2026 ANNUAL SECURITY REPORT

WARREN COUNTY COMMUNITY COLLEGE

With Reporting Periods covering 2023, 2024, and 2025

Contents

Campus Security Act 3
Campus Security 3
Reporting an Incident or Crime 4
Emergency Notification System 5
Weather and Other Emergencies 7
Emergency Response and Evacuation Procedures 8
Evacuation Routes 9
Access to Campus 10
TITLE IX – Educational Amendments of 1972 10
Campus Sexual Assault/Victim's Bill of Rights 13
General Informational Guidelines for Victims of Sexual Violence 16
Domestic Violence 19
Campus Assault Victims Bill of Rights 22
Walking Escorts 24
Alcohol and Substance Abuse Policy 24
Suicide Prevention-Call 988 31
Policies and Regulations Regarding Student Behavior 31
Sexual Offender Registry 34
Intimidation and Bullying 34
Anti-Harassment Policy 34
Missing Person Policy and Procedures 39
Annual Disclosure of Crime Statistics 40
Washington Campus Map 45
Phillipsburg Education Center (PEC) Map 46

Warren County Community College is dedicated to the safety and welfare of our students, faculty, staff and visitors and we are committed to providing a safe and secure campus environment. The following information is provided due to our commitment to campus safety and security. This edition of the Annual Security Report is in compliance with the federal law, Section 485 (a) and (f) of the Higher Education Act, also known as the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** and the Violence Against Women Reauthorization Act of 2013. The following is a summary of information concerning campus procedures and crime statistics.

Campus Security Act

The Campus Security Act requires all colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have "significant responsibility for student and campus activities".
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees"; and
- Disclose in a crime log "any crime that occurred on campus or within the patrol jurisdiction of the campus police or campus security department and is reported to the campus police or security department."

Campus Security

The Warren County Community College Security Department is staffed by non-sworn unarmed security officers who are always available when the College is open. A security desk is in the main lobby just inside the front doors of both the Main and Phillipsburg buildings. Security at the main campus can also be reached by phone at **908-835-2455**, and Security at the Phillipsburg campus can be reached by phone at **908-878-0202.**

The Public Safety Coordinator's office is located in Room 107 (the first office on your left when entering the main building) or at 908 835-2365. An Emergency Phone is located on the second floor of the East end stairwell with direct connection to police, fire and rescue. In addition, there are five strategically located Emergency Phone Tower locations positioned in the parking lots with direct access to campus security. All students, faculty, staff, and visitors should promptly report criminal incidents, accidents, and other emergencies to Security.

Telephones are in every classroom with phone number listings nearby. All phones can also be used to dial 911 for all emergencies. All Security Officers are certified in accordance with the

New Jersey Security Officers Registration Act which requires training in first aid, CPR and use of Automatic Defibrillation Devices as well as other safety and security issues.

The Security Department 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 incidents and other type of reports, but do not have the power to arrest. The investigation of criminal activities is referred to either the Washington Township or Phillipsburg Township Police Departments. The Warren County Community College Security Department has a close working relationship with 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.

Daily officer reports are submitted to the Coordinator of Campus Safety recording all activity that occurs on each shift including: all transport services provided, times that building checks are performed and, any outdoor lights which are not functioning. Warren County Community College has not had any reportable crimes in recent years on campus at either the Washington Campus or Phillipsburg site.

Reporting an Incident or Crime

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 at Washington and Phillipsburg
- Security Office – Room (107) in Washington

A written daily crime log is maintained that records by date all crimes reported on campus. The crime log is available through Campus Operations. Any portion of the log older than 60 days is available within two business days of a request for public inspection.

Annual crime statistics are compiled at the close of each calendar year by the Public Safety Coordinator, The Dean of Administration and in collaboration with the Washington Township and Phillipsburg Township Police Departments.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the College Security Department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of others and yourself. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes' statistics for the institution.

Reporting to Other Campus Security Authorities (CSAs)

While the College prefers that community members promptly report all crimes and other emergencies directly to the Campus Security Department at 908-835-2455 or local police through 911, we also recognize that some may prefer to report to other individuals or college offices. 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 act or respond to particular issues on behalf of the institution."

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
Full-Time Advisors
Affirmative Action Officer/Title IX Compliance Officer
Campus Security Coordinator

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

Emergency Notification System

Warren County Community College has contracted with Rave Alert to provide emergency notification to students. This is a self-enrollment system that permits students and employees to receive text and e-mail alerts. The instructions for this system are as follows:

1. Go to www.getrave.com/login/warren.
2. Enter the requested information and agree to the terms of use.
   Note: If you are prompted to go to your email, please do so and select the link there to continue the registration process.
3. During registration for mobile phone updates, you will be asked to enter a 4-digit confirmation code that was sent to your phone via text message. Please enter the 4-digit code in the website to complete your phone registration.

Points of Contact

Warnings will be issued to the Campus Community through any or all of the means listed below:

- Campus wide e-mail system.
- RAVE Text message.
- Notification on the WCCC website.

When the system will be used

- An impending emergency
- An actual emergency
- Updates regarding a current emergency
- School closures due to weather or other circumstances

Timely Warnings

If 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.

Emergency Notifications

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

The Campus Safety Office or Campus Operations shall without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: the Washington or Phillipsburg Township Police Departments, and/or the Washington or Phillipsburg Township Fire Departments), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Before sending a message, the incident must be confirmed through one or more of the following methods:

1. Confirmation of an emergency in progress is subject to:

   a. Confirmation of the incident by an emergency responder in the area
   b. Visual confirmation via the Camera systems
   c. Audible confirmation either in person or via telephone systems
   d. Three (3) unique reports of the incident from members of the public or College community

2. Confirmation of an impending emergency is subject to confirmation of the incident by an emergency responder or relevant agency

Users opt in to receive text messages, but all WCCC Community members will receive the notification via email. WCCC community members can sign up to receive messages through RaveAlert. For additional information visit: www.getrave.com/login/warren

Weather and Other Emergencies

When snow, sleet, high wind, or other conditions are considered serious enough to affect personal safety in going from or to classes or college facilities, the College will delay classes, cancel classes, or close completely. In these instances, the College will notify students and employees through the Emergency Notification System. In addition, messages will be placed on the College's website (www.warren.edu) and on Canvas.

Weather emergencies may not be the only reason for closure. In the past, the College has been closed or had a delayed opening due to a local or regional power emergency that impact systems on the campus. For this reason, the College relies on RAVE as its primary contact information.

Note: When a delayed opening is announced, classes beginning after the delayed opening time will meet at their regularly scheduled time. No shifting of class times is done when delayed openings are announced.

Emergency Response and Evacuation Procedures

Emergency Management at WCCC

The Campus Security Department and Campus Operations are responsible for the Emergency Operations Plan (EOP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions. The EOP plan is not a public document as it contains proprietary and confidential information.

WCCC priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency.
- Coordination with college departments to write, maintain, test, and exercise the EOP; and
- Cooperation, Integration, and Mutual Aid with local, state, and federal planning, response, and public safety agencies and their EOPs.

The College's Emergency Operations Plan is reviewed on an annual basis for updates. The most current update took place in May 2022. This plan is distributed to all offices on campus. Tabletop exercises have taken place to assess the plan.

There are four goals of the EOP:

1. Preparedness: Planning for an emergency or disaster event.
2. Response: The planned response to an emergency or disaster event.
3. Recovery: The process of returning to normal operations; and
4. Mitigation: Steps taken to prevent the effects of an emergency or disaster itself. A hazard mitigation plan has also been written.

Drills, Exercises and Training

Annually, the College conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year to year and include several departments from across the county.

To ensure the College's emergency management plans remain current and workable, the College will conduct an emergency management exercise, at a minimum once a year. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. Following all drills and exercises a report, post exercise improvement plan,

or corrective action plan is completed documenting the details and outcomes of the exercise.

In case of an emergency or a life-threatening situation, a decision to evacuate the building will be made by the College. Once the order is given to evacuate, staff and visitors will exit the building according to the posted instructions in the area. In the event of the activation of them. the building would be evacuated IMMEDIATELY. Activation of the fire alarm also results in the notification of 911.

The Dean of Campus Operations and the Coordinator of Campus Safety will be responsible for coordinating the safe evacuation of the building. Facilities staff will also assist in this process.

