

**Fairleigh Dickinson University
Department of Public Safety
College at Florham**

**Jeanne Clery Disclosure of Campus Security Policies
and Campus Crime Statistics Act**

Annual Report 2012

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose information about campus crime and security policies.

The Clery Act was signed into law in 1990 as the Crime Awareness and Campus Security Act of 1990. This act was spearheaded by Howard and Connie Clery after their daughter was murdered at Lehigh University in 1986. Amendments to the act in 1998 renamed it in memory of Jeanne Clery.

The Clery Act requires colleges and universities to:

- publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements
- discloses crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non campus facilities. The statistics must be gathered from campus police or Public Safety, local law enforcement, and other University officials who have significant responsibility for student and campus activities.
- Provide “timely warning” notices of crimes that have occurred and pose an ongoing threat to members of the campus community.
- Disclose in a public crime log any crime that has occurred on campus or within the patrol jurisdiction of the campus Public Safety department and is reported to campus police or Public Safety department.

Fairleigh Dickinson University College at Florham Department of Public Safety is responsible to prepare and distribute the report for the campus. This report is also available on the Fairleigh Dickinson University website at www.fdu.edu.

Members of the College at Florham community are sent a notice that describes the report and the web address. For a paper copy of the report, contact the Department of Public Safety at 973- 443-8928 or email wthornto@fdu.edu or 973-443-8891 or email jv@fdu.edu.

Department of Public Safety

The safety and security of the campus and campus community members are the responsibilities of the Department of Public Safety. The department, under the direction of a campus director and assistant director, consists of 33 full time staff members. Public Safety personnel patrol the campus 24 hours a day, 365 days a year. The officers patrol the campus on foot, motor vehicles and bicycles. The officers also man the dispatch area and they answer all calls for assistance as well as emergencies.

The Department of Public Safety members are non sworn university employees who do not have police or arrest powers. Criminal incidents are referred to local police who have jurisdiction on the campus. These officers enforce university policies. Public Safety officers attend a full week of training through the department's in house training academy. This in house academy provides officers with a basic understanding of campus Public Safety as well as university and department procedures. Officers are trained by Colleges and Universities Public Safety Association during a 40 hour course which covers all aspects of safety and security duties. In addition officers attend advanced training courses either on campus or at local police academies. All officers are trained in first aid, CPR and AED.

Fairleigh Dickinson University College at Florham Department of Public Safety has excellent working relationships with both Florham Park and Madison Police and Fire departments as well as county and state agencies. Information is shared between the departments in an effort to maintain a safe campus environment. Local police officers are contracted to work at various University events throughout the year. All serious matters are promptly reported to the local police. Department of Public Safety does have a written MOU with the local police.

At the request of any victim, the Department of Public Safety will provide assistance by contacting the local police. In all cases, a report will also be maintained at the Department of Public Safety office.

Reporting of Crimes or other Emergencies

The policies of Fairleigh Dickinson University College at Florham, which are enforced by the Department of Public Safety, are made known to students, faculty and staff either through the Employee Handbook or the Student Handbook.

To report any crime, emergency or campus violation, call the Department of Public Safety at 973-443-8888 or 66 if using an internal campus telephone or come to the Department of Public Safety at 285 Madison Avenue, Madison, NJ 07940, the Barn-M-BB1-01. Crimes should be reported to the Department of Public Safety for the purpose of making timely warning reports and the annual statistical disclosure. Whenever making a report, please provide a full account of the type of incident, who was involved, what type of incident it was, where it took place, when it took place and why it may have occurred. Also try to provide witnesses or descriptions. In response to reported crimes, the Department of Public Safety will respond and take a report and will investigate all reported incidents, when deemed appropriate, and some reports are forwarded to Dean of Students office at Fairleigh Dickinson for review and actions. In any instance where you witness any serious crime, emergency or other safety or life threatening situation, please call 911. Do not call 911 unless an immediate and true emergency exists. Fairleigh Dickinson community members are encouraged to accurately and promptly report all crimes and emergencies to the Department of Public Safety or appropriate law enforcement agency.

A. Timely Warnings

In the event that a dangerous situation arises, either on campus or off campus, in the judgment of Fairleigh Dickinson University College at Florham Administration, that constitutes a threat which may be on going or continuing threat, a “timely warning” will be issued. The warning will be issued through the University “FDU Alert/Send word now.net” system to students, faculty, and staff members and to all who registered to be notified in an emergency through SMS text messaging, mobile phones, PA systems, door to door, flyers. This system is developed by Fairleigh Dickinson University Emergency Management Team.

Members of the University Management Team are designated as “authorized users” including Campus Provost, University IT personnel, University Public Relations, Campus Director of Department of Public Safety.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, criminal homicide, and robbery. Cases of aggravated assault and sex offences are considered on a case by case basis, depending on the facts of the case and the information known by Department of Public Safety. Example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to others Fairleigh Dickinson University community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offences will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety.

The Director of Department of Public Safety or designee reviews all reports to determine if there is a serious or on-going threat to the community and if the distribution of a Timely Warning is warranted. The Timely Warning is sent by Director of Department of Public Safety or his/her designee on other crime classifications, as deemed necessary.

The Timely Warnings will be distributed to the campus using some of the following systems: the FDU Alert system, voice mail or telephone notification, email, text messaging, posted notices, public address announcements, and direct contact with individuals and may also be posted on University website.

