on academic and other emotional supports available.

During an investigation, the Title IX coordinator or an appropriate designee may ask for written statements and other documents or evidence which may aid in the investigation. Therefore, it is important to preserve all evidence associated with the conduct or that you think might help others understand what happened. Such evidence can include text messages, Facebook or Instagram posts, photos, voicemails, e-mails or items of clothing.

Depending on the type of conduct and the parties involved, the College may unilaterally contact the NYPD. The College will continue its own investigation into the alleged conduct, regardless of whether or not the police decide to pursue their own investigation. The College will cooperate with all police investigations and will honor and enforce any judicial no-contact, restraining, or protective orders the parties may obtain outside the College process.

During the investigation process interim measures will be discussed with the parties and implemented as may be appropriate. Possible interim measures available to students, faculty, staff or other individuals participating in this process may include a change in class schedule, housing arrangements and/or work arrangements. All efforts will be made to minimize the impact that these interim measures have on the complainant.

In some cases mediation may be appropriate. Mediation is a process in which the College can arrange for the complainant and the accused to meet to see if they can resolve the situation with the assistance of a third party mediator who will attempt to help guide the accused and the complainant to a mutually acceptable outcome. The mediator will likely be an administrator and will be assigned by the College. Mediation is completely voluntary.

In cases involving a potential sexual assault or other forms of sexual violence or intimidation, however, mediation is not an appropriate option. Mediation will only be pursued with the consent of both the complainant and the accused. At any time during the mediation process the complainant or the accused may stop the mediation.

Both the accused and the complainant will be updated throughout the investigation process. Typically an investigation will take 60 days, but that may vary depending on the nature and complexity of a case. At the close of an investigation, the Title IX coordinator or the designee will prepare a brief report detailing the essential content of interviews and the pertinent evidence gathered. He or she will present that report to the appropriate vice president, dean or equivalent senior administrator. Both parties will be provided copies of that report.

If, based on the report, the appropriate vice president, dean or equivalent senior administrator determines that it is reasonable to conclude that a violation of this policy occurred, (he/she) will recommend that the matter proceed to a hearing before a hearing officer designated by the College.

If the case does not go to hearing, the College may institute appropriate supports for those involved and community-wide training and/or awareness efforts to prevent the sort of conduct alleged from occurring again. Even if the matter does go to a hearing, support and training may be provided.

Formal Hearing

If the matter is referred to a hearing officer, both the accused and the complainant will be informed of the date and time of the hearing. The accused and the complainant have the right to challenge the choice of hearing officer if the appointment of a specific hearing officer creates a real or perceived conflict of interest. Each party will have an opportunity to submit further evidence prior to the hearing and will be afforded the opportunity to review this additional evidence before the start of the hearing. Both parties will be notified of possible sanctions. The hearing will not be open to the College community at large.

At the hearing both parties will have the opportunity to present witnesses and testimony. The burden of proof will not be solely on any one party. Should the accused fail to attend the hearing, the hearing officer may proceed in absentia. The hearing officer will make the final determination about which witnesses will be heard, what evidence will be accepted, and matters relating to hearing procedures.

The hearing officer will make a determination based on the preponderance of the evidence, which means he or she will determine whether it is reasonable to conclude, based on the evidence available, that it is more likely than not that the alleged conduct occurred. Both parties may consult with legal representatives outside the hearing process, but lawyers will not be allowed to participate in the hearing process itself. The complainant and the accused will be notified in writing of the hearing officer's determination and any penalty imposed; such notice will be provided on a simultaneous basis, to the extent feasible. The complainant will be informed of subsequent modifications to the sanctions, if any are made.

Appropriate disciplinary penalties will be determined according to the parties involved and the severity and/or duration of the conduct; an individual's prior record can be taken into consideration in determining a penalty. Possible penalties include exclusion from certain College buildings, classes, residence halls, and College events as well as suspension, expulsion, and/or discharge from employment or enrollment. Individuals doing business at the College or third party vendors found to be in violation of this policy may be banned from the College and the College will notify their respective employers of all charges and disciplinary outcomes. Visitors may also be banned from the College.

Resolution and Appeal

Both the complainant and the accused have the right to appeal a hearing officer's decision or penalty in certain limited circumstances, such as: (1) a party believes a procedural error substantially impacted the original finding or penalty; (2) a party has substantial new evidence that was not available during the investigation or hearing and which would substantially impact the original decision or penalty; or (3) a party feels that the penalty is substantially outside the scope or guidelines set by the Manhattan College Community Standards and Student and

Faculty Code of Conduct.

Requests for an appeal must be made in writing, include the grounds for appeal, and be received by the Title IX coordinator within 10 days of notification of the hearing officer's decision.