Evacuation Routes

When a Campus building is evacuated, individuals should assemble as follows:

Main Campus:

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

Phillipsburg Location:

- Evacuation routes are published in each classroom.
- All personnel who exit through the main front door, handicapped entrance or door leading off the dock should cross Marshall Street and reassemble in the parking lot.

Classroom Emergencies

All classrooms are equipped with phones to be used in case of an emergency or to report problems within a classroom.

- For non-essential security matters, contact Security (Main Campus x2455/Philipsburg x5202).
- For maintenance, HVAC or other matters, contact Campus Operations at (x2330).
- For any emergency that requires outside services, dial 911 from a cell phone or 8-911 from a campus phone.
- Should you contact 911, contact Security (Main Campus x2455/Phillipsburg Campus x5202) afterwards so that a security officer can be available to direct any emergency vehicles and/or personnel.

Depending on the circumstance and if practicable, the College will use the telephone system to communicate a mass alert regarding an emergency on campus.

Access to Campus

The Warren County Community College is an "open campus concept" serving students and the public. The College is generally open from 8 a.m. through evening classes (which vary by day and semester). While the entire campus community is encouraged to practice personal safety awareness, the Security Officers are on duty and monitoring all activities on the campus. Security works closely with Campus Operations to ensure safe facilities on campus. The campus and parking areas are well lighted, maintained and landscaped for the safety of all. The College community is encouraged to report any deficiency in lighting or other safety concerns to campus security.

TITLE IX – Educational Amendments of 1972

The College maintains a strict policy prohibiting discrimination or harassment based on sex, including sexual assault and gender identity discrimination in any education program or activity. This policy applies to all employees, students, executives, officers, Trustees, Foundation Directors, independent contractors, visitors to the College and third parties. (Also see policy 201.2 Anti-Harassment)

The College will respond to all notices/complaints of discrimination based on sex in any educational program or activity which include locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Anyone, who has been the victim of sexual harassment or discrimination regarding a College program or activity should immediately contact the Director of Human Resources/Title IX Coordinator. All notices/complaints of discrimination as stated above should be directed to the Director of Human Resources/Title IX Coordinator at 908-835-2356. The office is Room 125 on the Washington Campus. If this individual is not available, the notice/complaint should be reported to the Public Safety Coordinator or a College Executive.

Definitions:

Actual knowledge means notice of Title IX violations including sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College.

Sexual Harassment means conduct on the basis of sex where a College employee conditions education benefits on participation in unwelcome sexual conduct (i.e. quid pro quo); or any individual, as applicable to this policy, demonstrates unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education programs or activities; or sexual assault

(as defined by the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). (See policy 309.2).

Complainant is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Investigator is defined as the person or persons charged by the College with gathering facts about an alleged violation of this policy, assessing relevance and credibility, evaluating evidence, and compiling this information into an investigation report and file of directly related evidence.

Advisor is defined as a friend, mentor, family member, attorney, or any other individual a party may choose to advise, support, and/or consult with them throughout the resolution process.

Decision-maker is defined as the person who has decision-making and sanctioning authority within the College's formal grievance process.

Formal Complaint is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegations of sexual harassment.

Supportive Measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs or activities, without unreasonable burdening the other party; protect the safety of all parties and the College's educational environment; and deter sexual harassment. Supportive measures can include advising, course-related adjustments, modifications of work or class schedule, campus escort services, increased security & monitoring of certain areas of campus, and mutual restrictions on contact between the parties.

Finding is a conclusion by preponderance of evidence that the conduct did or did not occur as alleged.

Final Determination is a conclusion by preponderance of evidence that the alleged conduct occurred and whether it did or did not violate policy.

Reporting A Title IX Complaint

Students or members of the community should report a Title IX claim or allegation directly to the Director of Human Resources/Title IX Coordinator at (908) 835-2356. The office is Room 125 on the Washington campus.

Should students or members of the community report a Title IX complaint to a WCCC employee or contractor, that individual has an obligation to immediately report the matter to the Director of Human Resources/Title IX Coordinator. If this individual is not available, the employee or contractor should report the matter to a College Executive or the Public Safety Coordinator. That individual will gather the initial information and refer the matter to the Director of Human Resources/Title IX Coordinator for further investigation.

Upon receipt of a Title IX complaint by the Title IX Coordinator, the College will respond promptly, offer supportive measures to the complainant, and begin an investigation.

If there is reason to believe that a student has been sexually assaulted or harassed by another person and the College has sufficient information to file a student conduct referral, action will be taken within the student conduct system, regardless of whether the case is pursued by the victim or under state, criminal, or civil codes.

The Director of Human Resources/Title IX Coordinator, in conjunction with the Public Safety Coordinator, will lead the investigation for any violations of Title IX. These individuals will use appropriate resources to document and investigate the matter. The College will evaluate all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.

Once the investigation of a claim is complete, the case will be referred to the Vice President of Student Services for determination of any internal judicial process necessary in the matter. Possible college sanctions for Title IX violations include, but are not limited to suspension, and/or expulsion from the College. Students found in violation of the College's Sexual Assault/Sexual Violence Policy also may be assigned developmental and educational interventions designed to promote greater awareness, improved decision-making, and to further deter future misconduct.

In instances where there is reasonable cause to believe a student or an employee is an immediate threat to the safety of themselves or other persons or property or is an immediate threat to disrupt essential campus operations, the College shall implement an Interim Suspension of that individual.

Provided that the complaint is not resolved through informal resolution and the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a live hearing. At the live hearing, a college appointed Decision-maker will permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be

conducted directly, orally and in real time by the party's Advisor only. The Decision-maker will evaluate all relevant evidence and issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. This written determination must be sent simultaneously to the parties along with information regarding the appeal process.

All reports of Title IX violations will be treated with confidentiality and respect for the privacy of the reporting individual(s). Information concerning conduct proceedings including the outcome of any conduct hearing related to Title IX shall be available to the victim at the same time the information is provided to the alleged perpetrator.

In addition, retaliation against individuals who report Title IX violations and/or who participate in college conduct hearings will not be tolerated and will be addressed through the College's internal judicial process. Retaliation includes, but is not limited to intimidation, threats, coercion, and/or discrimination perpetrated directly, indirectly, and/or through third parties, which involves any type of media, social media, email, texting, and/or other electronic communications, etc. Issues of retaliation will be investigated by the Director of Human Resources/Title IX Coordinator. Issues where there are immediate threats made to a person or persons will be immediately referred to Campus Security and local law enforcement.

The judicial policies and procedures are contained in the College Handbook for further information at www.warren.edu/student-handbook/. 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.

The College will follow a consistent, transparent grievance process for resolving formal complaints of Title IX violations. The College will treat complainants equitably by providing remedies any time a respondent is found responsible, to maintain the complainant's equal access to education programs and activities.

All notices/complaints of Title IX violations will be treated with confidentiality and respect for the privacy of the reporting individual(s). There will be no retaliation taken against an employee or student solely for being a victim of discrimination or harassment on the basis of sex or reporting such an incident to a College official.

Campus Sexual Assault/Victim's Bill of Rights

Warren Community College is committed to maintaining an academic/work environment for all students, faculty, and staff that is free from sexual assault and nonconsensual sexual contact. Any allegation of sexual assault and non-consensual sexual contact will be treated seriously. Such

behavior or threat thereof shall not be tolerated. Full assistance and prompt cooperation will be provided in notifying the proper criminal and civil authorities. The College will adhere to the directives of the law enforcement agency responsible for the sexual assault investigation. In addition, any student, faculty, staff, or administrative employee of the College determined to have violated this policy will be subject to immediate and appropriate disciplinary sanctions.

Anyone who has been the victim of a sexual assault, attempted sexual assault, or nonconsensual sexual contact on the WCCC campus should immediately contact the Director of Human Resources/Title IX Coordinator. This individual can provide supportive intervention, including information and referral for contacting the police, obtaining appropriate medical care, preserving evidence for possible criminal prosecution, obtaining a temporary restraining order, and contacting the available counseling and support services.

Counseling, on-going support, and information about college disciplinary action may be obtained through the Office of Student Services. In addition, the victim of such an assault may request changes as needed, in his/her academic circumstances (i.e., course section, credit load). All requests considered to be reasonable will be implemented promptly.

