

Annual Security Report



CALDWELL
UNIVERSITY™

A Safe and Secure Campus

Caldwell University understands the importance of a safe and secure environment and strives to maintain a campus security system that provides protection for students, faculty and administrative employees.

The Vice-President for Institutional Effectiveness is primarily responsible for providing a program of campus security. This responsibility is carried out with the assistance and cooperation of the Vice-President

and Dean for Student Life, the Director of Campus Safety and Security, the Director of Residence Life, and the Director of Facilities. Campus security staff is provided through a contract with G4S Security, which assigns unarmed security officers to the campus on a 24 hour/7 day a week basis for access control in residence halls and general campus foot patrols tracked by numerous SecurTrax (computerized record verification) stations.

Emergency Reporting Procedures

Students or employees should report criminal activity or emergencies to the following offices using phones at various locations in campus buildings:

**Weekdays from 4:30 p.m. to 8:00a.m. or on weekends:
Security Officer Residence Hall, Ext. 3289/3286**

**Weekdays from 8:00a.m. to 4:30p.m.
Security: 973-618-3286**

Safety Office: 973-618-3259

Serious Emergency: 911

Caldwell Police Department: 973-226-2600

Caldwell Fire Department: 973-226-1890

For ambulance, call Caldwell Police

**Office of the Vice President for
Institutional Effectiveness: 973-618- 3341**

**Office of the Vice President for
Student Life: 973-618- 3248**

Campus Concern (Anonymous): 973-618-3333

If required, the Caldwell Police Department will be contacted by the above offices to respond and take appropriate action. Students and employees should report criminal offenses to the Caldwell University Office of Campus Safety and Security for assessment for a Timely Warning Notice and for inclusion in the annual statistical disclosure.

Students, faculty, staff, community members and guests are encouraged to accurately

report all crimes and public safety incidents in a timely manner to the Caldwell University Office of Campus Safety and Security.

Anonymous Reporting

Anyone can leave an anonymous message on the Campus Concern line (ext. 3333), regarding a criminal, substance abuse, or emotional incident or issue that will be followed up on by the appropriate office.

Response to Reports

Individuals are available at 973-619-3289 or 973-618-3286 24 hours a day to answer your calls. In response to a call, Caldwell University will take the required action, either dispatching a security officer or asking the victim to report to Caldwell University's Office of Campus Safety and Security to file an incident report. All Caldwell University incident reports are forwarded to the Director of Campus Safety and Security for review and referral to the Office of Student Life for potential action, as appropriate. Caldwell University will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Life. If assistance is required from the Caldwell Police Department or the Caldwell Fire Department, the Office Campus Safety and Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including security officers, will offer the victim a wide variety of services.

During daytime weekday hours, a security officer is assigned for general campus foot patrol and enforcement of parking regulations. Radio contact with security officers is controlled through the University switchboard and Facilities Office weekdays and the residence hall's reception desks, nights and weekends.

Access to Campus Buildings

Campus buildings (exclusive of the residence halls) are opened at 6:30a.m. by G4S Security or the Facilities staff and closed by midnight by G4S Security. Building checks are conducted at intervals each night by security staff.

The reception desks inside the front entrance of all three residence halls: Rosary Hall, Mother Joseph's Residence Hall and Dominican Hall, are covered at all times by a University employee, G4S Security, or student assistant/student worker. Additional security and supervision is provided by the

Director of Residence Life who lives locally and her assistant who lives in Dominican Hall. Round-the-clock supervision is made possible through assistance from other University administrators and resident assistants living on campus. G4S Security staff conduct regular patrols of the interior and exterior of the buildings. Access to residence hall living areas is controlled by a magnetic card or key system monitored from the reception desk. Visitors must be escorted to residence hall rooms and must leave valid, photo identification at the desk. All visitors must wear "visitor" ID badges. Security Officers will pick up unclaimed identification at one a.m. (2:00 a.m. on weekends) and escort visitors out of the residence halls. All residence halls are equipped with a digital video surveillance system.

Security Considerations Used in the Maintenance of Campus Facilities

Caldwell University maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Caldwell University works closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security.