System used	Message Creator	Backup Creator	Approval of Message/sending	Primary Sender	Backup Sender
FDU Alert	EMT	Director PS	Provost	Director PS	A.D PS
Back Up					
Voice mail	EMT	Director PS	Provost	IT	IT
Telephone	EMT	Director PS	Provost	IT	IT
Email	EMT	Director PS	Provost	IT	IT
PA	EMT	Director PS	Provost	PS	PS
Notices posted	EMT	Director PS	Provost	PS	PS

B. Confidential Reporting

Any member of the campus community may report violations of the law or other matters of concern to the Department of Public Safety. All reports received will be investigated. **Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Department of Public Safety officer 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 enhance the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to 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 crime statistics for the institution.

C. Preparing the Annual Security Report

The Director of Public Safety is responsible to obtain, review and report all the needed aspects of the annual report. Crime statistics are gathered for the buildings owned or controlled by Fairleigh Dickinson University College at Florham and used for educational purposes from local law enforcement agencies, campus conduct offices and campus security authorities.

The Clery Act designates “Campus Security Authorities” who are responsible for notifying the reporting structure of the institution about crimes they have learned about from persons believed to be acting in good faith. At Fairleigh Dickinson University College at Florham, “Campus Security Authorities” must report these crimes to the Director of Department of Public Safety, who office has been identified as the reporting structure of the University. “Campus Security Authorities” include Public Safety Personnel) staff members who have “significant responsibility for student and campus activities, including but not limited to student housing staff, student discipline officers, advisors to student organizations, and athletic directors/coaches.

Professional Counselors and Pastoral Counselors

Campus Professional Counselors and Campus Pastoral Counselors, when acting as such, are not considered to be “Campus Security Authorities” and are not required to report crimes to be included in the annual report of crime statistics. These persons are

encouraged to inform persons being counseled of all the procedures in place to report crimes on a voluntary confidential basis to be included in the annual report of crime statistics. Fairleigh Dickinson University also encourages Professional Counselors and Pastoral Counselors to report all crimes which they become aware of. This can be done without identifying any of the individuals involved if they wish to have their identity remain confidential but it makes other members of the campus community aware of the crime.

The Clery Act defines counselors as follows:

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning in the scope of his/her license or certification. At Fairleigh Dickinson University College at Florham, this means all counselors employed in Wellness Center Counseling as well as any consulting psychiatrist.

Pastoral Counselor: An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. At Fairleigh Dickinson University this means all clergy or others appropriately recognized as fitting that definition that is associated with Campus Ministry.

Monitoring and recording criminal activity at off campus locations

The Department of Public Safety through the close working relationships with local law enforcement also deals with crimes and other serious incidents that occur off campus that may involve a College at Florham student. The Department of Public Safety will promptly act on any information that is received from an outside agency concerning members of the Fairleigh Dickinson University community and will conduct an investigation on information received. Findings of that investigation concerning student misconduct will be forwarded to the appropriate campus office, Dean of Students, for any disciplinary action. This includes any students engaged in crimes and incidents at off campus locations of student organizations officially recognized by Fairleigh Dickinson University, as well as any student organizations with off campus housing facilities.

Campus Daily Crime Log

The Clery Act requires that the campus maintain a daily Crime log covering the most recent 60 day period. The College at Florham daily Crime log is located in the Department of Public Safety and is available for viewing during normal business hours, 365 days a year. The log contains information about the nature of the reported crime, the date and time the crime occurred, the general location and the disposition

of the incident. All crimes not just Clery Act reportable crimes are entered into the log. Log entries must be made within 48 hours of the report being made to the Department of Public Safety. There are two exceptions when entries are excluded from the log, the first when the disclosure is prohibited by law and the second if the disclosure would jeopardize the confidentiality of the victim. There are also four cases where information may be temporarily withheld from the log. This withholding can only take place when there is clear and convincing evidence that the release of the information would (1) jeopardize an ongoing investigation: or (2) jeopardize the safety of an individual: or (3) cause a suspect to flee or evade detection: or (4) result in the destruction of evidence. Any requests for crime logs past the current 60 day period will be provided within two business days.

Security of and Access to Buildings and Facilities

During normal business hours, the university (excluding housing facilities) will be open to students, parents, employees, contractors, guests and visitors.

Campus academic buildings are usually open from 7:00am-11:00pm, Monday through Friday. Office buildings are usually open from 9:00am-5:00pm, Monday through Friday. The hours of operation of the buildings may vary due to events and activities and access to any buildings after hours and on weekends is limited unless there are classes or other authorized functions being held.

Residence Halls are locked 24 hours a day and only open to students registered to live in the building and any guest they have registered. Public Safety conducts security patrols of all campus buildings and University identification must be provided upon request. The officers report any security concerns, such as malfunctioning lock mechanisms so they are promptly repaired.

Maintenance of Campus Facilities

Fairleigh Dickinson is committed to maintaining and enhancing the safety and security of the campus grounds and buildings. The Department of Public Safety and Campus Facilities conduct inspections to address malfunctioning security issues such as burned out lights or broken door locks. University community members are encouraged to report any physical security issues in need of maintenance to the Department of Public Safety or Campus Facilities.

Emergency Response

The University's incident Manual includes information about Incident Teams; University operating status parameters; incident priorities and performance expectations; shelter in place and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts numerous unannounced emergency response exercises each year, such as table top exercises, field exercises and tests of

the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Situations involving “active shooters” and “active threats” are a serious concern for our nation’s university and college campuses. An “active threat” situation can happen anywhere beyond campuses and schools including malls, businesses, special events, and within workplace. Fairleigh Dickinson University College at Florham’s Department of Public Safety has conducted training with neighboring law enforcement agencies to provide an effective response to active threat situations. The University has an Emergency Operation Plan that will guide and support the campus during such an event. The following information is presented to assist members of the campus community with their individual awareness and preparation. We pride ourselves on working with our community in order to provide a safe environment in which our students, faculty, and staff can study, conduct research, and work. Individual preparation and awareness is an important factor in working together.