All interventions shall be made in accordance with The Campus Sexual Assault Victim's Bill of Rights as adopted by the New Jersey Commission on Higher Education in October 1995. This Bill of Rights shall be published in the Student Handbook

Sexual Assault/Sexual Violence Information and Procedures

WCCC is committed to ending all forms of interpersonal violence. This policy (Policy 309) covers the topics of sexual assault, domestic violence, dating violence, and stalking in accordance with the Violence Against Women Act of 2013. **Sexual assault, domestic violence, dating violence, and stalking are crimes and can be reported to the police, by calling the WCCC Security Office at 908-835-2455 or the local Police at 911.**

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any education program or activity. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by this federal law. The WCCC Anti-Harassment Policy (Policy 201.1) prohibits sexual harassment or sexual violence and provides reporting procedures. WCCC offers support to victims of interpersonal violence, including assisting victims in accessing resources on and off campus.

When incidents of sexual harassment and/or sexual violence, domestic violence, stalking, and dating violence, occur and are reported to campus, WCCC will take immediate and effective steps to end sexual harassment and sexual violence, including but not limited to contacting the police. In addition, retaliation against individuals who report sexual harassment and/or sexual violence and/or who participate in college conduct hearings will not be tolerated and

will be addressed through the College's judicial process. Retaliation includes, but is not limited to intimidation, threats, coercion, and/or discrimination perpetrated directly, indirectly, and/or through third parties, which involves any type of media, social media, texting, emails, and/or other electronic communications, etc.

Questions about WCCC's Anti-Harassment Policy and Title IX procedures can be directed to the Human Resources Director / Affirmative Action Officer / Title IX compliance Officer, at, 908-835-2356. The office is in Room 125 on the Washington campus.

Definitions of Domestic Violence, Dating Violence, Stalking and Consent

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 decide 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 Public Safety Coordinator, 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 the 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 Room 125 on the Washington campus. In the case of an immediate emergency, contact Campus Security at (908) 835-2455.

General Informational Guidelines for Victims of Sexual Violence

The following information provides guidelines to follow should sexual violence occur.

- Get to a safe place as soon as possible.

- Try to preserve all physical evidence – The victim should not shower, bathe, or wash any part of your body. Do not use the toilet or douche. Do not change clothing, brush your teeth, gargle, or comb your hair.

- Seek medical attention. If you were sexually assaulted, your healthcare provider can provide additional guidance to assist you. You also can have evidence collected at a hospital emergency department. Evidence collection should occur as soon as possible.

  The victim can request an advocate to assist him/her. An advocate will provide information about resources and options for reporting the crime, seeking medical care, counseling, and other services. Advocacy Services are free and confidential and are available 24 hours a day, 7 days a week. Advocates are available through the **Domestic Abuse & Sexual Assault Crisis Center of Warren County at 908-453-4181 or 866-6BE-SAFE [623-7233]**.

- Contact the police—Sexual assault, domestic violence, dating violence and stalking are crimes. It is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. The final decision to prosecute is determined by the County Prosecutor.

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 regarding 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 908-453-4181 (website: www.dasacc.org).

Student Conduct Policies and Procedures

The crimes of rape, sexual assault, domestic violence, dating violence, and stalking, as well as, harassment, possession of alcohol, illegal drugs, and firearms, 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 at www.warren.edu/student-handbook/

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.

Reporting a Claim of Sexual Assault/Sexual or Domestic Violence/Stalking

Should a claim of sexual assault be reported to Campus Security, that office will contact and refer the information to local law enforcement as necessary.

Students or members of the community may report a claim or allegation directly to the Director of Human Resources Director/Affirmative Action Officer/Title IX Compliance Officer (HR Director) at (908) 835-2356. The office is Room 125 on the Washington campus.

Should students or members of the community report a claim of sexual assault/sexual violence to a WCCC employee or contractor, that individual has **an obligation to immediately report the matter to the HR Director**. If the HR Director is not available, the employee or contractor should report the matter to a College Executive or the Public Safety Coordinator. That individual will gather the initial information and refer the matter to the HR Director for further investigation.

If there is reason to believe that a student has sexually assaulted another person and the College has sufficient information to file a student conduct referral, action will be taken within the student conduct system, regardless of whether the case is pursued by the victim or under state, criminal, or civil codes.

The Director of Human Resources/Title IX Coordinator, in conjunction with the Public Safety Coordinator, will lead the investigation with other college employees for any violations of sexual assault/sexual violence. These individuals will use appropriate resources to document and investigate the matter.

Once the investigation of a claim is complete, the case will be referred to the Vice President of Student Services for determination of any internal judicial process necessary in the matter. Possible college sanctions for rape, sexual assault, domestic violence, dating violence, and/or stalking include, but are not limited to suspension, and/or expulsion from the College. Students found in violation of the College's Sexual Assault/Sexual Violence Policy also may be assigned developmental and educational interventions designed to promote greater awareness, improved decision-making, and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, the College shall implement an Interim Suspension of the student.

All reports of sexual assault/sexual violence will be treated with confidentiality and respect for the privacy of the reporting individual(s). Information concerning student conduct proceedings including the outcome of any student conduct hearing related to violence shall be available in writing to the victim at the same time as the information is provided to the alleged perpetrator.

In addition, retaliation against individuals who report sexual harassment and/or sexual violence and/or who participate in college conduct hearings will not be tolerated and will be addressed through the College's internal judicial process. Retaliation includes, but is not limited to intimidation, threats, coercion, and/or discrimination perpetrated directly, indirectly, and/or through third parties, which involves any type of media, social media, email, texting, and/or other electronic communications, etc. Issues of retaliation will be investigated by the Director of HR. Issues where there are immediate threats made to a person or persons will be immediately referred to Campus Security and local law enforcement.

Please consult the judicial policies and procedures contained in the College Handbook for further information. This document can be found on the College's website at https://www.warren.edu/student-handbook/ . 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.

Rights for Legal Protection

The rights of victims and WCCC's institutional responsibilities include:

- Orders of protection.
- No contact orders.
- Restraining orders.

Individuals who apply for or obtain a protective or restraining order that lists Warren County Community College campuses or other facilities as protected areas, should provide the Campus Security Department with a copy of the related petition and declarations and/or the temporary or permanent protective or restraining order. The College shall accommodate the terms of the protective or the restraining order.

Information and Training

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.

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. Community members will be held accountable for actions involving any violations of the domestic violence statutes.

Warren County Community College will not tolerate domestic violence including harassment of any employee or student while on our campuses and other facilities. This includes physical, verbal and non-verbal threats, threatening behavior, related actions against WCCC employees, students, visitors, guests, or other individuals by anyone on WCCC property that may result in physical or emotional injury or otherwise place one's safety and productivity at risk.

Any employee or student who threatens, harasses, or abuses someone at the institution or uses college resources such as work time, workplace phones, fax machines, mail, email, or other means to threaten, harass, or abuse someone may be subject to disciplinary action which may include dismissal and/or expulsion. Disciplinary action may also be taken against students or employees who are arrested, convicted, or issued a permanent injunction because of domestic violence when such action has a direct connection to the student's performance or the employee's duties at the College.

Emergency Circumstances

The safety of individuals on campus is essential. Should a student or employee believe that there is an immediate threat, s/he should call the local 9-1-1 operator and report an emergency situation. To report an emergency from an internal college phone, the user should dial 9-1-1. There are emergency phones in the Washington Campus parking lot that connect directly with the WCCC Security staff. Should an individual use one of these phones, the WCCC Security Staff shall contact the local police and report any emergency.

Restraining Orders

Individuals who apply for or obtain a protective or restraining order that lists Warren County Community College campuses or other facilities as protected areas, should provide the Campus Safety Department with a copy of the related petition and declarations and/or the temporary or permanent protective or restraining order. The College shall accommodate the terms of the protective or the restraining order.

Reporting and Confidentiality

Domestic violence victims, as well as perpetrators are encouraged to report their situation and ask for assistance. Any employee or student having knowledge of abuse from a victim or perpetrator should immediately report the matter to the Director of Human Resources/Title IX Coordinator. If this individual is not available, the employee or contractor should report the matter to a College

Executive or the Public Safety Coordinator. That individual will gather the initial information and refer the matter to the Director of Human Resources/Title IX Coordinator for further investigation. The matter will be investigated and adjudicated in accordance with the College's policies and procedures.