Appeals of the hearing administrator's decision will be heard by an appellate officer. The appellate officer will be a neutral administrator assigned by the College in consultation with the Title IX coordinator; the appellate officer assigned will be determined based on the circumstances and the parties involved. All appellate decisions are final. Both parties will be informed of the outcome of any appeal.

Remedies

Depending on the nature of the allegations, possible supports and remedies for the complainant that could be implemented during an investigation/hearing/appeal as well as after its conclusion, may include, but are not limited to: providing an escort to ensure that the complainant feels safe traveling between work, school and home; ensuring the complainant and the accused do not attend the same classes, live in the same residence halls, or eat in the same dining halls; providing academic, counseling, or medical services; and arranging for the complainant to retake or withdraw from a course without penalty.

Corrective Action

The College will make all reasonable efforts to ensure that future harassment, discrimination and misconduct does not occur, and that the complainant and those who participated in the investigation and hearing process do not experience any form of retaliation. The College will also take appropriate steps to address the discriminatory effects of the misconduct including offering training programs, presentations that address issues of sex discrimination, sexual harassment and gender-based misconduct, as well as counseling services and academic support.

If you experience subsequent harassing, discriminatory, threatening or retaliatory conduct, you should immediately report it to the Title IX coordinator. Someone from the College will follow up with both parties after the resolution of the matter to determine whether there has been any new or recurring misconduct.

Should a complainant or any other individual experience continuing, additional or new forms of discrimination, harassment, misconduct, or retaliation he or she should immediately inform the Title IX coordinator or one of the designees.

Miscellaneous

The College reserves the right to reasonably adapt the time frames or processes described in this policy in light of the nature of the complaint and the time of year during which it was received, to ensure a full and fair investigation and resolution, or due to other similar significant factors.

If more than one College procedure can be used to address a matter, the College has the authority to determine which procedures will be followed.

Resources

**In an emergency, please call 911 or the College Public Safety office at (718) 862-7333 (available 24/7).*

College Counseling Center | Miguel Hall, 5th floor | (718) 862-7394

Student Health Center | Alumni Hall 104 | (718) 862-7217

RAPE Crisis Hotline | (914) 345-9111

Safe Horizon's Rape, Sexual Assault and Incest Hotline | (212) 227-3000

New York City Police Department 50th Precinct | 3450 Kingsbridge Avenue, Bronx, NY 10463 | (718) 543-5700

College Public Safety Office | Jasper Hall, 1st floor | (718) 862-7333 (available 24/7) publicsafety@manhattan.edu

Alcohol

Manhattan College policy permits the use of alcohol in moderation, in accordance with New York state law but opposes excessive consumption. Those who drink must remain in control of their behavior; they shall be responsible for their actions and respect the rights of others. Promotions and publicity that glorify or urge consumption of alcohol are prohibited.

- Persons under 21 years of age may not possess or consume alcoholic beverages on the College's premises.
- No member of the College community may serve or otherwise furnish alcoholic beverages to persons under 21 years of age on Manhattan's premises.
- No person under the age of 21 may present evidence of age that is false for the purpose of purchasing alcoholic beverages.

Violation of this policy is cause for expulsion or suspension from the College's residence halls, probation, fines, community service or revocation of privileges.

Drugs

The unauthorized selling, purchasing, possession or distribution of narcotics, depressants, stimulants or hallucinogenic drugs is in violation of the Student Code of Conduct and state and federal laws. Manhattan College cannot and will not be a sanctuary from civil or criminal authorities. Any student distributing or selling drugs on campus will be subject to dismissal through the College judiciary procedure. Evidence of distribution or sale of drugs on campus will be reported to the appropriate law enforcement agency. The College will cooperate with law enforcement agencies in apprehending specific individuals whose activities such authorities have good reason to suspect. The possession and/or use of drugs is strictly forbidden. Students who violate this restriction are subject to suspension, other sanctions and parental notification.

Section VI - Fire Safety, Evacuation, & Fire Statistics

FIRE SAFETY POLICIES REGARDING ELECTRICAL APPLIANCES, OPEN FLAMES AND SMOKING ON CAMPUS

Prohibited Items:

- Illegal items
- Candles, incense, oil lamps, barbecues or any device that produces an open flame
- Microwave ovens, exceeding 600 watts
- Electrical devices and electronics that are not UL rated (Underwriter Laboratories rated). Check your power strip for a UL rating tag.
- Extension cords — non-UL and two-prong cords are prohibited. Extension cords may not be used for microwave ovens or refrigerators.
- Space heaters
- Heating blanket
- Plug-in air fresheners
- Torchier-style halogen lamps
- String or tube lighting, except during the holiday season (see requirements below)
- Live Christmas trees, wreaths or jack-o-lanterns
- Egg crate mattress pads
- Mattresses other than those provided by the College
- Excessive amounts of posters, flags, or wall hangings are prohibited. They may not be hung from ceilings, or in locations that may interfere with lighting, outlets, vents, appliances or evacuation routes.

