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Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (www.campusafety.org/schools/cleryact), codified at 20 USC 1092 (f), as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

How do I obtain the Annual Security Report (ASR)?

You may request a hard copy of the ASR and crime stats through the Campus Operations or Campus Safety Office located in room 116 at the Main Campus, or go to <http://www.warren.edu/uploads/2014-Annual-Security-Report-October-1-2015.pdf>

Crime Statistics

Reportable crimes, as defined by the "Campus Security Act of 1990 (Jeanne Clery Act)" are listed on the Warren Community College website under the Campus Safety and Security tab, *Clery Act: Annual Security Report*. Information about other crimes committed on campus is available in the Campus Safety or Campus Operations Office and posted under the Campus Safety and Security tab, *Daily Crime Log*.

Who is responsible for the Annual Security Report?

The Director of Campus Safety is responsible for compiling the Annual report and yearly stats.

Campus Security Authorities (CSA)

The Clery Act requires that in addition to campus law enforcement, staff designated as Campus Security Authorities (CSA) provide statistics for this report.

What is a CSA?

A CSA is a person referred to as a campus security authority by the Clery Act. CSA's are a vital part of data collection for the annual safety and security report. The Clery Act recognizes certain College officials and offices as "Campus Security Authorities (CSA)." The Act defines these individuals as an "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus student conduct proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."

Has the College identified CSA's?

WCCC has identified the following individuals as CSAs. They are the people to whom campus community members should report crimes.

The following College positions are identified as Campus Security Authorities:

President

Vice Presidents

Deans

Assistant Deans

Student Services Advisors

Student Club Advisors

Affirmative Action Officer/Title IX Compliance Officer

Campus Security

**Any person assigned as "Acting" in any of the above roles.*

Does WCCC participate in Emergency Preparedness exercises?

Yes, the College's Crisis Management Team does participate in training exercises. The most recent was a tabletop exercise that was held in February 2015. This tabletop training exercise was attended by all key emergency management stakeholders from the local, county and state agencies.

Who is responsible for personal safety and security?

Personal safety and security is everyone's responsibility. Staying informed is the first the step to ensure that our campus facilities will be as safe and secure as possible for all to use and enjoy.

How does WCCC report the Clery Act Annual Disclosure of Crime Statistics?

The annual disclosure of campus crime statistics is prepared by the Warren County Community College Campus Safety Office in conjunction with the local police departments that serve and protect our campuses. The required three years of crime statistics and full text of the annual disclosure are located on the Warren Community College website under the Campus Safety and Security tab. Copies of this report may also be obtained upon request in the Campus Operations office in room 116.

How can I report criminal actions and emergencies?

Warren County Community College encourages all members of the college community to report criminal activity or incidents to Security. If there is a need for emergency assistance from the local Police, Fire or Emergency Medical services, go to the nearest phone and dial 911 to report the emergency and then notify Campus Security of the incident. Main Campus at extension 2455 or Phillipsburg Campus at extension 5202. Any less serious incidents can be reported to the following locations;

- Security Desk – Main Lobby
- Campus Operations – Room 116 (1st Floor West Wing)
- Library Service Desk

How can I voluntarily report a crime in anonymous manner?

The Warren County Sheriff's Office confidential and anonymous reporting:

Citizens who have information relating to criminal activity and wanted persons can call the **sheriff's HOTLINE: 24 HOURS, 7 DAYS A WEEK**. Information is kept confidential and callers may remain anonymous. **1-877-ARREST U (1-877-277-3788)**

The Phillipsburg Police Department's anonymous tip line:

The Phillipsburg Police Department is interested in receiving as much information as possible from citizens. In an effort to encourage individuals to contact the police department, the Phillipsburg Police Department offers Tip411. Tip411 is a texting and web based notification system which allows the public to text a completely anonymous tip to police and allows the police to respond back creating a two-way anonymous chat.

To participate, text TIPPPD and the tip to 847411 (Standard rates apply). The tipster's identity is encrypted and given a code number before any information is sent to police. The tipster can also use the code number to text back and forth with police and maintain anonymity.

Individuals who wish to provide tips to the Police Department by phone can still do so at 908-454-1121. This program **does not replace 911** which should still be used for any emergency situation that requires immediate assistance from the police, Fire Department or ambulance. **It's easy to participate and completely anonymous. Simply text TIPPPD and then the tip to 847411.**

How does WCCC report crime to the campus community?

The Campus Safety Office publishes the crime statistics on line at <http://www.warren.edu/uploads/2012-Annual-Security-Report.pdf> yearly, in addition there is a campus safety and security tab located on our web page where the statistics are posted.