The College will provide resources and referral information. Work schedule or academic schedule adjustments or leave may also be provided if necessary for assistance with domestic violence situations. WCCC shall make available information and programs to students and employees for the awareness of the issues of domestic violence.

All reports of domestic violence will be treated with confidentiality and respect for the privacy of the reporting individual(s). There will be no reprisals taken against an employee or student solely for being a victim of domestic violence or reporting such an incident to a College official.

Victims of Sexual Assaults

If you are a victim of a sexual assault and report the incident to Campus Safety, or other campus security authorities, you will be provided information and assistance with the following safety options:

- Changes in academic schedules
- Changes in parking arrangements

Information on obtaining no contact orders, protection orders and restraining orders

Campus Security will ensure that you are informed of the administrative and criminal processes of reporting your incident. If a victim chooses to have their sexual assault investigated by the College, the report will be forwarded to the Title IX coordinator for investigation and determination of responsibility. WCCC uses the preponderance of evidence standard when deciding cases of sexual misconduct.

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

The boundaries of personal freedom are limited by applicable State and Federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding

community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

Campus Assault Victims Bill of Rights

The following rights shall be accorded to victims of sexual assault that occur:

- on the campus of any public or independent institution of higher education in the State of New Jersey, and
- where the victim or alleged perpetrator is a student at that institution, and/or
- when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights:

- to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy
- to have any allegations of sexual assault treated seriously; the right to be treated with dignity
- to be free from any suggestion that victims are responsible for the commission of crimes against them
- to be free from any pressure from campus personnel to:
    a) report crimes if the victim does not wish to do so
    b) report crimes as lesser offenses than the victim perceives the crime to be
    c) refrain from reporting crimes
    d) refrain from reporting crimes to avoid unwanted personal publicity

Rights to Resources on and Off Campus:

- to be notified of existing campus and community-based medical, counseling, mental health, and student services for victims of sexual assault, whether or not the crime is formally reported to campus or civil authorities
- to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling
- to be informed of and assisted in exercising any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy
- any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases

Campus Judicial Rights:

- to be afforded the same access to legal assistance as the accused
- to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused
- to be notified of the outcome of the sexual assault disciplinary proceeding against the accused

Legal Rights:

- to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported
- to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
- to receive full, prompt, and victim-sensitive cooperation of campus personnel regarding obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault
- to be free from any suggestion that victims were contributory negligent or assumed the risk of being assaulted

Campus Intervention Rights:

- to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants
- to be notified of the options for and aided in changing academic and living situations if such changes are reasonably available.

Statutory Mandates:

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
- Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.

NOTHING IN THIS ACT OR IN ANY "CAMPUS ASSAULT VICTIM'S BILL OF RIGHTS" DEVELOPED IN ACCORDANCE WITH THE PROVISIONS OF THIS ACT, SHALL BE CONSTRUED TO PRECLUDE OR IN ANY WAY RESTRICT ANY PUBLIC OR INDEPENDENT INSTITUTION OF HIGHER EDUCATION IN THE STATE FROM REPORTING ANY SUSPECTED CRIME OR OFFENSE TO THE APPROPRIATE LAW ENFORCEMENT AUTHORITIES.

Questions about WCCC's Anti-Harassment Policy and Title IX procedures can be directed to the Director of Human Resources/Title IX Coordinator, at, 908-835-2356. The office is in Room 125 on the Washington campus. In addition, the Campus Safety 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 Public Safety Coordinator at 908-835-2465.

Alcohol Abuse Education

The College offers numerous educational programs regarding drug and alcohol abuse. This includes training that is provided to all first-year students including providing the student with contact information for the agency listings for substance abuse should they wish to discuss their use with a trained mental health professional. In addition, the College routinely offers orientation sessions and seminars on substance abuse and related problems.

WCCC's Office of Student Services maintains a referral network of local treatment facilities for students who require care to address substance dependence. These include inpatient and intensive day-treatment facilities that allow for medical monitoring, a more controlled environment.

Bystander Intervention Training

The Campus Safety Office offers Bystander Intervention Training. This training focuses on the issue of leadership on campus and teaches practical bystander intervention skills for students to use to prevent violence from happening in our community. The focus is for members of the campus community to gain the confidence to act when it is needed, particularly around the issue of preventing sexual violence. This training provides participants with the tools to know when and how to use their power to prevent violence.

Walking Escorts

Students, faculty, and staff can request a Campus Security Officer as a walking escort to or from any location on campus by calling 908-835-2455 at the Washington Campus and 908-878-0202 at the Phillipsburg Campus or by stopping at the security desk located at the front entrance of both facilities. Campus Security Officers can be identified by their uniforms.

Alcohol and Substance Abuse Policy

1. Policy Statement:

This Policy applies to all Warren County Community College (the "College") employees, including faculty, staff, post-doctoral associates, post-doctoral fellows, visiting faculty/scholars, graduate assistants, teaching assistance, other student employees, interns, volunteers, vendors, contractors, subcontractors,

and visitors, while in an area under the jurisdiction of the College or engaged in College-related responsibilities.

The College is committed to sustaining an academic environment that both respects individual freedom and promotes health, safety, and well-being of all members of the College community. It is essential that all employees, students, and others within the scope of this Policy recognize that the misuse and abuse of alcohol and other drugs constitutes a threat to the educational mission of the College. The Colleges has an obligation to promote a healthy and safe campus environment that includes taking responsibility for one's own actions.

The College seeks to provide an environment that reduces or eliminates the adverse consequences of alcohol and other drug misuse and abuse on individuals, groups, and the College. All members of the College community are responsible for being fully aware of the requirements of the College policies related to alcohol and local, State, and federal laws regarding alcohol and other drugs as outlined herein. This Policy is not designed to be punitive towards individuals seeking rehabilitation. All information about those individuals who voluntarily avail themselves to drug or alcohol counseling or rehabilitation services will remain confidential to the extent possible and permissible by the College policies and applicable law. Seeking counseling or rehabilitation will not be used as a basis for disciplinary action or be used against an individual in any way.

2. Reason For Policy

The College has an obligation to promote a healthy and safe campus environment that includes all individuals taking responsibility for their own actions. This Policy states the College's expectations regarding the use of alcohol and other drugs by employees and other members of the College community, including those using College resources and the responsibilities and obligations in using alcohol and other drugs. This Policy serves to expressly describe and state compliance requirements and obligations under State and federal laws.

3. Scope

This Policy shall apply to all employees, as defined herein, on the property under the jurisdiction of the College, as defined herein, and any other individual described in Paragraph 1.

4. Who Should Read This Policy

All College employees, as defined herein, and all individuals identified in Paragraph 1 of this Policy.

5. Resources

The following resources are available to employees and supervisors for alcohol and other drug related issues. Employees are encouraged to seek assistance through the Faculty Assistance Program if they believe they may have an alcohol or other drug abuse problem. A non-exhaustive list of resources are below:

Drug Free Workplace Act of 1988

New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act

NJ Addictions Services Hotline: 988

Alcohol: 1-800-322-5525

REACH NJ: 1-844-732-2465

Community Prevention Resources: 908-835-1800

Warren County Community College Human Resources: 908-835-2356

Warren County Community College Security:
908-835-2455 (Washington)
908-878-0202 (Phillipsburg)