Approved Electrical Appliances / Specifications/Requirements

- Microwaves are not to exceed 600 watts
- Power strips must be UL rated
- UL-rated string lights may only be used during the holiday season (October 15th to last exam day)
- Energy Star efficient appliances with approved wattage
- The use and location of all decorations must be preapproved by College staff. Under no circumstance should decorations be hung overhead or in a manner that blocks means of egress or fire safety equipment. Wiring must not create a tripping hazard.

Note: All prohibited items are subject to immediate confiscation and disposal without monetary compensation or recourse.

Additionally, these lists are not all inclusive. Manhattan College reserves the right to prohibit any item or condition it deems unsafe or violates applicable codes, policies or space allocations.

Procedures for Student Evacuation

If a fire or smoke condition is discovered, employees, students and visitors must follow these steps:

1. Move away from the affected area and verbally alert everyone else of the condition and the need to evacuate. Alert everyone by yelling and banging on doors while proceeding directly to the nearest exit.
2. Activate the nearest fire alarm pull station.
3. Call fire emergency services at 911 and campus security at 7333. Communicate the details of the condition by providing the exact location and nature of the emergency. Describe the fire or smoke condition to the best of your ability.
4. Employees, students and guests are not expected to fight fires and must evacuate the building immediately at the first sound of an alarm. Evacuation should be made via the nearest safe exit. Employees and students must not alter their course of exit in order to search for, or notify other occupants.

Fire Safety Education & Training Programs

A fire safety education and training program is provided to all residence life staff and security personnel. In addition, security and physical plant personnel are required to maintain a current New York City Fire Department Fire Safety Certification (FO3).

Fire safety education for faculty and staff is enhanced during fire drills by the Fire Drill Coordinator. Complete evacuations are conducted during fire drills and participants are advised of safety requirements and the assembly location for evacuees.

Residence life staff instruct students regarding fire safety during floor meetings. They also advise students that there are three unannounced fire drills during the academic year, and they are advised of evacuation routes and where to assemble during an evacuation. It is emphasized that evacuation is mandatory. Residence life staff also conduct environmental room inspections checking for fire hazards and working smoke detectors. Public safety and physical plant employees are instructed to check fire extinguishers and for blocked exits on a daily basis. See page 112 in the Student Handbook for further details.

Future Fire Safety Improvements

Assessment of the campus fire alarm systems is part of the overall assessments that are made of our infrastructure systems. As needs are identified, they will be addressed in our infrastructure renewal program.

Smoking Policy

In compliance with NYC's Indoor Smoking Restriction Law, the College designates all indoor areas as non-smoking. See page 106 in the Student Handbook.

Section VII - Fire - Residence Hall Fire Detection, Alarm and Suppression Systems

Residence Hall Fire Detection, Alarm and Suppression Systems

The following Residence Hall Fire Detection, Alarm and Suppression System chart contains a description of fire safety systems found in our residence halls and the number of mandated supervised fire drills that were conducted in the previous calendar year.

† = Corridors Only ‡ = Rooms Only ‡ † = Corridors and Rooms
 * = Garage/Kitchen/Hallways

	CHRYSTOM	JASPER	HORAN	LEE HILL	OVERLOOK
DETECTION SYSTEMS					
Smoke Detectors: Hard Wired	• †	• †	• †	• †	‡ †
Smoke Detectors: Battery	• ‡	• ‡	• ‡	• ‡	‡ †
ALARM SYSTEMS					
Pull Boxes	•	•	•	•	•
Local On-Campus Dialer to Security	•	•			
Central Station Monitoring			•	•	•
Fire Alert Control Panel	•	•	•	•	•
SUPPRESSION/ESCAPE SYSTEMS					
Sprinklers	•	•	•	•	•*
Standpipe	•	•	•	•	•
Fire Extinguishers	•	•	•	•	•
Fire Escapes					•
Evacuation Placards (You are here)	•	•	•	•	•
FIRE DRILLS & CONSTRUCTION					
Fire Drills During The Year	3	3	3	3	3
Number of Floors	4	6 + basement	11	10	7+ basement
Capacity (Number of Beds)	110	236	728	550	404
Year Constructed	1929	1955	1990	2008	1959

Section VIII - Fire Statistics

Annual Fire Statistics

Pursuant to the requirements of Federal Register Section 668.41 (e) "Fire Safety Report," this annual report contains fire statistics for the calendar years 2016, 2015 and 2014. In addition, fire safety systems are described in the section entitled "Residence Hall Fire Detection Alarm and Suppression Systems" found below.