Standard Operating Procedures

G4S Security provides uniformed, unarmed, qualified security officers to Caldwell University who are professionally trained in the appropriate and accepted procedures and policies.

The security force provides a safe and secure environment for the students, faculty, employees and visitors by responding appropriately to emergency situations and reporting fires, intrusions, natural disasters, accidents and medical crises to the appropriate authorities. G4S Security personnel are on duty 24 hours a day to provide campus

security, access control, security checks and patrols, and enforcement of parking regulations. G4S security officers are authorized to enforce University policies and procedures.

Security officer jurisdiction is limited to the property of the Caldwell University campus and grounds. Security officers do not have the authority to make arrests, but are authorized to detain persons involved in criminal activity until the Caldwell Police Department responds. The University receives excellent cooperation and support from the Caldwell Police Department. In addition to prompt response to emergencies on campus, Caldwell police officer's conduct routine vehicle patrols at various times, both day and night. A good working relationship is maintained through interaction with Student Life personnel, the Office of Campus Safety and Security, and G4S Security staff. Caldwell University does not have a Memorandum of Understanding (MOU) with Caldwell Police Department regarding the investigation of alleged criminal incidents, but they will respond and investigate all such matters.

Crime Prevention and Security Awareness Programs

The Office of Campus Safety and Security, in concert with the Counseling Center, the Title IX Coordinators and the Residence Assistant training program, present a variety of crime prevention and security awareness education programs designed to raise consciousness and communicate to the student body the importance of safety. Through the Freshman Orientation Program, students are informed about safety on campus and crime awareness.

Since many offenses and crimes are committed under the influence of alcohol and/or drugs, the following workshops are offered to students by the Student Assistance Program:

- Resident Assistants receive training from the Counseling Center about the affects of alcohol/drugs on behavior and their frequent connection to violent behavior and careless actions.
- Resident Assistants meet with the resident

students and review the necessity of safety within the residence halls and campus. Severe fines and possible dismissal from the residence halls are imposed for propping open doors and committing other safety violations that may jeopardize the safety of the residents.

- In accordance with the policies of the National Association of Intercollegiate Athletes, all athletes must attend a workshop given by the Counseling Center about the hazards of alcohol and substance abuse.
- Freshmen are also required to attend as part of their
- Freshman Seminar Program, a mandatory online substance abuse training program.

The Caldwell University's Office of Campus Safety and Security, the Counseling Center and the Residence Assistant training program offers educational programs each month. These programs address topics such as personal safety, alcohol and drug abuse awareness and sexual assault prevention. As part of the security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others. Caldwell University conducts monthly education to all resident students on these topics. In total, the University conducts at least 15 education and/or trainings on these topics.

Missing Persons Policy

If a member of the Caldwell University Community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of the Office of Campus Safety and Security and the Office of Student Life. Caldwell University community members should file missing persons reports to the Office of Campus Safety and Security if an individual has been missing for 24 hours. Any such reports will be made immediately to the Director of the Office of Campus Safety and Security and the Residence Life Director, who will be responsible for carrying out this process. The receiving departments will conduct a preliminary investigation in order to verify the complaint and to determine the circumstances which exist relating to the

reported missing student. Friends and roommates will be questioned, class schedules checked and swipe card and video verification records examined. If the student's absence is verified, the incident will be reported and shared between departments and local law enforcement agencies. University departments will continue the investigation to attempt to locate the missing student.

All resident students may provide, on a voluntary basis, contact information in the event that the student would be reported officially missing during his or her tenure at the University. Residential students are notified of the availability of these forms during move in orientation at either "All Resident" or wing meetings. Forms for this can be obtained throughout the year from the Office of Campus Safety and Security. If students provide a missing person contact, Caldwell University will notify that person within 24 hours of determining that they have been missing for 24 hours. Missing person contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Caldwell University will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Any student under the age of 18 years old who is not emancipated and reported missing will have their parent or guardian notified and any other designated contact person. For more information on Missing Persons Policy and Procedure, see the Safety web page at www.caldwell.edu/safety.