Notification to the Fairleigh Dickinson Community about Immediate Threat

The Department of Public Safety receives information from various offices/departments on campus, such as the Emergency Management Team and the Behavior Intervention Team. If the Department of Public Safety confirms (with the assistance of key campus administrators, local first responders or National Weather Service) 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 Fairleigh Dickinson community. The Department of Public Safety will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Fairleigh Dickinson community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Department of Public Safety will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification system, unless issuing a notification will, in the judgment of the professional judgment not responsible authorities and first responders (including, but not limited to: The Department of Public Safety, Florham Park and Madison Police and/or otherwise mitigate the emergency.

Some or all of the systems listed below will be used to provide follow-up information to the campus community.

In the event of a serious incident that poses an immediate threat to members of the Fairleigh Dickinson community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Fairleigh Dickinson campus community. These methods of communication include emergency text messages (FDU Alert/Send Word Now.net) that can be sent to a phone or PDA

(individuals can sign up for this service on the Department of Public Safety website. To sign up to be notified of campus emergencies, visit the FDU website and click on FDU Alert icon which links to a dedicated webpage containing updated information.

System to use	Primary Message Creator	Backup Message creator	Authority approving & sending	Primary message sender	Backup message sender
Primary	EMT	Provost	Provost	Director PS	A.D. PS
FDU Alert	Director	Provost	Provost	Director PS	A.D. PS
Text msg.	EMT	IT	Provost	IT	IT
FDU phone	EMT	Provost	Provost	IT	IT
Email msg.	EMT	IT	IT	IT	IT
Secondary					
Website	IT	IT	Provost	IT	IT
PA system	EMT	Public Safety	Provost	Director P/S	A.D. P/S
Post notices	EMT	Public Safety	Provost	Public Safety	Public Safety

*EMT (Emergency Management Team)

*PS (Public Safety)

*A.D. PS (Assistant Director Public Safety)

*IT(Computer Services)

Fairleigh Dickinson community members are encouraged to notify the Department of Public Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. Fairleigh Dickinson Department of Public Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation. In addition, the Fairleigh Dickinson Department of Public Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of student, faculty or staff occurring on campus.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Department of Public Safety at 973-443-8888 or 66 from a campus phone.

1. Remain calm

2. Do not use elevators, use stairs
3. Assist the physically impaired. If he or she are unable to exit without using the elevators, secure a safe location near a stairwell, an immediately inform Department of Public Safety or the responding fire department of individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

SHELTER IN PLACE: WHAT IT MEANS TO SHELTER IN PLACE

Sheltering in provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room if possible, with no or as few windows as possible. When authorities issue directives to shelter-in-place, do not walk outdoors, take refuge indoors immediately.

A shelter-in-place order may be issued for several reasons:

- Active Shooter
- Severe weather
- Hazardous material
- Civil unrest
- Hostage situation
- Or any situation where it is best for you to stay where you are to avoid any outside threat.

When this occurs:

1. Remain calm
2. Faculty should recommend to students and others not to leave and not go outside
3. If you are in dorm rooms, remain there
4. Select a small interior room with no or few windows, exterior doors, and any other openings that lead to the outside.
5. Close and lock all windows, exterior doors, and any other openings that lead to outside.
6. Stay away from all windows, doors.
7. Campus Facilities department personnel should shut down all building ventilation fans and air conditioners, when and if appropriate.
8. If you are told there is danger of explosion, close the window shades, blinds, or curtains.
9. Select interior room(s) above the ground floor, with the fewest windows or air vents.
10. Rooms(s) should have adequate space for everyone to be able to sit down comfortably.
11. Avoid overcrowding by selecting several rooms when necessary.

FOR SEVERE WEATHER AND CIVIL UNREST

1. Stay inside and move away from windows.
2. Close and lock all exterior doors and offices.
3. For extreme weather, relocate to lower levels in the building.

FOR EXTERNAL CHEMICAL, BIOLOGICAL OR RADIOLOGICAL INCIDENTS:

1. Stay inside and move to an inner corridor or office.
2. Campus Facilities personnel may shut down all building ventilation fans and air conditioners, when necessary and appropriate.
3. Since many chemical agents are heavier than air, and tend to hold close to the ground, move to higher levels of the building if possible to reduce the transfer of contaminated air from outside to inside.
4. Remain alert for instruction and updates as they become available from the emergency personnel and university administrators.

Crime Prevention Education and Security Awareness

The Department of Public Safety at the College at Florham of Fairleigh Dickinson University is responsible for assisting people in maintaining their safety and security. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and security and the security of others. All members of the campus community have to assist themselves from becoming a victim of crime by following basic crime prevention practices.