The following Residence Hall Fire Report contains the cause of the fire, deaths and injuries treated at a medical facility and value of property damaged at Manhattan College for preceding three calendar years.

The following Residence Hall Fire Report contains the cause of the fire, deaths and injuries treated at a medical facility and value of property damaged at Manhattan College for preceding three calendar years.

RESIDENCE HALL FIRE REPORT 2017

RESIDENCE HALLS	Number of Fires	Date of Fire	Time of Fire	Cause of Fire	# of Injuries Treated at Medical Facility	# of Deaths Related to Fire	Value of Property Damage
Chrysostom	0	-	-	-	-	-	-
Jasper	0	-	-	-	-	-	-
Horan	0	1-28-17	7:10 PM	Hookah hot coals improperly disposed in garbage can	0	0	\$261.31
Lee Hill	0	-	-	-	-	-	-
Overlook	0	-	-	-	-	-	-

RESIDENCE HALL FIRE REPORT 2016

RESIDENCE HALLS	Number of Fires	Date of Fire	Time of Fire	Cause of Fire	# of Injuries Treated at Medical Facility	# of Deaths Related to Fire	Value of Property Damage
Chrysostom	0	-	-	-	-	-	-
Jasper	0	-	-	-	-	-	-
Horan	1	10-14-16	1:30 A.M.	Electrical	0	0	\$1,930
Lee Hill	0	-	-	-	-	-	-
Overlook	0	-	-	-	-	-	-

RESIDENCE HALL FIRE REPORT 2015

RESIDENCE HALLS	Number of Fires	Date of Fire	Time of Fire	Cause of Fire	# of Injuries Treated at Medical Facility	# of Deaths Related to Fire	Value of Property Damage
Chrysostom	0	-	-	-	-	-	-
Jasper	0	-	-	-	-	-	-
Horan	0	-	-	-	-	-	-
Lee Hill	0	-	-	-	-	-	-
Overlook	0	-	-	-	-	-	-

Section IX CRIME STATISTICS for 2017, 2016, 2015

2017				
OFFENSE	On Campus*	Residence Halls	Public Property	Unfounded
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	3	3	0	0
Fondling	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Robbery	0	0	1	0
Aggravated Assault	1	1	2	0
Burglary	9	4	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
ARRESTS				
Weapon Possession	0	0	0	0
Drug Abuse Violations	2	2	0	0
Liquor Law Violations	0	0	0	0
DISCIPLINARY ACTIONS/REFERRALS				
Weapon Possession	0	0	0	0
Drug Abuse Violations	145	144	0	0
Liquor Law Violations	245	242	0	0
OFFENSE (VAWA)**				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	4	3	0	0

There were no hate crimes reported for 2017.

2016				
OFFENSE	On Campus*	Residence Halls	Public Property	Unfounded
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	4	4	0	0
Fondling	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Robbery	0	0	2	0
Aggravated Assault	0	0	0	0
Burglary	3	3	0	0
Motor Vehicle Theft	0	0	2	0
Arson	0	0	0	0
ARRESTS				
Weapon Possession	0	0	0	0
Drug Abuse Violations	1	1	4	0
Liquor Law Violations	0	0	6	0
DISCIPLINARY ACTIONS/REFERRALS				
Weapon Possession	1	1	0	0
Drug Abuse Violations	143	139	0	0
Liquor Law Violations	297	295	1	0
OFFENSE (VAWA)**				
Domestic Violence	0	0	0	0
Dating Violence	1	1	0	0
Stalking	4	4	0	0

There were no hate crimes reported for 2016.

2015				
OFFENSE	On Campus*	Residence Halls	Public Property	Unfounded
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	3	3	0	0
Fondling	2	1	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Robbery	1	0	1	0
Aggravated Assault	0	0	0	0
Burglary	4	4	0	0
Motor Vehicle Theft	0	0	2	0
Arson	0	0	0	0
ARRESTS				
Weapon Possession	0	0	0	0
Drug Abuse Violations	2	1	1	0
Liquor Law Violations	0	0	0	0
DISCIPLINARY ACTIONS/REFERRALS				
Weapon Possession	1	1	0	0
Drug Abuse Violations	66	62	0	0
Liquor Law Violations	163	161	0	0
OFFENSE (VAWA)**				
Domestic Violence	0	0	0	0
Dating Violence	1	1	0	0
Stalking	1	1	0	0

There were no hate crimes reported for 2015.

**** (VAWA)-VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013**

***On Campus total includes Residence hall incidents**

Daily Crime and Fire Log Availability

The Manhattan College Daily Crime and Fire Log is available to the public.

It is available for review in the public safety office located in Jasper Hall, Monday – Friday, 9 a.m. – 4:30 p.m.



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