Emergency preparedness

Caldwell University recognizes the need to be prepared for critical incidents. The Office of Campus Safety and Security, Student Life and Facilities Departments, in conjunction with the Emergency Response and Behavioral Intervention Team (BIT), work together to ensure the University is doing all it can to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local first responders, such as the Caldwell Police, Caldwell Fire Department, and West Essex Volunteer First Aid and Rescue Squad, the University is well-prepared to respond to a full range of critical incidents. In the event an emergency is confirmed, the Director of Campus Safety or his/her designee will be contacted to initiate an emergency notification.

The Caldwell University Emergency Action Plan includes information regarding shelter-in-place and evacuation guidelines. In conjunction with other emergency agencies, the university conducts numerous emergency response exercises each year, to include table top and field exercises. Regular testing of the Emergency Notification System is also conducted. These tests are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. Caldwell University's G4S Safety Officers have received training in Incident Command System and Rapid Response. General information about the emergency response and evacuation procedures is publicized each year as part of the University's Clery Act compliance efforts and is available on the Caldwell University Emergency Management website <http://www.caldwell.edu/residence-life/policies>.

Emergency Notification

The University has an annual contract with Blackboard ConnectEd, an emergency mass notification system that allows authorized University officials to send news and instructions to campus and community members through landline and cellular phones, text messaging, and e-mails within minutes of a critical incident. The purpose of these messages is to alert, inform, and reassure the community during emergencies. The Univer-

sity can also send "All Campus" voicemail and email to campus phone extensions and email accounts. Messages are broadcast as soon as the situation is assessed, unless emergency responders determine it will compromise efforts to assist affected parties or mitigate the emergency. The Director of Campus Safety and Security receives information from various offices/departments on campus, such as the Emergency Response and Behavioral Intervention Team. Caldwell University uses this system to immediately notify the campus community that a dangerous situation or emergency exists involving and immediate threat to the health or safety of students or staff on campus and when immediate action is required by the recipient.

If the Director of Campus Safety and Security confirms (with the assistance of key campus administrators, local first responders or the 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 Caldwell University community, the Direc-

tor of Campus Safety will collaborate with the Director of Media Relations to determine the content of the message and the Director of Campus Safety and Security will use some or all of the systems described below to communicate the threat to the Caldwell University community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The Director of Campus Safety and Security will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities and first responders compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Initial and follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the systems listed above, as deemed appropriate.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
PRIMARY • Blackboard • Text Messaging • Voicemail • Email Messaging	Safety Director	Safety Administrative Assistant	President or Emergency Response Team	Safety Director	Safety Administrative Assistant
SECONDARY • University Website • All Campus" email and voicemail • Face to Face	Primary Message Sender	Backup Message Sender	President or Emergency Response Team	Safety Director	Safety Administrative Assistant

To Register:

Current students, faculty, and staff:

Sign up forms are available in the Safety office or on the website at:
<http://www.caldwell.edu/safety/emergency-communications>

Members of the Larger Community:

The systems below are available to members of the larger community who are interested in receiving notification information regarding emergencies on campus.

Text 07006 to 888777 to link to the Caldwell Police emergency notification – they are connected to the University notification system.

Emergency Evacuation

Prior to Evacuation:

Communication should be accomplished in person, through telecommunications, or through the use of runners.

- o A high visibility vest and/or other appropriate equipment/materials may be located in the Facility Offices.
- o The Facility Leader, their Alternate, or their designee (i.e. Admin Asst.) should bring out this equipment.
- o The Building Safety Team should gather to await assignments in the EAA (Describe Location).
- o The Facility Leader, their Alternate, or their designee should make assignments as needed.
- o A Facility Occupant should Call 911 to Report the Emergency.

During the Evacuation:

- o When an alert is made, everyone must evacuate. Staff members that have been issued emergency equipment should take that equipment with them prior to exiting the area. If staff members are known to be out of the area, their equipment should be gathered up and taken outside during the evacuation. The Facility Leader, their Alternate, or their designee should bring out the high visibility vest and/or other equipment/materials.
- o On the way out, check on others who might have disabilities or other special needs.