- Walk and park in well lighted areas
- Always lock your room or office
- Do not prop any doors open
- Never leave valuables unattended
- Do not take unnecessary chances
- Report suspicious persons, vehicles or behavior

In an on going effort to prevent crime on the campus, the Department of Public Safety offers several programs and services:

- Operation Identification
- Night Time Safety Escort Service
- Distribution of brochures and pamphlets on crime prevention information
- Emergency Telephones
- Rave Guardian Alert
- Department web page with tips and information
- Building Security Surveys
- Surveillance Cameras
- Lighting and grounds safety surveys
- Guard Tour System
- Fire Equipment Checks

SECURITY AWARENESS PROGRAMS

In addition, the Department of Public Safety provides security awareness and crime prevention presentations and training to members of the campus community;

- Driver Training – Done throughout the year
- Orientation Sessions – Done at all new student orientation sessions
- Resident Assistant Training – Annual
- Hall Security Assistant Training – Annual
- Fire Drills – Twice Yearly
- Wellness Fair – Annual
- Safe Spring Break – Annual
- Alcohol Awareness Week – Annual
- Posting of crime prevention tips and notices – Monthly
- International Student Fair – Twice Yearly
- Freshman Seminar – On Request
- Resident Assistant Program Speakers – On Request

During the 2011-2012 academic year, the Department of Public Safety conducted Fire Awareness Program with Florham Park Fire Department as well as a guest speaker, Shawn Simmons (victim of Seton Hall Fire);

Local Fire and Police Departments along with Department of Public Safety sponsored a full scale fire drill;

Crime Prevention unit set up weekly tables in the Student Center with information on fire, personal safety and handed out brochures;

Department of Public Safety and Residence Life conducted workshop on the effects of abusing alcohol. Students wore goggles while drinking golf carts and sobriety tests were given;

Alcohol Awareness presentation in Freshman Seminar classes;

Tabletop exercises for students, staff and faculty on bomb threats, building collapse, and airplane crash;

Conduct personal safety presentations to departments;

Title IX training for CSA;

Co-sponsor alcohol free events with residence assistants

Alcohol and Drug Policy

Many students already have used alcohol by the time they arrive on campus. Some students have only limited experience with the effects of alcohol. Many already have had

problems related to alcohol use. A third group of students have not used alcohol at all. For each of these groups of students, it is important to establish and follow personal guidelines for choices about alcohol use and nonuse.

As you think about your choices, it is helpful to remember that there are benefits to using alcohol safely and wisely and benefits from abstaining from alcohol use. For many people, alcohol is a complement to social events, good food and conversation with friends or family. For others, alcohol may be part of family tradition or ritual. Some people simply like the taste of wine with a meal or a cold beer on a hot summer afternoon. Abstaining from alcohol also has benefits. Alcohol-free lifestyles allow people of all ages to be free to grow in their ability to manage stress and develop life skills without the interference of alcohol. People who abstain have no risk of developing alcoholism. For those with a family history of alcoholism, a choice to remain abstinent will help break the cycle of addiction. Lastly, abstinence from alcohol is a lifesaving choice for people recovering from chemical dependency. Choosing to use or not to use alcohol is a personal choice for which each student is responsible. At any age, we are responsible for the consequences of our decisions. For example, nationwide a high percentage of date or acquaintance rapes on campus are alcohol-related.

Alcohol use affects judgment and can result in vandalism and aggressive or even violent behavior. Sexually transmitted diseases and unplanned pregnancies occur more often when judgment is impaired by alcohol. Driving after drinking can result in legal hassles and crashes causing serious injury or death. For students, excessive alcohol use is a major factor in academic problems. Many times people who have been drinking too much say and do things that can hurt people they care about or love. College is a time for developing relationships and alcohol can make that difficult.

Guidelines:

Safe and wise choices about using or abstaining from alcohol will enhance health and reduce the risk of experiencing the wide range of alcohol-related problems that some college students have experienced.

Here are a few guidelines to help you think about your choices:

1. The use of alcohol is a personal choice.

No one should feel pressured to drink or be made to feel uneasy or embarrassed because of a personal choice. However, peer pressure and internal pressure to fit in and successfully integrate into the college scene can exist. Many people will choose to use alcohol safely, moderately and appropriately. Others will simply have no desire to experience the effects of alcohol. A small percentage of students may use alcohol unsafely or appear to use it excessively. Everyone has the right to decide how they want to use, or not use, alcohol. If a student feels he/she is struggling with this decision or the pressure of self/others, he/she can always speak to his/her resident assistant or a counselor at the Wellness Center.

2. Alcohol use is not essential for enjoying social events.

The real value of parties and other social activities is meeting new people, being with friends and taking time out from the pressures of school and work. Drinking

alcohol should not be seen as a necessary component for having fun and being with friends. If alcohol is used, it can be an enjoyable complement to other activities, not the only reason for socializing. Actually, focusing on alcohol use as the main reason for a party can result in intoxicated people who get sick, cannot carry on a conversation and usually aren't much fun to be with after a while.

3. Know when to abstain from alcohol.

- When under the legal drinking age
- When pregnant or breastfeeding
- When operating equipment: cars, motorcycles, boats, firearms, machinery, etc.
- When studying or working
- When performing in fine arts or competing in athletics
- When taking certain medications

Each of these situations presents specific risks and are times when alcohol use should be avoided. As caring friends, we can help each other choose not to use during these times.

4. Drinking that leads to impairment or intoxication is unhealthy and risky.

Getting drunk is not a condition to be admired, laughed at or taken lightly. Rude, destructive or just plain foolish behavior triggered by alcohol use is socially unacceptable. It also may indicate an alcohol-use problem. Drinking games often result in drunkenness and can present serious risks for those involved. Alcohol poisoning is a potentially fatal condition that is the result of drinking too much, too fast. Warning signs of alcohol poisoning are vomiting, slow or irregular breathing (less than 8–12 breaths per minute or more than 10 seconds between breaths); cold, clammy skin, bluish-skin color or paleness; mental confusion, stupor, coma or unable to rouse a person; no response to pinching the skin; and/or seizures. A person seeing or knowing anyone with these signs must get help immediately.