Which Law Enforcement Agency responds to WCCC?

The main (Washington) campus resides within the jurisdiction of the Washington Township police department, the Phillipsburg Education Center (PEC) is within the jurisdiction of the Phillipsburg Township Police department. Both the Washington and Phillipsburg Township police departments work closely with the Campus Safety Office as incidents occur and conduct any follow up investigations that are required.

Does the Campus Safety Office have arrest powers?

The Campus Security Office has authority to enforce college policies. The Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business on the campus. These security officers have the authority to prepare incident and other type of reports, but do not have the power to arrest. Both the Washington Township and Phillipsburg Township Police Departments who are the primary law enforcement authority for the college with the power to arrest on campus. These Police Departments also perform routine security checks and “walk throughs” at the college to familiarize themselves with the college facilities, community and to observe and deter suspicious and criminal activity.

How does Campus Safety maintain campus facilities in a manner upholding safety and security?

- Campus Safety regularly monitors the condition of all facilities within the campuses and specifically focuses on issues related to safety.
- All problems are corrected in a timely manner when identified to the appropriate authorities for action.
- All requests for service involving security-related issues are treated as priority.
- Campus Safety regularly monitors campus lighting and repairs are affected in a timely manner.

How do I access the State of New Jersey Sexual Predator data base?

This web site address for New Jersey is <http://www.nsopr.gov>

How does WCCC inform students and employees about campus security procedures and practices?

The Office of Campus Operations informs students and employees about campus security measures to encourage all persons to be concerned about a secure campus environment and to be aware of security concerns on the campus.

Campus Operations develops information about campus security procedures for students and employees and distributes this information through appropriate means, including the College’s website. Security presentations will be conducted as appropriate.

Campus Operations works with the Dean for Academics and Student Services and appropriate employee organizations in the development of initiatives to prevent crimes and keep the campus community informed of safety matters.

Campus Operations also works with local law enforcement officials in securing appropriate written material, presenting programs and developing regulations to implement this responsibility.

What are the college procedures of campus notification during an emergency?

The Campus Safety Office and Campus Operations is authorized to send emergency notifications through the selected contracted vendor (RaveAlert) to the WCCC Community if it is determined that there is an emergency or dangerous situation that poses an *immediate threat* to the health or safety of some or all members of the WCCC Community. Situations that may warrant an emergency notification include, but are not limited to:

- An emergency incident in progress; active shooters, bomb threats, civil unrest, and evacuations
- Potential impending emergency incidents such as tornado warnings and other serious weather events
- Safety messages regarding suspicious persons, area or school closures, crimes against person where the suspect is not apprehended
- Termination messages including all clears, status updates or re-opening of campus or buildings

Are there programs to inform students and employees about the prevention of crime?

The WCCC will offer periodic sexual violence information programs and training for primary and ongoing prevention and awareness to students and employees in compliance with the Violence Against Women Act. In addition, the Campus Security Office provides Crime Prevention Tips to students, staff, and faculty to increase personal safety awareness. The officers have training in crime prevention programs on topics including, but not limited to, sexual assault, drug and alcohol awareness, personal safety, theft, and vandalism. Individual or group presentation may be arranged by contacting the Director of Campus Safety at 908-835-2465.

What our policies are for student evacuations?

In case of an emergency or a life-threatening situation, a decision to evacuate the building will be made by the President. Once the order is given to evacuate, staff and visitors will exit the building according to the posted instructions in the area. The Dean of Administration should be contacted immediately concerning any emergency situations that may develop anywhere on the College Campus. The Dean of Administration shall notify the President and also contact emergency services (police, fire, medical, etc.) as necessary.

It should be noted that in the event of the activation of the fire alarm, the building would be evacuated IMMEDIATELY. Activation of the fire alarm will result in the notification of 911.

EVACUATION ROUTES:

Main Campus:

- All personnel who exit from the front of the building or a modular classroom should proceed across the main access driveway into the parking lot.
- All personnel who exit from the rear of the building should proceed around the building, across the grass to the sidewalk and continue west to the Warren County Communications Center driveway.

Phillipsburg Campus:

- At the Phillipsburg site, all personnel who exit through the main front door, handicapped entrance or door leading off of the dock should cross Marshall Street and reassemble in the parking lot.

What are Timely Warnings?

In the event that a situation arises, either on or off campus, that in the judgment of the Campus Safety Office and/or Campus Operations, constitutes an ongoing or continuing threat, a campus wide Campus Safety Alert (timely warning) will be issued. The Campus Safety Alert will be issued through the College's email system to students, faculty and staff. The information will also be posted on the WCCC website. The Campus Safety Alert will include information to promote safety and help aid in the prevention of similar crimes. In addition, it will include information about the crime that triggered the warning, including the nature of crime, any suspect information and location of the incident.