- o Help them as much as is reasonable and safe.
- o Once outside of the building, all staff should report to the EAA (Describe Location).
- o A Primary Event Manager may be established and they may put on the vest.
- o The remaining staff should be assigned an area entrance/exit to monitor.
- o Each facility may have multiple exit areas.
- o Entrances/Exits should be covered as well as possible given the staff present at the time.
- o Staff assigned to an area entrance should attempt to:
 - o Keep people at a safe distance from the area.
 - o Keep others from entering the area prior to the all-clear.
 - o Monitor the status of the event. Emergency Phones

These two-way call boxes are located at four sites on campus (Security Shed; front of Werner Hall; front of Rosary Hall; beside Mount Saint Dominic Academy parking lot gazebo). They allow an individual in need of assistance to speak directly with a live person connected by walkie-talkie with the Office of Campus Safety and Security. The communications officer will dispatch the appropriate response to the caller.

Campus Escort Program

Caldwell University Office of Campus Safety and Security is responsible for safe and reliable transportation to campus locations for those students making a request.

The Campus Security Act, Legal Requirements

The Campus Security Act requires Universities:

- produce 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 Safety and Security, police, other local law enforcement, and other University officials who have “significant responsibility for student and campus activities”;

- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”; and
- disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

The Caldwell University Office of Campus Safety and Security is responsible for preparing and distributing this report. We work with many other departments and agencies, such as the Offices of the Vice President of Institutional Effectiveness and the Vice President for Student Life, the Counseling Center and the Borough of Caldwell Police Department, to compile the information.

We encourage members of the University community to use this report as a guide for safe practices on and off campus. For more information, contact the Department of Safety at **973-618-3259** and **973-618-3289**.

Voluntary and Confidential Reporting of Crime and Other Serious Incidents

Caldwell University has several methods for individuals to report crimes and other serious incidents on a voluntary and confidential basis. Reports can be made directly to the Office of Campus Safety and Security, Residence Life, Student Life, the Title IX Coordinators and Health Services. 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, the office listed above 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.

The university does encourage pastoral and professional counselors to notify individuals they are counseling of the option to report crimes for inclusion in the annual statistical disclosure of crime statistics.

Preventing and Responding to Sexual Assault

Caldwell University is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free from all forms of harassment, exploitation, or intimidation.

Every member of the University community should be aware that the University does not tolerate sexual assault and harassment and that such behavior is prohibited both by federal and state law and by University policy.

Caldwell University will take whatever action may be needed to prevent, correct, and, if necessary, discipline and/or prosecute behavior that violates this policy and the law. All forms of sexual assault and all attempts to commit such acts are regarded as serious University offenses that are likely to result in suspension, required withdrawal, expulsion, or termination. Prosecution may take place, in accordance with New Jersey criminal law, independent of University actions. Procedures for campus disciplinary action in cases of alleged sex offense include entitlement by both the accused and accuser to have others present during a disciplinary proceeding. Additionally, both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

For the full harassment and discrimination policy, see caldwell.edu/cbook.

Definitions

Consent

Consent is clear, knowing and voluntary. It is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Incapacity invalidates consent.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object or body part, by a person upon a person that is without consent and/or by force. Sexual contact is intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object or body part, by a person upon a person, that is without consent and/or by force. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation, no matter how slight the penetration or contact.

Domestic Violence, Dating Violence, and Stalking

Domestic violence, dating violence, and stalking are violations of the Institutional Policy Prohibiting Discrimination and Harassment. Pursuant to the Violence Against Women Reauthorization Act of 2013, domestic violence "includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who

is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under [New Jersey laws], or by any other person against an adult or youth victim who is protected from that persons' acts under the domestic or family violence laws of [New Jersey]." Dating violence is violence committed by someone "(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Stalking is "a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress." Please remember that state or federal laws may have changed since the publication of this policy. NJ criminal law, N.J.S.A. 2C:12-10b, defines stalking as a crime where someone "purposely and repeatedly follows another person and engages in a course of conduct or makes a credible threat with the intent of annoying or placing that person in reasonable fear of death or bodily injury." Legal definitions related to domestic violence are part of the New Jersey Prevention of Domestic Violence Act, N.J.S.A. 2C:25-17 et seq.