5. Know personal limits of moderation.

Everyone who chooses to drink alcohol should know his or her personal limit of moderation. It is important that each person set the limit before having any alcohol. It is also important to know a few facts about alcohol and its effects before establishing personal limits.

- Drinking on an empty stomach can have a greater effect on judgment and behavior than expected.
- Alcohol's effects can be greater than expected when a person is feeling tired, stressed out, angry, lonely or other strong emotions.
- Because of differences in body composition and chemistry, females are affected more than males of equal weight after drinking the same amount of alcohol.
- The effects of alcohol vary with body weight and the strength and number of drinks.

6. There are ways to minimize health and safety risks when serving alcohol.

Examples include:

- Emphasize other activities besides drinking.
- Offer a variety of attractive nonalcoholic drinks that are easily available.
- Provide a variety of foods.
- Be sure to have designated drivers who abstain from alcohol.

- Inform guests whether beverages such as punch contain alcohol.
- Stay alert and assume responsibility for helping a guest who may have had too much to drink.
- Create an environment that allows guests to feel comfortable making a personal choice about alcohol use or nonuse.
- Avoid drinking games that can quickly lead to intoxication.

7. Avoid situations where someone else’s alcohol or other drug use may put you at risk.

- Make an alcohol-intake plan for the day/evening ahead of time and stick to it. Think about the goal ahead of time and how to achieve it.
- Make a plan for getting to and from an event.
- Eat before drinking, and eat while drinking.
- Space and pace the drinks.
- Drink water between drinks.
- Avoid drinking games.

8. What to Do on the College at Florham

- If you have questions about developing your own personal guidelines;
 - If you are concerned about someone else’s use/abuse of alcohol; or
 - If your life already has been affected by alcohol-related problems:
- The Wellness Center Student Counseling, 973-443-8535, serves as a campus resource to assist you with questions about psychoactive substance use and abuse. You can drop in or schedule an appointment. (An appointment is recommended as you can talk privately without interruption.) All conversations are strictly confidential and focus on offering information, sharing feelings and making you feel comfortable in exploring your choices and personal guidelines. Counseling and treatment for alcohol and drug abuse is available through the Wellness Center (Student Counseling) and off-campus sources.

The possession, sale or the furnishing of alcohol on the University campus is governed by Fairleigh Dickinson Alcohol Policy and the New Jersey State law. The Department of Public Safety enforces University policies surrounding the possession, use, sale, underage consumption or furnishing of alcohol are enforced by the Department of Public Safety and referred to the Dean of Students office for appropriate sanctions. Local Police may issue summons for underage consumption.

9. Alcohol Violations

I.2C:33-15 Possession or Consumption of Alcoholic Beverage by Person under Legal Age

- Knowingly possesses without legal authority or knowingly consumes an alcoholic beverage in any school, public or private conveyance, public place, public assembly or motor vehicle.

—Disorderly Persons Offense (not less than \$500.00 fine)*

—In addition to the sentence authorized from the offense, the court shall suspend or postpone for six months the driving privileges of the defendant.*

II.2C:33-16 Possession of Alcoholic Beverage on School Property

- Any person of legal age to purchase alcoholic beverages, who knowingly and without express written permission of the school board, its delegated authority or

any school principal, brings any alcoholic beverage on any property used for school purposes, which is owned by any school or school board.

—Disorderly Persons Offense

III.2C:33-17 Offering Alcoholic Beverages to Underage Person

• Purposely or knowingly offers or serves or makes available an alcoholic beverage to a person under the legal age for consuming alcoholic beverages or entices that person to drink an alcoholic beverage.

—Disorderly Persons Offense

10. General Requirements of the Drug-free Schools and Communities Act: Amendments of 1989

The Drug-free Schools and Communities Act Amendments of 1989 (the Act) requires an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students (and employees). The following describes the Act's provisions as applied to students.

As part of its drug prevention program for students and employees, Fairleigh Dickinson University annually distributes in writing to each student (and employee) the following information:

- standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by regularly matriculated students (and employees) on its property as a part of any of its activities;
- a description of applicable local, state and federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol;
- a description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- a description of available drug and alcohol counseling, treatment, rehabilitation and re-entry programs; and
- a clear statement of the disciplinary sanctions that the University will impose on students (and employees) who violate the standards of conduct.

The University will conduct a biennial review of its drug prevention program to determine its effectiveness, implement needed changes and ensure that disciplinary sanctions are consistently enforced.

11. State and Federal Legal Sanctions Concerning Drugs and Alcohol

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute and simple possession of drugs ("controlled substances") [Controlled Substances Act 21 U.S.C. Sections 841, 843 [b], 844, 845, 846 (1988)]. The following is a list of the punishments prescribed for each crime/offense:

Crime/Offense	Jail Time	Fine (\$)
1st Degree Crime	10–20 years max	\$100,000
2nd Degree Crime	10 years max	\$100,000
3rd Degree Crime	5 years max	\$7,500
4th Degree Crime	up to 18 months max	\$7,500
Disorderly Persons (offense)	up to 6 months max	\$1,000

Petty Disorderly (offense) up to 30 days max \$500

Controlled Dangerous Substances

Controlled dangerous substances (CDS) are classified into five different schedules (I–V):