What is the WCCC Sexual Misconduct Policy for students regarding sexual assault, domestic violence, dating violence?

The crimes of rape, sexual assault, domestic violence, dating violence, and stalking, when perpetrated by students are in violation of this policy and WCCC Standards of Community Conduct (Policy 304.3). The WCCC Standards of Community Conduct applies at all college campuses/locations and may also address off campus student misconduct when a student's behavior affects a substantial college interest. Violations of college conduct policies are adjudicated in accordance with the Non-Academic Conduct Grievance Policy (Policy 304.6). These policies are contained in the Student Handbook, which can be accessed under "Quicklinks" on the College's homepage (www.warren.edu).

The Office of Student Services is the primary office responsible for administering the judicial aspects of the WCCC Standards of Community Conduct and related policies. These policies articulate the behavioral standards and the due process employed by the College to respond to allegations of student misconduct. Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning, Disciplinary Probation, up to Suspension or Expulsion from the College.

For additional questions, special needs, or to request a hard copy of the Student Handbook containing the College's policies and procedures, please contact the Office of Student Services at 908-835-2300.

Definitions of Domestic Violence, Dating Violence, Stalking and Consent

Violence Against Women Act of 2013

The following definitions will assist with interpreting the College's response to Crimes of Domestic violence, sexual violence and sexual assault:

Domestic Violence – Domestic violence pursuant to New Jersey statutes is defined as one or more offenses, such as physical harm, bodily injury, assault or the infliction of fear of imminent physical harm, bodily injury or assault or the infliction of fear of imminent physical harm, bodily injury or assault between family members, household members, residents sharing living space or dating relationships. When notified, the College will comply with any protective or restraining orders or other court orders.

The following are a list of criminal offenses included in New Jersey's Domestic Violence Act

Homicide N.J.S.A. 2C:11-1	Criminal sexual contact. N.J.S.A. 2C:14-3
Assault N.J.S.A. 2C:12-1	Lewdness N.J.S.A. 2C:14-4
Terroristic threats N.J.S.A. 2C:12-3	Criminal mischief. N.J.S.A. 2C:17-3
Kidnapping N.J.S.A. 2C:13-1	Burglary N.J.S.A. 2C:18-2
Criminal restraint N.J.S.A. 2C:13-2	Criminal trespass N.J.S.A. 2C:18-3
False imprisonment N.J.S.A. 2C:13-3	Harassment N.J.S.A. 2C:33-4
Sexual assault N.J.S.A. 2C:14-2	Stalking N.J.S.A. 2C:12-10

Complete definitions of the above can be complex. No one outside of official law enforcement and/or the prosecutor's office is trained to make a determination of applicability. Therefore, WCCC Policy compels all College administrators, faculty, staff, and employees to report any perceived or alleged incidents directly to the Director of Human Resources/Affirmative Action Officer/Title IX Compliance Officer (HR Director) and/or Campus Security; who will work in conjunction with the Director of Safety and Security, to lead an investigation to determine the appropriate action.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the relationship is determined by consideration of length of relationship, type of relationship, and frequency of interaction.

Stalking – Course of conduct directed at a specific person that would cause a reasonable person to fear for safety of self or others or suffer substantial emotional distress. Stalking behaviors are sometimes characterized as persistent and frequent unwanted in-person contact, surveillance, and unwanted telephone or other electronic contact.

Consent – Voluntary, positive agreement between the participants to engage in specific sexual activity.

Victims often have difficulty reporting sexual violence for numerous reasons such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, and/or fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents to the appropriate College authorities.

All College administrators, faculty, staff, and employees are compelled to report any alleged incidents to the Director of Human Resources /Affirmative Action Officer/Title IX Compliance Officer (HR Director) at (908) 835-2356. The office is located in Room 125 on the Washington campus. In the case of an immediate emergency, contact Campus Security at (908) 835-2455.