Educational Programs

Caldwell University provides the community with educational programs to promote the awareness sexual harassment including sexual assault, domestic violence, dating violence and stalking. These programs are provided by the Counseling Center, Office of Student Life, the Title IX Coordinators, Human Resources and the office of Compliance. Training is mandatory for all incoming freshman and new employees.

Reporting a Sexual Assault

Reporting a sexual assault to the Office of Campus Safety and Security (973-618-3259/3286), the Title IX Coordinators and

the police may help to prevent another assault. Reporting the incident does not mean that the survivor must proceed with the University discipline or a criminal prosecution. Immediately following an attack, the survivor should try to write down everything she or he remembers about the incident, including the physical description of the suspect(s) and any further information about the identity or location of the suspect(s). It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. To preserve evidence: DO NOT BATHE, CHANGE CLOTHES, EAT OR DRINK, OR USE MOUTHWASH BEFORE THE EXAM. Doing so may destroy evidence.

A counselor trained to deal with sexual assault issues in a confidential way will be available to talk to you. The counselor or the Title IX Coordinator can assist you in contacting on-campus and off-campus resources for medical, legal, or emotional support.

Interim Measures

In some circumstances, interim measures may be taken to protect the safety and well-being of students pending the final outcome of the investigation and resolution process. These include, but are not limited to, no contact orders, security escorts, room reassignments for residential students, and classroom accommodations. Potential interim measures will vary based on the circumstances.

Right to Alternative Complaint Procedures

A student's complaint of discrimination on the basis of race, color, religion, age, gender, gender orientation, national or ethnic origin or disability, including complaints of racial, sexual or other unlawful harassment, may be filed with:

**Office for Civil Rights
New York Office**

**U.S. Department of Education
75 Park Place, 14th Floor
New York, NY 10007-2146**

212-637-6466

Fax: 212-264-3803

TDD: 212-637-0478

E-mail: OCR_NewYork@ed.gov

Counseling Services for Students

Students who have experienced or witnessed harassment or discrimination and wish to seek confidential counseling services, including individual and/or group sessions, should contact the Counseling Center or Father Al Berner of Campus Ministry. Individuals who wish to anonymously report concerns regarding the emotional health of a student can contact the Campus Concern Line at 973-618-3333. The Counseling Center and Campus Ministry can be reached at:

**Counseling Center
Caldwell University
120 Bloomfield Avenue
Caldwell, NJ 07006
973-618-3307**

The Counseling Center can provide a current list of additional resources available both on and off campus. The Counseling Center can also provide a current copy of the "Campus Sexual Assault Victim's Bill of Rights."

Institutional personnel, such as staff members from the Counseling Center will assist students, upon request, in notifying local police and/or Campus Safety.

Individuals may also report sex offenses to the Caldwell University Title IX Coordinator. This office is responsible for coordinating the institution's compliance with Title IX. The Title IX Coordinator; 973-618-3555, on the 2nd floor of the Administration Building. The institution's sexual harassment policy, including a description of the grievance procedures can be found in the University "C" Book on pg. 29 – www.caldwell.edu/cbook.

Resources:

The following on campus and off campus resources are available for victims of sex offenses.

On Campus:

Elizabeth Elices

Title IX Coordinator and Compliance Manager
Caldwell University
120 Bloomfield Avenue,
Caldwell, NJ 07006
973.618.3429 Fax 973.618.3358
eelices@caldwell.edu

Michelle Stauss

*Deputy Title IX Coordinator and Director,
Human Resources*

Caldwell University
120 Bloomfield Avenue
Caldwell, NJ 07006
973.618.3555 Fax 973.618.3358
mstauss@caldwell.edu

Director of Campus Safety – (973)-618-3259

Counseling Center* – (973) 618-3307

Campus Ministry*

Father Al Berner – (973)-618-3660

Vice President for Student Life

Sister Kathleen Tuite, O.P. – (973)-618-3248

Director of Residence Life

Crystal Lopez – (973)-618-3472

Hall Coordinator, Residence Life

Melissa Silva – (973)-618-3353

Health Services*

Cindy Striano, R.N., M.S.N.
(973)-618-3319

Helpline* (Peer Counseling)