New Jersey Laws: Criminal Statutes

I.2C:35-3 Leader of a Narcotic Trafficking Network

- Conspires with others as an: organizer (or) financier, supervisor (or) manager
- To manufacture or distribute: Methamphetamine, Lysergic Acid Diethylamide (LSD), and Phencyclidine
- Any CDS in Schedule I or II

—*First Degree Crime (Life Term)*

II.2C:35-4 Maintaining or Operating a CDS Production Facility

- Knowingly maintains or operates a premise used to manufacture: Methamphetamine, Lysergic Acid Diethylamide
- Any CDS in Schedule I or II

—*First Degree Crime*

III.2C:35-5 Manufacturing, Distributing or Unlawfully Dispensing Controlled Dangerous Substances

- Knowingly or purposely: manufactures, distributes or dispenses (or possesses with intent to dispense) a

CDS (or analog); or creates, distributes or possesses (or possesses with intent to distribute) any counterfeit CDS. Possession with intent to distribute.

—*Degree of crime dependent on drug and amount involved*

IV.2C:35-5.1 Distribution, Manufacture or Possession with Intent to Distribute Anabolic Steroids

—*Third Degree Crime*

V.2C:35-6 Employing a Juvenile in a Drug Distribution Scheme

- Any person 18 years of age who knowingly uses, solicits, directs, hires or employs

—*Second Degree Crime*

VI.2C:35-7 Distribution or Possession with Intent to Distribute a CDS within 1,000 Feet of School

Property or School Bus

- Violates 2C:35-5 within 1,000 feet of school property or school bus

—*Third Degree Crime — three-year minimum*

—*Marijuana less than one ounce — one-year minimum*

VII.2C:35-8 Distribution to Person under 18 or Pregnant Female

—*Twice term of imprisonment*

—*Twice the fines*

—*Twice the term of parole ineligibility*

VIII.2C:35-9 Strict Liability for Drug-induced Deaths

- Any person who manufactures, distributes or dispenses Methamphetamine, Lysergic Acid Diethylamide,

Phencyclidine, or any other Schedule I or II, or controlled analog thereof is strictly liable for a death that results from injection, inhalation or ingestion of that substance.

—*First Degree Crime*

IX.2C:35-10 Possession, Use or Being under the Influence

—Violation of this section by a person while on any property used for school purposes, or within 1,000 feet of any school property, school bus or on any school bus, who is not sentenced to a term of imprisonment, shall be required to serve not less than 100 hours of community service.

—Degree of crime dependent on drug and amount involved.

X.2C:35-11 Imitation CDS

- Distribution, possession, manufacturing, etc.

—Third Degree Crime

New Jersey Laws: Drug Paraphernalia

XI.2C:36-1 Drug Paraphernalia Defined:

- All equipment, material and products of any kind, used or intended for use in planting, growing or harvesting, manufacturing, compounding, testing, preparing or introducing a CDS into the human body.

- Drug paraphernalia includes kits, scales, balances, **dilutants**, adulterants, sifters, blenders, grinders, spoons, capsules, balloons, envelopes, water paper, roach clips, ceramic pipes and chillers.

XII.2C:36-2 Use or Possession of Drug Paraphernalia with Intent to Use

—Disorderly Persons Offense

University Policy and Procedures on Alcohol and Other Drugs

The use, possession or distribution of alcohol or alcohol containers is permissible for those 21 years or older in designated areas, such as Park Avenue and Rutherford Hall residences, or at authorized University functions. Only those students aged 21 and older would be permitted to consume alcohol at any such functions.

It is illegal for students under 21 years of age to possess or consume alcoholic beverages on campus. It also is a violation of University policy for any student to have actual or constructive possession of alcohol or be in the presence of alcohol in or around the residence halls or in any other campus area not designated for alcohol consumption.

Possession, use or distribution of alcohol by students on University property, or as part of any other University-regulated activity is prohibited. Any student found responsible for violating of the Code of Student Rights, Responsibilities and Conduct of the Residence Hall Community Code is subject to the judicial procedures from the residence halls or the University the Code of Student Rights, Responsibilities and Conduct reads,

- “1. Underage purchase, possession, consumption or distribution of alcohol;
2. the providing of alcohol to underage individuals and/or the enabling or encouraging of underage individuals to purchase, possess, consume or distribute alcohol;
3. violation of the alcoholic beverages policy;
4. and/or public intoxication” will be subject to disciplinary actions.

The use, possession or distribution of illegal drugs and drug paraphernalia is not permissible on University grounds, including the residence halls. Use and possession of drugs in any vehicle on campus is likewise prohibited.

It is unlawful for any person, knowingly or purposely, to obtain or possess, actually or constructively, an anabolic steroid, unless the substance was obtained directly or pursuant to a valid prescription. Any person who violates this section is guilty of a crime of the

fourth degree and subject to charges of violation of the Code of Student Rights, Responsibilities and Conduct.

Parents and/or guardians may be contacted when a student violates University alcohol and/or drug policy.

University Policy Statement for Illegal Drugs

Illegal drugs are not permitted on University property, including in the residence halls or in any vehicle on campus. Any student found responsible for violating the Code of Student Rights, Responsibilities and Conduct is subject to suspension from the residence halls or the University. The Code of Student Rights, Responsibilities and Conduct prohibits, "Enabling of or actual illegal use, possession, illegal distribution, transfer or sale of narcotics, hallucinogenic agents, other controlled or dangerous substances and drug paraphernalia on or off campus." Students found in violation of the aforementioned policy will also be subject to criminal prosecution.