Resources to Assist Victims

In the case of sexual assault, domestic violence, dating violence or stalking incident(s), a victim should be encouraged to access the following support services:

- 1. WCCC Campus Security at 908-835-2455 (Washington) or 908-878-0202 (Phillipsburg):** This office will immediately contact the local police. The local Police will take immediate and appropriate action to investigate any allegation of sexual assault and, if evidence exists, will take appropriate action to end the sexual violence and prevent its recurrence. In cases requiring urgent measures, victims should contact the local police by dialing 9-1-1. Ensure that the victim is in a safe and secure environment, and encourage him/her to preserve all physical evidence. Even if the allegation is deemed not subject to a criminal investigation, the College will initiate its policies and procedures regarding any complaints. Campus Security/Campus Operations and Student Services are available for consultation and/or support with regard to questions concerning procedures and services that are available for sexual assault/violence victims. Campus Security are available to provide escort services to victims who are victims of sexual assault/violence, upon request of the victim.
- 2. Medical Attention:** If the alleged abuse or assault occurred within the last seventy-two hours, encourage the victim to seek medical attention at a nearby hospital. Each hospital has the facilities and expertise to conduct medical-legal examinations, even if the victim prefers not to prosecute. This step is important, so that s/he receives proper assessment and treatment of any physical injuries sustained in the assault.

- 3. Counseling/Advocacy Services:** The Domestic Abuse & Sexual Assault Crisis Center of Warren County is available to students to provide confidential counseling services at 908-453-4121 or 866-6BE-SAFE [623-7233].

WCCC Standards of Community Conduct

The following standards and regulations are designed to protect the rights, privileges and property of all individuals associated with the College. Misconduct in any of these categories is subject to disciplinary action.

- A. Any and all laws of the State of New Jersey, County of Warren, and Township of Washington that provide for the protection of persons; for the protection of personal, real or public property, or provide for the regulation of motor vehicles, shall apply and be in effect on College property and such laws shall be properly enforced.
- B. Students who violate the law may incur penalties prescribed by civil authorities, but College authority is never used merely to duplicate the function of general laws. Only where the interest of the College as an academic community is distinctly and clearly involved will the authority of the College be asserted.
- C. The campus shall regularly be open and available for use by the public daily, including designated hours during the weekend.
 - 1. No one will be permitted into any classroom, office, library, building or campus grounds before opening time or after closing time without proper authorization.
 - 2. No unauthorized vehicles will be permitted on the campus after closing.
 - 3. The schedule and regulation shall be in effect unless special conditions shall exist. Notice of the special conditions and scheduled changes shall be given by the President or his designated agent.
- D. Use, possession, manufacture, distribution or sale of illegal or controlled substances (as defined by federal, state and local statutes) on College property or at college sponsored events is prohibited.
- E. Possession, use or distribution of alcoholic and intoxicating beverages on college property is prohibited. Use of such beverages outside of the law at college events on and off campus is prohibited. See the College Substance Abuse Policy for greater specificity.
- F. Gambling on college property as defined in the State Criminal Code shall be prohibited and enforced in accordance with state law.
- G. Use, possession or concealment of any firearms, fireworks, explosives, dangerous chemicals or any other material or weapon considered deadly or dangerous on college property is prohibited.
- H. Endangering or infringing upon the personal safety, personal rights or personal property of any member of the campus community is prohibited.
- I. Threatening, intimidating, coercing or using physical force in a manner which causes another member of the campus community to be injured or fearful of physical harm is prohibited, including assault, battery and sexual offenses.
- J. Any form of intimidation or harassment toward any member of the College community is prohibited.
- K. Slandering or libeling another member of the College community is prohibited.
- L. Displaying indecent or obscene conduct (in violation of federal, state and local statutes) to another member of the College community is prohibited.
- M. Willful defacement, destruction or misuse of public and private properties is prohibited.
- N. Theft, larceny or embezzlement of public and private property, including issuance of bad checks is prohibited.
- O. Interfering with regular college operations including, but not limited to, teaching and classroom activities, administration, meetings and public discussions, disciplinary procedures, college activities, and fire, police or emergency services is prohibited.
- P. Dishonesty such as cheating, plagiarism or otherwise intentionally furnishing false information to the College is prohibited.
- Q. Unauthorized use of computers, or computer services and time is prohibited.

- R. Forging, altering or misusing any college document or instrument of identification is prohibited.
- S. Using the College name for soliciting funds or other activities without prior permission is prohibited.
- T. Operating a vehicle in a reckless fashion on college property is prohibited. All traffic or vehicle regulations shall be strictly enforced by the College.
- U. Violating the College standards of conduct while participating as a student at off-campus sites or engaging in any behavior or practice that is determined by college faculty, staff or auxiliary staff to be injurious or hazardous to other persons is subject to involuntary withdrawal from the program and disciplinary action.
- V. Failure to comply with direction of college officials when those officials are acting in performance of their duties and are requesting the student behave in accordance with college policies and regulations.
- W. Any type of cyber-harassment, including electronic stalking, bullying, and/or sexual exploitation.