(973)-618-3689

**Provide confidential services*

Off Campus:

Essex County Rape Care Center
(877)-733-2273

The National Sexual Assault

(800)-656-4673 (800)-601-7200

Jersey Battered Women's Services

(973)-267-4763

Rape/Sexual Violence

24-Hour Hotline – (800)-656-HOPE

University Policy Defines Sexual Assault as Committing:

- any sexual physical contact that involves the threat or use of force or violence, or any other form of coercion or intimidation;
- any sexual physical contact with a person who is unable to consent due to incapacity or impairment (including being asleep or under the influence of alcohol or drugs).
- Consent is clear, knowing and voluntary. It is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission

regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Incapacity invalidates consent.

- Non-consensual sexual contact is any intentional sexual touching, however slight, with any object or body part, by a person upon a person, that is without consent and/or by force. Sexual contact is intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object or body part, by a person upon a person, that is without consent and/or by force. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation, no matter how slight the penetration or contact.

For more information on sexual assault issues, please see the [Sexual Assaults Facts and Education](#) pamphlet available at the Safety/Security and Counseling office.

Contacting Other Law Enforcement Agencies

Students may also contact local law enforcement agencies. Members of the Office of Campus Safety and Security and the Student Life Office will assist the student in notifying the appropriate agency in the applicable jurisdiction.

Changing Living and Academic Situations

If a Caldwell University student who is a survivor of a sexual assault or relationship violence requests a change in her or his living arrangements or academic schedule, the

Office of the Vice-President for Student Life will assist the student. In conjunction with the Office of the Vice-President for Academic Affairs, these officials will make changes to a student's living or academic arrangements, as long as those changes are reasonably available.

Interagency Cooperation

The Office of Campus safety and Security works closely with the Borough of Caldwell Police Department, as well as with the Office of Emergency Management and the Caldwell Fire department. We rely on these relationships for support on several levels. This arrangement gives us immediate access to mutual aid and support from these departments. Officials from these municipal agencies work at events on the University campus. The Office of Campus Safety and Security interfaces continually with local police agencies for the monitoring and recording of criminal activity including any that may have occurred at non campus locations but are related to the Caldwell University community. This includes any criminal activity in which students engaged at non campus locations of student organizations officially recognized by Caldwell University, including student organizations.

Timely Warning Notices Campus Crime/Safety Alerts

To help prevent crimes or serious incidents, the Office of Campus Safety and Security, in conjunction with other departments on campus, issues Campus Safety Alerts in a timely manner to notify community members about certain crimes within the core campus and at non-campus properties owned or controlled by the University. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Office of Campus Safety and Security so the incident can be assessed for the potential distribution of a Campus Safety Alert, if warranted.

Timely Warning Notices shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and with the intent to aid in the prevention of similar occurrences. Timely Warning Notices are typically issued for

the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, aggravated assault, murder/non-negligent manslaughter, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the University. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Caldwell community members and a Timely Warning Notice 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 offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by Caldwell University. Cases involving property crimes will be assessed on a case by case basis and alerts will typically be sent if there is a discernible pattern of crime. The Director of Campus Safety and Security or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a campus safety alert is warranted. A campus safety alert may also be posted for other crime classifications and locations, as deemed necessary.

If community members report a serious crime to other University administrators, those administrators will notify the Office of Campus Safety and Security. Representatives of the University cabinet will promptly notify and collaborate with the Office of Campus Safety and Security to issue a Campus Safety Alert, if one is appropriate. Timely Warning Notices are typically written by the Director of Campus Safety and Security or designee. The Office of Campus Safety and Security usually distributes the Timely Warning Notices using the methods described below.

Distribution of Campus Safety Alerts

The Office of Campus Safety and Security distributes Campus Safety Alerts in various ways. Once the University determines that an alert will be issued, the department

e-mails the announcement and posts it on its website (www.caldwell.edu). The department also posts alerts on bulletin boards throughout campus. Timely Warnings will be provided to students and employees in a manner that is timely, that withholds the names of the victims as confidential, and that will aid in the prevention of similar occurrences. Some or all of these systems described above may be used to issue a Timely Warning to the campus community.