The College at Florham has implemented a Point Violation system through the Dean of Students Office as part of the Judicial/Disciplinary Process. Information available on the University Web site at www.fdu.edu

Sexual Assault

Reporting a Sex Offense

If you are the victim of sexual assault or rape:

- Get to a safe place and consider contacting the Office of Public Safety (973) 443-8888 and/or the local police (911). If you notify the Office of Public Safety, the local police will automatically be notified.
- Get immediate medical attention to:
 - identify external and internal injuries that may require treatment;
 - be tested and receive preventative treatment for venereal diseases;
 - receive treatment to prevent unwanted pregnancy;
 - obtain and preserve evidence should you choose to prosecute. (Don't bathe, shower, douche, eat, drink, smoke or urinate, if possible, as these acts may destroy potential evidence.)

Individuals may also report a sex offense to the institutions Title IX coordinator. This office is responsible for coordinating the institution's compliance with Title IX. The Title IX Coordinator is Rose D'Ambrosio, 201-692-2706, located in Dickerson Hall, 3rd floor and the General Counsel, John Codd, Esq. at 201-692-7076. Sexual harassment policy is found on University's website.

Call FDU Wellness Center (973-443-8535)

- Contact the Morris County Sexual Assault Center (MSCAC) hosted by the Morristown Memorial Medical Center which provides free and confidential services to survivors of sexual assaults ages 12 and up. Counseling is also available for partners, friends and family members. A skilled counselor is available to meet with you on campus or at MSCAC. Services include individual and group counseling, advocacy services 24 hour hotline (973-829-0587) and crisis counseling and community education (973-971-4715).

The MCSAC is also a member of the Morris County Sexual Assault Response Team (SART) Feelings associated with the assault will not go away by themselves. All calls are confidential

• Utilize Available Campus Services:

—**Public Safety** at (973-443-8888, 24 hours a day

To report the assault, for assistance in reporting to local police authorities, for transportation to medical facilities and for assistance contacting specific FDU staff on weekends or after office hours.

—**Student Health Services** at (973) 443-8535, 9:00am.-5:00pm, Monday through Friday Confidential service offers treatment of minor injuries, information and referral related to your specific medical needs.

Confidential service offers short-term counseling, information and referral related to your specific emotional needs. Counselors also are available to serve as student advocates within the campus community.

—**Dean of Students** at (973-443-8933, 9:00am. to 5:00pm, Monday through Friday

To file campus disciplinary charges against your assailant, to discuss options regarding limiting on-campus contact with your assailant, changing residence and/or specific academic accommodations.

• Know Your Rights — Read the New Jersey Campus Sexual Assault Victim’s Bill of Rights.

Educational Programs

The University educates the student community about sexual assaults and date rape through mandatory freshman seminars each fall. The Department of Public Safety offers sexual assault education and information programs to University students and employees upon requests. Literature on date rape education, risk reduction, and University response is available through the Dean of Students office.

New Jersey Campus Sexual Assault Victim’s Bill of Rights

The following rights shall be accorded to victims of sexual assaults that occur on the campus of any public or private institution of higher education in the state and where the victim or alleged perpetrator is a student at the institution or when the victim is a student involved in an off-campus sexual assault.

A. The right to have any allegation of sexual assault treated seriously; the right to be treated with dignity; and the right to be notified of existing medical, counseling, mental health or student services for victims of sexual assault, both on campus and in the community, whether or not the crime is reported to campus or civil authorities.” Campus authorities” as used in this act shall mean any individuals or organizations specified in an institution’s statement of campus security as the individuals or organizations to which students and employees should report criminal offenses.

B. The right to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the crime occurred, and the right to the full and prompt cooperation and assistance of

campus personnel in notifying the proper authorities. The provisions of this subsection shall be in addition to any campus disciplinary proceedings that may take place.

C. The right to be free from pressure from campus personnel to refrain from reporting crimes, or to report crimes of lesser offenses than the victims perceive the crimes to be, or to report crimes if the victim does not wish to do so.

D. The right to be free from any suggestion that victims are responsible for the commission of crimes against them; to be free from any suggestion that victims were contributory negligent or assumed the risk of being assaulted; to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy; and to be free from any suggestion that victims should refrain from reporting crimes in order to avoid unwanted personal publicity.

E. Both the accuser and the accused have the same right to legal assistance and the right to have others present in any campus disciplinary proceeding; and the right to be notified of the outcome of any disciplinary proceedings against the accused.

F. The right to full, prompt and victim-sensitive cooperation of campus personnel in obtaining, securing and maintaining evidence, including a medical examination if it is necessary to preserve evidence of assault.

G. The right to be informed of, and assisted in exercising, any rights to be confidentially or anonymously tested for sexually transmitted diseases or human immunodeficiency virus; the right to be informed of, and assisted in exercising, any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

H. The right to have access to counseling under the same terms and conditions as they apply to other students seeking such counseling from appropriate campus counseling services.

I. The right to require campus personnel to take reasonable and necessary action to prevent further unwanted contact of victims with their alleged assailants, including but not limited to, notifying the victim of options for and available assistance in changing academic and living situations after an alleged sexual assault incident if so requested by the victim and if such changes are reasonably available.

University Disciplinary Action

If you are the victim of a sexual assault and chose to pursue campus disciplinary proceedings, you should contact the Dean of Student's office to discuss the situation. Students found guilty of committing a sex offense (rape, acquaintance rape, or other

forcible or non-forcible sex offense sex offense, could be suspended or terminated following a disciplinary proceeding.