6. Definitions:
    a. "Alcoholic Beverage": Any liquid beverage containing at least one (1) percent of alcohol by volume, including methyl and isopropyl alcohol that is not intended for human consumption.
    b. "Area under the jurisdiction"; Includes all on and off campus property owned, occupied, leased, or used by the College. This includes all campuses, research sites, and leased indoor and outdoor spaces or spaces occupied with a user permit, license, or contract for the conduct or performing of official College business.
    c. "Controlled Substance": A drug or chemical substance whose possession and use are controlled by Title 21, Section 812, Schedules I through V of the United States Controlled Substances Act. This includes, but is not limited to, narcotics, depressants, hallucinogens, stimulants, and other substances commonly or collectively known as illicit drugs. Medical cannabis and hashish are considered controlled substances.
    d. "Employee": An employee is any individual who performs services for and under the control and direction of the College for wages or other renumeration.
    e. "Events": Any program or activity sponsored by and under the sponsorship of the College.
    f. "Illicit Drug": A type of controlled substance that is imported, grown, or manufactured illegally. This includes, but is not limited to, heroin, cocaine, amphetamines, ecstasy, cannabis, methamphetamine, and LSD.
    g. "Legally Prescribed Medication": Includes drugs prescribed by a licensed practitioner and over-the-counter drugs that have been legally obtained and are being used in the appropriate amount solely by the individual and for the purpose for which the medication was prescribed or manufactured.
    h. "Manufacture": The production, preparation, propagation, compounding, conversion, or processing of a controlled substance or alcohol. This does not include manufacturing for the intended purpose of scholarly research.
    i. "Marijuana and Hashish": All forms of the substance that are not regulated cannabis or medical cannabis.
    j. "Medical Cannabis": Cannabis or related paraphernalia acquired, possessed, transported, or used by a registered qualifying patient under the New Jersey Compassionate Use Medical Marijuana Act and the Jake Honing Compassionate Use Medical Marijuana Act.
    k. "Minor": An individual not of legal drinking age, under 21 years of age.

l. "Possession": Knowing or intentionally possessing a controlled substance and/or having direct physical control over a controlled substance but does not include possession for the purpose of scholarly research.
m. "Regulated Cannabis": Cannabis or related paraphernalia legally acquired, possessed, or used under certain conditions as outlined in the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act.
n. "Safety-sensitive": Activities involving a risk of moderate to severe injury to the person or property of oneself or others, in the performance of job duties. This includes, but is not limited to, direct support of patient care and treatment, police and security duties, operating a motor or motorized vehicle or potentially hazardous equipment, use of ladders and/or working at heights, use of hazardous materials, maintenance of hazardous facilities such as boilers, utilization of explosives, utilization of lasers, work with high-voltage electricity, or access to controlled substances within the College.
o. "Sponsoring": The hosting of an official activity on behalf of the College or a unit of the College. Events held by College affiliated foundations shall be a College sponsored event for the purpose of obtaining permission to serve, possess, or consume alcohol.
p. "Under the influence/impairment": Defined without limitation as being impaired or intoxicated by alcohol or controlled substances, smelling of alcohol or controlled substances, or appearing disheveled or unkempt, slurring one's speech, being argumentative, or being incapable of performing the duties of the job satisfactorily, and when such conduct is reasonably related to an employee's use of alcohol or controlled substances.
q. "While at work": All times when an individual is on College property, on-call, supposed to be working, including paid breaks, operating College vehicles, or on official College business either on or off site. This does not include events sponsored by the College at which alcohol may be served.

7. Compliance with Federal and State Laws

The sale, provision, serving, possession, and consumption of alcoholic beverages on the College campuses are regulated by federal and State laws and local ordinances. All members of the College community are obligated to obey these laws, regulations, and ordinances. The College does not have the authority to alter the laws or obtain exemptions. Members of the College community are individually responsible for determining how applicable laws, regulations, and ordinance apply to them, and obeying such.

a. The College, as an institute of higher education and an employer, is obligated to abide by and enforce provisions of the Drug Free Workplace Act of 1988, Drug Free School and Campus Act, and the statutes of the State of New Jersey.
b. No member of the College community may possess, manufacture, distribute, or use drugs, narcotics, or controlled substances and/or paraphernalia containing evidence of such substances on College property except as expressly permitted by law.
c. Medical Cannabis and Regulated Cannabis, while legally permitted in New Jersey, are prohibited on the College's campuses due to the provisions in the Drug Free School and Communities Act and the New Jersey Regulatory, Enforcement Assistance, and Marketplace Modernization Act.
d. A person who is a minor may not acquire, possess, or consume alcoholic beverages on any College property or College sponsored event.

e. A person who is of legal drinking age may not give any alcoholic beverages to a minor, assist, or allow a minor to acquire or consume any alcoholic beverage, except a parent or guardian of the minor, if the alcoholic beverage is consumed for religious observance, ceremony, or rite.
f. No member of the College may sell alcoholic beverages to any person of any age without a license or special permit issued by the New Jersey Division of Alcoholic Beverage Control.
g. No person, regardless of age, may possess an open container of an alcoholic beverage in any motor vehicle.

8. Alcohol and Other Drug on the Job

While in an area under the College's jurisdiction, at work, or engaged in the business of the College, an individual covered under this Policy may not consume alcohol or controlled substances, except where allowed as defined by this Section.

a) Alcohol: Limited legal consumption of alcohol at College-sponsored events held during the workday or during a traditional meal break in the individual's workday and off College property is not prohibited by this policy with the exception of safety sensitive functions as described below.
b) Controlled Substances: Consumption of a controlled substance that has a currently accepted medical use, is at the direction of a health care provider, is prescribed for the individual, and is being consumed during or prior to the workday consistent with the manner in which it was prescribed, is not prohibited with the exception of safety sensitive functions as described below. Note: federal law does not define Medical Cannabis as having a currently accepted medical use. However, employees and other covered individuals are expected to present themselves in a manner fit to perform the functions of their job. Additionally, during the workday, any use of a controlled substance inconsistent with the criteria set forth above is strictly prohibited. Any individual who is found to have violated this section of the policy will be dealt with as appropriate. This may include removal from the worksite and/or discipline up to and including termination. For student employees, this may also include appropriate action pursuant to the Code of Student Conduct.
c) Safety Sensitive Functions: Notwithstanding subparagraphs (a) and (b) above, consumption of alcohol either at College-sponsored events or during a traditional meal break is prohibited for individuals whose positions include one or more safety-sensitive components as described in this Policy. Additionally, consumption of a controlled substance may not be permitted, even when consumption is consistent with the criteria of subparagraph (b) above. Individuals who have taken a controlled substance, or who must take a controlled substance during the course of the workday, must report this information to their supervisor. Any individual who exhibits the effects of having consumed alcohol or a controlled substance, whether before or during the workday, will be dealt with as appropriate, including removal from the worksite and/or discipline up to and including termination. For student employees, this may also include appropriate action pursuant to the Code of Student Conduct.

9. Drug Testing

Employees who are required to have a Commercial Drivers License ("CDL") to perform their job duties are

required to undergo drug and/or alcohol testing upon hire as a commercial driver, when randomly chosen, for due cause or reasonable suspicion following certain motor vehicle accidents, or as ordered by a Substance Abuse Professional hired by the College.

10. Responsibilities of Supervisors

a. Supervisors are expected to communicate to employees that there are support services available to employees who may need medical and/or therapeutic treatment for the abuse of alcohol or other drugs. If an employee serves in a safety sensitive function, then the supervisor must clearly state that the employee cannot be under the influence of alcohol and/or other drugs while performing his or her job duties.
b. If a supervisor is suspicious that there is an alcohol or other drug problem with an employee and that the problem is affecting work performance, it is a supervisor's responsibility to address the situation. When a supervisor suspects that an employee is under the influence of or impaired by a controlled substance that supervisor will, if possible, notify Human Resources. Early recognition of a problem and a prompt response by a supervisor are preferred. Possible behavioral indicators of alcohol or drug related problems may include, but are not limited to, those shown below:
    - Drowsiness or sleepiness
    - Alcohol or drug odors on the breath
    - Slurred or incoherent speech
    - Confusion
    - Unusually aggressive behavior
    - Unexplained mood changes
    - Lack of manual dexterity
    - Lack of coordination (e.g., staggering, inability to walk)
    - Unexplained work related accidents or injuries
    - Excessive sloppiness
    - Leaving work areas for extended periods or for unexplained reasons
    - Patterns of absenteeism or tardiness
    - Corroborating evidence
    - It should be noted that some of these symptoms may be indicative of a serious medical condition. If the supervisor believes that the employee requires urgent medical attention, the supervisor should call the appropriate campus Police Department.

c. A supervisor who reasonably believes that an employee is exhibiting behavior that may be in violation of expectations as indicated herein, or that an employee may be unfit to perform the duties of his or her position, should contact the appropriate College affiliated health department to request a fitness-for-duty evaluation. After a discussion with the appropriate College affiliated health department, the employee should be escorted or otherwise safely transported to the appropriate medical facility. If the appropriate College affiliated health department determines that an employee is unfit to perform the duties of his or her position

following an evaluation, the employee may be subject to removal from the worksite and/or discipline up to and including termination. If an employee is covered by a collective bargaining agreement, said employee shall, upon request, be afforded the opportunity to have a union representative present during questioning by a supervisor or manager, or during initial intake discussions with staff of the appropriate College health department.