Daily Crime Log

The Department of Safety maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus.

The Daily Crime Log is available for public inspection at the Office of Campus Safety and Security in Werner Hall. The Daily Crime Log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created.

The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.



Caldwell University

120 Bloomfield Avenue

Caldwell, New Jersey 07006-6195

973-618-3000

Caldwell University is an equal opportunity educational institution.

Caldwell University will, upon written request, disclose to the alleged victim of a

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

Fire Safety Report

Each year, the University submits fire statistics by type, location and year to the U.S. Department of Education. See also the University's Annual Fire Safety Report for Student Housing which includes fire safety policy statements and statistics. Caldwell University publishes the Annual Fire Safety Report, available upon request.

Alcohol and Drug Policies

Caldwell University upholds the laws of the Federal Government and Title 24 of the Statutes of New Jersey which prohibit the unlawful manufacture, distribution, dispensation, possession or use of controlled substances. This includes marijuana; cocaine or other hallucinogen and narcotic drugs; as well as alcohol. Security and staff have the right to conduct bag searches. The Office of Campus Safety and Security will enforce New Jersey underage drinking laws.

The illegal consumption, possession, use, and sale of any narcotic or unlawful drug will be grounds for disciplinary action and is prohibited at Caldwell University. The Office of Campus Safety and Security will enforce Federal and New Jersey drug laws.

Caldwell University is committed to creating an environment free of drug and alcohol abuse. Federal Law requires Caldwell University to notify faculty, students and staff information about the institution's compliance with the Drug Free Schools and Communities Act. (<http://www.caldwell.edu/files/docs/drugfree-guidelines.pdf>)

(Additional details of policies including disciplinary regulations and procedures are published in the Student Handbook (C-Book: a student guide to life at Caldwell), Volume 2 of the Caldwell University Policy Manual and available on the Caldwell University website.

Crime Statistics

The following statistical information is provided as required by

The Crime Awareness and Campus Security Act:

Offense (Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Sex Offenses, Non Forcible (Incest and Statutory)	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Arrests	2011	1	0	0	1	1
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Drug Law Arrests	2011	2	0	0	2	2
	2012	0	0	2	2	0
	2013	2	0	0	2	1
Weapons Law Arrests	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2011	65	0	0	65	65
	2012	47	0	0	47	47
	2013	28	0	0	28	28
Drug Law Violations Referred for Disciplinary Action	2011	2	0	0	2	2
	2012	7	0	0	7	7
	2013	7	0	0	7	7
Weapons Law Violations Referred for Disciplinary Action	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total	Residential Facilities
Arson	2011	0	0	0	0	0
	2012	0	0	0	0	0
	2013	0	0	0	0	0
Domestic Violence	2011	N/A	N/A	N/A	N/A	N/A
	2012	N/A	N/A	N/A	N/A	N/A
	2013	0	0	0	0	0
Dating Violence	2011	N/A	N/A	N/A	N/A	N/A
	2012	N/A	N/A	N/A	N/A	N/A
	2013	0	0	0	0	0
Stalking	2011	N/A	N/A	N/A	N/A	N/A
	2012	N/A	N/A	N/A	N/A	N/A
	2013	0	0	0	0	0

N/A: non-applicable

There were no hate crimes reported for 2011, 2012 or 2013.



Student/Employee Responsibility

The campus security system at Caldwell University must be supported by the cooperation of students and employees in order to remain effective. Office and room doors should be locked when unattended, particularly if computers or valuable personal property are accessible. At night, students and employees should walk or park in lighted areas. Cars should be locked at all times, with any valu-

ables locked in the trunk. Any suspicious persons or unusual activity should be reported to the Office of Campus Safety and Security shed (ext. 3286) or Office of Campus Safety and Security in Werner Hall (ext. 3259).

Information concerning registered sex offenders may be obtained through the N.J. sex offender internet registry website: www.njsp.org/info/reg_sexoffend.html or through the Essex County Prosecutor's Office, Megan's Law Unit.



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