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

Campus Sex Crimes Prevention Act of 2000

The Campus Sex Crimes Prevention Act of 2000 which became effective October 28, 2002, requires state law enforcement agencies to inform colleges and universities about students and employees who are registered sex offenders. Any college or university that receives federal funding must make this information available to any member of the campus community who requests it. Fairleigh Dickinson University is a recipient of federal funding. Information about registered sex offenders may be requested at the Department of Public safety at the College at Florham.

Missing Persons Policy

The Higher Education Act requires that all institutions that provide on campus student housing must establish a missing student notification policy and procedures.

Anyone with the knowledge of a missing student should immediately report the missing student to the Department of Public Safety at 973-443-8888.

Fairleigh Dickinson University College at Florham takes student safety very seriously. The following policy and procedure has been established to assist in locating Fairleigh Dickinson University College at Florham campus student who live in Fairleigh Dickinson University on campus housing, who, based on the facts and circumstances known to Fairleigh Dickinson University College at Florham campus have been determined to be missing.

Dean of Students Information to Resident Students

At the beginning of each academic year, Fairleigh Dickinson University College at Florham, Dean of Students will inform all students residing in campus housing that the Dean of Students will notify either a parent or guardian or the confidential contact selected by the student not later than 24 hours after the time that the student is deemed to be missing. The information provided to the resident students will include the following:

-Resident students have an option of identifying an individual to be contacted by the Dean of Students not later than 24 hours after the time that the student has been determined missing. Students can register this confidential contact information through the Dean of Students Office.

-If the student is under 18 years of age, and not an emancipated individual, the Dean of students is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

-The Department of Public Safety will notify the appropriate local law enforcement agency not later than 24 hours after the time that the student is determined to be missing, regardless of whether the student has identified a contact person, is above the age of 28, or is an emancipated minor.

-If the Department of Public Safety and/or the local law enforcement agency has been notified and makes a determination that a student who is subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Dean of Students will initiate the emergency contact procedure in accordance with the student's designation.

Contact information will be registered confidentially, and this information will be accessible only to authorize campus officials and law enforcement and that it will not be disclosed outside of a missing person investigation.

University Crime Statistics

The following chart outlines the College at Florham crime statistics. The following is a summary explanation of crime definitions. All definitions are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook as required by the Clery Act regulations.

Murder & Non-Negligent Manslaughter– The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter-The killing of another person through gross negligence.

Sex Offense Forcible – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sex Offense No forcible – Unlawful no forcible sexual intercourse.

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

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

Burglary Unlawful entry of a structure to commit a felony or theft.

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

Arson – 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.

Arrests for Clery Act purposes are defined as persons processed by arrest, citation or summonses.

Referred for disciplinary action is the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

January – December 2012

Type of Offense/Crime	On Campus	On Non Campus University Controlled Property	Public Property	Residential Facilities	Hate Crime
I. Crimes					
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Murder	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Robbery	0	0	0	0	0
Sex Offenses Forcible	2	0	0	8	0
Non- Forcible	0	0	0	0	0
II. Arrests					
Liquor Law	2	0	0	0	0
Drug Abuse	6	0	0	5	0
Weapon Law	0	0	0	0	0
III. Non Arrest Campus Referrals					
Alcohol	0	0	0	185	0
Drugs	0	0	0	5	0
Weapons	0	0	0	0	0

January – December 2011

Type of Offense/Crime	On Campus	On Non Campus University Controlled Property	Public Property	Residential Facilities	Hate Crime
I. Crimes					
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	4	0	0	4	0
Motor Vehicle Theft	0	0	0	0	0
Murder Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Robbery	0	0	0	0	0
Sex Offenses Forcible	2	0	0	2	0
Non- Forcible	0	0	0	0	0
II. Arrests					
Liquor Law	3	0	0	1	0
Drug Abuse	11	0	0	8	0
Weapon Law	0	0	0	0	0
III. Non Arrest Campus Referrals					
Alcohol	1	0	0	141	0
Drugs	25	0	0	25	0
Weapons	0	0	0	0	0

January – December 2010

Type of Offense/Crime	On Campus	On Non Campus University Controlled Property	Public Property	Residential Facilities	Hate Crime
I. Crimes					
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Murder Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Robbery	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	0
II. Arrests					
Liquor Law	2	0	0	13	0
Drug Abuse	11	0	0	5	0
Weapon Law	2	0	0	0	0
III. Non Arrest Campus Referrals					
Alcohol	7	0	0	53	0
Drugs	5	0	0	4	0
Weapons	0	0	0	0	0

* Hate crimes are crimes that manifest evidence of prejudice based on race (Q), religion ®, sexual orientation (S), gender (U) or disability (V). Those which are linked to reportable crime categories in the above chart will be coded appropriately (e.g. 1 HC-Q on the Aggravated Assault line under the Hate Crime column means one case of aggravated assault which was a hate crime based on race).

Hate Crimes EXAMPLE:

2010: One on campus intimidation incident characterized by religious bias.

2009: One on campus robbery characterized by ethnicity/national origin bias, and one public property aggravated assault characterized by sexual orientation bias.

2008: No hate crimes reported.

A Final Word

Your safety and well being is of utmost importance to the University. Any suggestions or ideas you may have on how Fairleigh Dickinson University can promote improved safety standards will be welcomed. You are also invited to contact the campus Department of Public Safety at any time if you have a question or need any additional information.

College at Florham
Department of Public Safety
285 Madison Avenue
Madison, NJ 07940
973-443-8888