d. If an employee reasonably believes that his or her supervisor is engaging in behavior that suggests the influence of alcohol or other drugs because the supervisor is demonstrating behavior as described herein, the employee should report the behavior.
e. A supervisor who reasonably believes that a student employee is exhibiting behavior that may be in violation of responsibilities should contact Human Resources to request a fitness-for-duty evaluation as indicated herein. A student employee should then be escorted or otherwise safely transported to the College Security Department, or other appropriate Department, for evaluation.
f. If the College Security Department, or other appropriate Department, determines that the student employee has violated the Paragraph above or is unfit to perform the duties of his or her position following an evaluation, the student employee may be subject to removal from the worksite and/or discipline up to and including termination.
g. The supervisor may also refer the student employee to the student counseling center for additional help.
h. The supervisor determines if discipline is necessary per departmental expectations for student employees. The supervisor may also choose to file an official complaint through the Code of Student Conduct.

11. Alcohol at Campus Events
    a. The use of alcoholic beverages at social functions on the College campuses is restricted to those functions open to members of sponsoring departments/organizations and their invited guests where service of alcohol is restricted to those of legal drinking age as defined by the laws of New Jersey. Such functions must be restricted to areas designated by the dean, chancellor, and/or vice president. In all cases, State laws governing the dispensing of alcoholic beverages must be observed.
    b. Per Circular, State of New Jersey, Department of the Treasury, Office of Management and Budget, No.: 06-14-OMB, departmentally-allocated State funds may not be used for the purpose of purchasing alcoholic beverages.
    c. As a further guide to the responsible use of alcohol, sponsoring departments are urged to observe the following practices when alcoholic beverages are served:
        i. Provide an equal quantity of nonalcoholic beverages at the same place in an equally attractive variety.
        ii. Provide food in sufficient quantity for the number of people present.
        iii. Discontinue the sale or service of alcohol for a reasonable period prior to the anticipated end of the event.
        iv. Note the availability of nonalcoholic beverages and food in any advertisement.
        v. Provide for oversight by persons who have a demonstratable awareness of these regulations and the techniques to reduce risk and/or those who are so trained through the College.

vi. Designate at least one person to be responsible for ensuring adherence to these guidelines in any group where alcoholic beverages are served.
vii. Have an adequate mechanism in place to properly identify of-age drinkers, including verification of picture identification.

d. In instances where an employee serves alcohol in his or her capacity as an employee of the College in a facility or an area not under the jurisdiction of the College, the employee providing alcohol should be cognizant of those participating in the event who may not choose to use alcohol. When evaluating the location of such events, the employee coordinating the event should consider the personal needs of the individuals participating and whether they may be in recovery. In planning such events, the employee should follow the guidelines stated above.

12. Exceptions:

Exceptions to any provision within this Policy may be granted only by the Director of Human Resources or his or her designee.

Suicide Prevention-Call 988

The College is committed to a healthy, well-balanced environment. Resources are available to support students who are struggling with life issues. NJ operates a 25-hour suicide hotline to assist individuals who are struggling to call **988**. Skilled professionals can assist and also provide resources to assist individuals.

Policies and Regulations Regarding Student Behavior

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. Students found in violation of Policies and Regulations regarding Student Behavior also may be assigned developmental and educational interventions designed to promote greater awareness, improved decision-making, and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, the Dean of Student Services may implement an Interim Suspension of the student.

If you have additional questions, special needs, or wish to request a hard copy of the Policies and Regulations regarding Student Behavior, contact the Office of Student Services at 908-835-

2300.

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 regulations shall be in effect unless special conditions 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.
X. Student organizations are collectively responsible for any action committed by members on behalf of their organization that violates College policy. Disciplinary action against student organizations is separate from actions taken against individuals. Facts of an incident may necessitate action against both a student organization and the individual members of that organization who were found to have violated College policy.
Y. Obstructing the free flow of pedestrian or vehicular traffic on or adjacent to College premises or at College events is prohibited.
Z. Students are required to comply with the reasonable and lawful directions of College officials and College security.
AA. Making, attempting to make, or transmitting an audio or video recording of private, nonpublic conversations and/or meetings on College premises without the knowledge and consent of all participants subject to such recordings. This provision does not extend to the recording of public events or discussions, or to recordings made for law

enforcement purposes.

BB. Violating other published College regulations or policies.

.

Sexual Offender Registry

Warren County Community College is required by the Campus Sex Crimes Prevention Act to notify students and employees of the location of information pertaining to individuals employed or **enrolled** on campus who have been convicted of violent sex offenses or criminal offenses against minors. This web site address for New Jersey is http://www.nsopr.gov.

Intimidation and Bullying

The College maintains a strict policy prohibiting intimidation or bullying. This policy applies to all students of the College. The College defines intimidation and bullying as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of the College or at any function sponsored by the College, or by electronic means at or away from the College, that substantially disrupts or interferes with the orderly operation of the institution or the rights of other students and that such action/behaviors:

a. as a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming another student or damaging another student's property, or placing another student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property.
b. have the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the College; or
c. create a hostile educational environment for other students at the College; or
d. infringing on the rights of other students at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Students who engage in prohibited intimidation or bullying are subject to disciplinary action, up to and including possible expulsion from any academic or continuing education program, the College, and all its events and activities.

Anti-Harassment Policy

No Harassment or Discrimination

The College maintains a strict policy prohibiting harassment or discrimination based on age, race,

color, national origin or nationality, ancestry, religion, creed, physical or mental disability, sex, gender, gender identity or expression, sexual orientation, genetic characteristics or information, marital, civil union or domestic partnership status, veteran or military status, and any other basis protected by applicable federal, state, or local law. All such harassment is prohibited. The College's anti-harassment policy applies to all employees, students, executives, officers, Trustees, Foundation Directors, independent contractors, visitors to the College and third parties.

The College's anti-harassment policy applies throughout the campus, exterior locations, on-line and to all college activities. If harassment occurs by someone not employed by or enrolled at the College, the procedures in this policy should be followed as if the harasser were an employee of the College. If such is the case, the College will strive to be sensitive to such concerns. Nobody at Warren County Community College should feel obligated to tolerate harassment in any form. Warren County Community College will act to eliminate harassment in the workplace and on the campus. Persons who engage in prohibited harassment are subject to disciplinary action, up to and including possible termination. Anyone who has witnessed or is a victim of alleged harassment should immediately report the matter to supervisor/manager or Human Resources in accordance with the Complaint Procedure for issues of possible discrimination or harassment (see below).

The College recognizes that as an academic institution devoted to the pursuit of academic learning, there may be instances where exposure to sensitive topics relating to the above protected characteristics may occur, such as in art, sociology, history, and other classes. The College maintains an open-door policy with respect to student and faculty concerns relating to such topics and strives to fulfill its academic mission in a professional manner.

No Sexual Harassment

All persons are prohibited from engaging in sexual harassment at Warren County Community College. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and exposure to visual, verbal, or physical conduct of a sexual nature. Sexual harassment also exists when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive workplace or campus environment.

The following examples are a partial list of the types of conduct that may constitute sexual harassment (depending on the circumstances):

- Unwelcome/unwanted sexual advances.
- Propositions or requests for sexual favors.
- Repeated unwelcome requests for dates.
- Off-color jokes or innuendos; obscene, lewd or suggestive language; or sexually oriented or explicit remarks (including questions, comments or gossip about sexual conduct, experiences, prowess or deficiencies); Derogatory comments based on gender.

- Inappropriate or sexually suggestive touching, such as grabbing, groping, fondling, kissing, brushing up against another's body, stroking someone's hair, or rubbing or massaging someone's neck or shoulders.
- Other sexually suggestive gestures or physical movements.
- Posting, displaying, or distributing any sexually oriented, sexually explicit or demeaning materials (such as posters, calendars, videos, photographs, graffiti, cartoons, figurines, emails, etc.).
- Standing too close, leering, staring or stalking.
- Other verbal or physical conduct that is of sexual nature or that is based on gender.

Prohibited sexual harassment also includes any effort by a person in authority to use his or her position or authority to control, influence, or affect the career, academic status, grades, salary, employment, or terms and conditions of employment of an employee or student in exchange for sexual favors.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment is prohibited whether it involves a co-worker, student, instructor, supervisor, manager, trustee or by persons doing business with or for the College.

Report All Forms of Discrimination or Harassment

Everyone has a responsibility to maintain the workplace and campus free of any form of discrimination or harassment. Anyone who believes he or she has witnessed or is being subjected to discrimination or harassment on campus or at a College activity should immediately report the matter to a supervisor/manager or Human Resources in accordance with the Complaint Procedure below, or in any other manner reasonably calculated to inform College management.

Complaint Procedure – Discrimination or Harassment

Maintaining a harassment-free workplace and campus requires the cooperation of all individuals. It is very important for all persons to report to the College any workplace or campus conduct they believe is improper regardless of the identity of the alleged harasser or who the harassment is directed at.

To encourage persons to bring forward any concerns they may have about possible discrimination or harassment, the College prohibits retaliation against anyone who makes such a complaint or who is involved in the investigation of such a complaint. People who believe they have suffered or witnessed retaliation must report the matter immediately to a supervisor/manager or Human Resources. Anyone who engages in retaliation is subject to disciplinary action, up to and including possible termination.

The College's complaint procedure provides for an immediate, thorough, and objective investigation of any discrimination or harassment claim, appropriate disciplinary action against one found to have engaged in prohibited harassment and appropriate remedial action.

Persons who believe they have been harassed or discriminated against in the workplace or on campus, including by people doing business with or for the College, should provide a written or oral complaint to Human Resources as soon as possible. The complaint should include details of the alleged incident(s), names of individuals involved, and the names of any witnesses. Supervisors and managers must immediately refer all harassment complaints to Human Resources.

Investigation Procedure

All complaints of possible discrimination and/or harassment will be treated seriously and promptly investigated, even if the alleged victim expresses a desire that the College not investigate. That is the law. The investigation will be as confidential as possible, consistent with the need to investigate. The College will immediately undertake or direct an effective, thorough, and objective investigation of the discrimination and/or harassment allegations.

All complaints of harassment and discrimination should be promptly reported to Human Resources for investigation or referral to the President, Board of Trustees Chairperson or Vice Chairperson, as outlined below.

- Complaints of harassment against the President, will be referred by Human Resources to the Board of Trustees Chairperson and Vice Chairperson for investigation with qualified outside counsel.
- Complaints of harassment against a Board of Trustees member, will be referred by Human Resources to the President. The President will report the complaint to the Board of Trustees Chairperson or Vice Chairperson (in the event of conflict) for investigation with qualified outside counsel.
- Complaints of harassment against a College Official or Human Resources Official, will be referred by a manager/supervisor to the President for investigation with qualified outside counsel.
- All other complaints of harassment will be referred by a manager/supervisor to Human Resources for investigation.

All investigations shall be conducted as soon as is practicable, and reported for appropriate action, if any, pursuant to applicable personnel policies and student conduct codes. The investigator shall interview the complainant, the person alleged to have engaged in a violation of this policy and any other persons who witnessed the alleged conduct or similar conduct forming the basis of the complaint. The investigator shall make written factual findings and credibility assessments, and then forward a report to the College attorney or Chairperson of the Board of Trustees (or Vice-Chairperson in the event of conflict) or President for legal counsel and evaluative assessment. A special emergency session of the Board may be convened to determine appropriate disciplinary and remedial action, if any, subject to applicable notice, personnel policies, procedures, and regulations. All investigative materials are deemed confidential and are not subject to disclosure, except as otherwise required by law.

The investigation will be completed and a determination regarding the allegations will be made

and communicated to the person who complained and the accused party.

Disciplinary or Other Remedial Action Where Discrimination or Harassment is Found

If the College determines that discrimination or harassment has occurred, the College will take effective remedial action commensurate with the circumstances. Appropriate action may be taken to deter any future wrongful conduct, as well as future monitoring of any individuals alleged to have violated the policy.

If a complaint of discrimination or harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Whatever action is taken against the accused party will be communicated to the person who complained.

False Claims of Harassment or Discrimination

Anyone who makes an intentionally false claim of harassment or discrimination will be disciplined according to College policy, up to and including termination.

No Retaliation

The College will not tolerate retaliation against any individual because he or she has made a good faith complaint of harassment or discrimination to the College or has filed a charge, testified, assisted, or participated in any manner in an investigation, proceeding, hearing or litigation under federal or state discrimination statutes or at other hearings regarding protected civil rights. The College also prohibits retaliation against someone closely related to or associated with the person exercising such rights. Examples of retaliation may include, but are not limited to, hostile conduct toward an individual who participated in protected activity. Such conduct includes, but is not limited to, verbal or body language which is threatening or expresses or suggests disapproval or hostility; failure to cooperate in workplace procedures; or sudden unfounded disciplinary action not based on actual job or academic performance. If you are unclear as to what kind of activity may be prohibited retaliation, contact HR immediately.

The College's Complaint Procedures provides for an immediate, thorough, and objective investigation of any claim of unlawful retaliation because of opposition to alleged discrimination or participation in a proceeding regarding alleged employment discrimination. If you believe that you have been retaliated against because of your opposition to a practice you reasonably believe to be discriminatory or because of your participation in a hearing or proceeding regarding alleged unlawful discrimination, you should provide a written or oral complaint to HR as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, and any documentary evidence.

All complaints of prohibited retaliation which are reported to management will be investigated. The College will immediately undertake and direct an effective, thorough, and objective

investigation of the retaliation allegations. The investigation will be as confidential as possible, consistent with the need to investigate. The investigation will be completed and a determination regarding the alleged retaliation will be made and communicated to the person who complains and to the person(s) accused of retaliation.

If the College determines that an individual has suffered adverse action in retaliation for opposition to alleged employment discrimination or participation in a proceeding related to alleged discrimination, the College will take effective remedial action appropriate to the circumstances. The College will also take action to deter any future retaliation. If a complaint of unlawful retaliation is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Whatever action is taken against the person responsible for the retaliation will be communicated to the person who complained.

Missing Person Policy and Procedures

Requirement

Under the Higher Education Opportunity Act of 2008, all colleges must have in place policies and procedures for handling missing students and people.

Definition

A missing student means any student of an institution who resides in a facility owned or operated by such institution and who is reported to such institution as missing from his or her residence. Warren County Community College does not own or operate resident facilities. As such this policy refers to a situation where a member of the College community seeks to report a missing person to the College for investigative purposes.

Procedures

Anyone seeking to report a missing person should be directed to the Public Safety Coordinator. Once a missing person is reported, the coordinator will undertake the following:

A. Obtain information regarding the identity of the student or individual presumed missing, the person reporting the incident, the relationship of the person reporting the incident and the circumstances that caused the reporting person to file the report.
B. Document such information in a college incident report.
C. As appropriate, inquire with other officials at the College regarding the presumed missing person.
D. Advise the reporting person that missing person reports must be filed with the law enforcement agency having jurisdiction where the student resides.
E. Contact the law enforcement agency where the individual resides and advise them of the missing person report made to the College.
F. Should the Coordinator of Campus Safety believe that the missing individual may be in imminent threat of danger and/or the missing person is believed to have been last seen on the Warren County Community College campus, the Public Safety Coordinator will contact either the Washington Township or Phillipsburg Township Police and turn

the issue over to their jurisdiction.

FERPA Compliance
Information sharing with police on missing persons will follow guidelines established under the federal Family Educational Rights and Privacy Act.

Communications
In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement.

Annual Disclosure of Crime Statistics

The "Student Right to Know and Campus Security Act of 1990" (Public Law 101-542) was enacted by Congress on November 8, 1990. The Act requires colleges to compile an annual report to ensure that students and the higher education community are made aware of the presence of crime on campus. The following information is provided in compliance with the reporting requirements of the Act.

The numbers provided in the crime statistics for Warren County Community College reflect incidents reported to campus security, Washington Township and Phillipsburg Township Police Departments. The statistics reflect incidents on campus, incidents off-campus reported to the college and incidents at noncontiguous locations. The local Police provide data to the College regarding reportable crimes that occur in the immediate vicinity of campus boundaries.
Under the Jeanne Clery Disclosure of Campus Security and Policy and Campus Crime Statistics Act, colleges are required to publish crime statistics in the following twelve categories. These statistics cover the period from January 1 through December 31 for the respective years. The crime statistics are also reported to the U. S. Department of Education each year.

The complete Campus Crime statistics are shown in the **2024 Campus Crime Statistics (Clery Report)** on the College's website. Please go to the Student Right to Know Page (http://www.warren.edu/student-disclosure-information/) and click on this report.

The definitions of various crimes are shown on the next page. Definitions of categories of prejudice related to hate crimes are shown below.

Categories of Prejudice:

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics

Gender – A preformed negative opinion or attitude toward a group of persons because those

persons are male or female.

Gender Identity

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and response to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Ethnicity/National Origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

The definitions of reportable crimes follow: **Murder/Manslaughter** – defined as the willful killing of one human being by another. **Negligent Manslaughter** – is defined as the killing of another person through gross negligence.

would cause a reasonable person to fear for safety of self or others or suffer substantial emotional distress.

Robbery – is defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied using a weapon or by means likely to produce death or great bodily harm.

Burglary – is the unlawful entry of a structure to commit a felony or a theft.

Sex offenses – is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Including: rape, fondling, incest and statutory rape.

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

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

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

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

Domestic Violence – violence committed by current or former spouse or intimate partner of the victim, by person with whom victim shares a child, by person cohabitating or formerly cohabitating with the victim, by person situation as domestic partner under the law.

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

Destruction/Damage/Vandalism or Property (except Arson)—to destroy willfully or maliciously, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Motor Vehicle Theft – is the theft or attempted theft of a motor vehicle.

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

Hate Crimes – includes all the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes.

Larceny/Theft—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

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

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

CAMPUS SECURITY REPORT

WASHINGTON CAMPUS
475 Route 57 Washington, NJ

Crimes Reported to College Officials or Law Enforcement Agencies
This chart included offenses/incidents that were reported to local law enforcement agencies, campus security and other Campus

2022	**ON-CAMPUS PROPERTY** WCCC Buildings or Property			**NON-CAMPUS PROPERTY** Any building owned or controlled by WCCCC in direct support of the educational mission.			**PUBLIC PROPERTY** All public property including thoroughfares, streets, sidewalks, and parking facilities adjacent			**TOTAL CRIMES REPORTED**		
CRIMINAL OFFENSES	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
MURDER/NON-NEGLIGENT	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES (TOTAL)	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS / DISCIPLINARY ACTIONS												
ARRESTS: WEAPONS POSSESSIONS	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: LIQUOR VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLALTIONS	0	0	0	0	0	0	0	0	0	0	0	0

Hate crimes are reported to the Campus Security Department, Campus Officials, and other law enforcement agencies. A hate crime is defined as a crime committed that is intentionally directed at a person or persons selected on the basis of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. For crimes listed above, and all

CAMPUS SECURITY REPORT

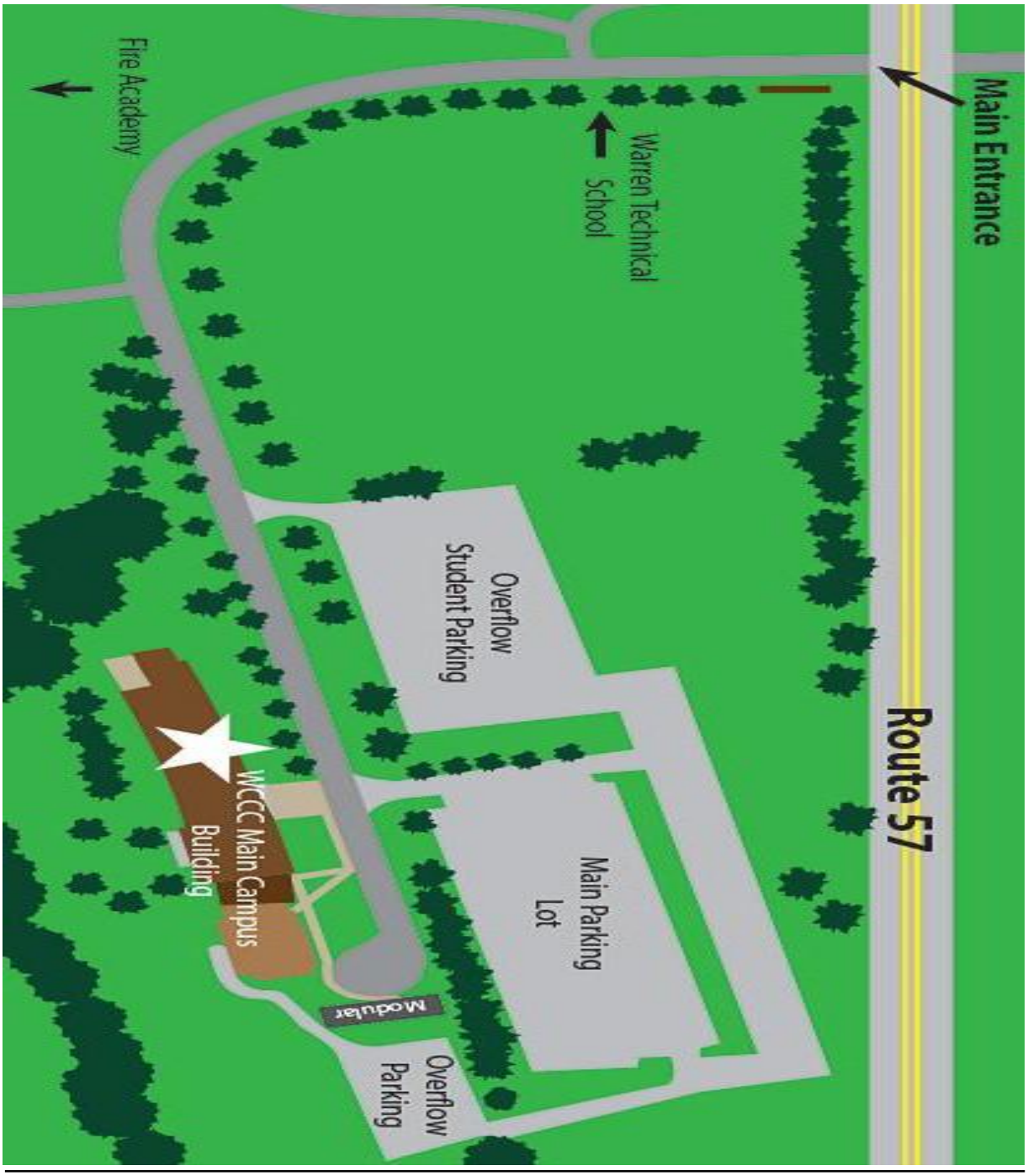
PHILLISPBURG CAMPUS
445 MARSHALL ST, PHILLIPSBURG, NJ

Crimes Reported to College Officials or Law Enforcement Agencies
This chart included offenses/incidents that were reported to local law enforcement agencies, campus security and other Campus

2022	**ON-CAMPUS PROPERTY** WCCC Buildings or Property			**NON-CAMPUS PROPERTY** Any building owned or controlled by WCCCC in direct support of the education mission.			**PUBLIC PROPERTY** All public property including thoroughfares, streets, sidewalks, and parking facilities adjacent			**TOTAL CRIMES REPORTED**		
CRIMINAL OFFENSES	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
MURDER/NON-NEGLIGENT	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES (TOTAL)	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	1	0	0	0	0	0	0	0	0	1	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS / DISCIPLINARY ACTIONS												
ARRESTS: WEAPONS POSSESSIONS	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: LIQUOR VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLALTIONS	0	0	0	0	0	0	0	0	0	0	0	0

Hate crimes are reported to the Campus Security Department, Campus Officials, and other law enforcement agencies. A hate crime is defined as a crime committed that is intentionally directed at a person or persons selected on the basis of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. For crimes listed above, and all

Washington Campus Map



Phillipsburg Education Center (PEC) Map

MAIN CAMPUS

PHILLIPSBURG EDUCATION CENTER