

OPPORTUNITY IN EVERY MOMENT



2024 ANNUAL SECURITY REPORT



Table of Contents

A Message From College President Michael McDonough	4
About Raritan Valley Community College	5
Important Phone Numbers	6
On Campus Resources	7
Off Campus Resources	8
Safety Tips for On and Off Campus	10
Preparing the Annual Security Report	11
The Clery Act	11
The Department of Campus Safety	12
Campus Policing	13
Branchburg Police Department	13
Interagency Radio Communication	14
Investigations	15
Reporting Criminal Incidents	15
Reporting Hate or Bias Graffiti	16
Confidential Reporting – Anonymous Caller Procedure	17
Requesting a Security Escort	17
Confidential TIPS Hotline	17
Monitoring and Reporting Crimes at Off-Campus Locations	17
Reporting a Missing Person	18
Campus Security Authorities	18
Daily Crime Log / Crime Reporting Notifications	19
Response to Emergency or Dangerous Events	20
Disseminating Emergency Information	20
Crime Alerts and Campus Safety Alerts	20
RAVE Mobile Safety Messaging System	22
Facilities Access and Security Maintenance	23
Emergency Management Program	24
Emergency Response and Evacuation Procedures	26
Safety, Security and Awareness Programs	34
Drug Free Schools & Campuses Act	35
Substance Abuse Education and Awareness	35
Health and Wellness Programs	38
Policies, Rules, Regulations and Student Code of Conduct	41

Online Student Conduct Reporting Form.....	41
College Policies.....	42
Sensitive Crimes	42
Bullying and Intimidation.....	42
Sexual Harassment and Discrimination.....	42
Substance Abuse Policies	43
Alcohol & Illegal Drugs.....	43
Firearms, Weapons & Explosives	44
Gambling	44
Reporting and Responding to Sexual Assault.....	44
Victim’s Bill of Rights.....	47
Sex Offender Registry.....	49
The Clery Act – Reporting Crime	49
Campus Security Statistics	51
Property Definitions	51
Definitions of Reportable Crimes.....	51
Hate Crime Definitions	53
Violence Against Women Act (VAWA).....	53
Campus Sexual Assault Violence Elimination Act (SaVE Act)	54
Prevention and Awareness Programs.....	61
Code of Student Conduct	78
Sexual Misconduct and Violence.....	78
Crime Statistics.....	83
Raritan Valley Community College – Main Campus	83
South Branch Emergency Services EMS Training Center.....	85
Hunterdon County Polytech School.....	87
Somerset County Emergency Services Training Academy	89
FirstEnergy Corporation (JCP&L).....	91

A Message from College President Michael McDonough:

RVCC's Department of Campus Safety continues to provide a suite of comprehensive services to our campus community. Challenges, however, continue and as enrollment rebounds and as staffing becomes more of an operational issue, these problems are often amplified. During this past academic year, Campus Safety has accomplished much in maintaining the preparedness and safety of our campus. These select examples document the comprehensive vision that guides this critical campus office:

- regular and timely training for all campus stakeholders, emphasizing how to recognize and respond to threats and emergency situations;
- developing even closer working relationships with local, county, and federal agencies to better promote and sustain campus safety;
- maintaining and testing an increasingly complex safety and security infrastructure;
- managing all campus events, including community events in the 1,000-seat theatre and the Planetarium, an increasing number of corporate and association meetings, and all county and state functions hosted on campus.

RVCC's Department of Campus Safety continues to be a leader in the state. They carry out their duties with integrity, with care, and with professionalism. Their dedication and their concern for the health and safety of our academic community has been the key to our post-pandemic operations and to our continued safe operation.

We welcome and value your input and ask for your continued support.

Sincerely,



Michael J. McDonough
President

About Raritan Valley Community College

Raritan Valley Community College is a comprehensive community college that offers more than 90 associate degree and certificate programs. It was first established as Somerset County College in April 1966 and was renamed Raritan Valley Community College in 1987 when Hunterdon County partnered with Somerset County to provide robust educational services in the region. The College is governed by a 15-member Board of Trustees.

RVCC's current student population is approximately 5,800, which comprises about 2,500 full-time students. Significant financial support from both counties and the State of New Jersey enables the College to offer the highest quality education at a low cost.

The campus covers 240 acres in Branchburg NJ near these major highways – US routes 22, 78, and 287. Within approximately 550,000 square feet of building space, the primary instructional and support facilities include: Christie Todd Whitman Science Center; Academic Buildings – West, Somerset, Hunterdon, College Center, Arts, Workforce Training Center; Ray Bateman Center for Student Life and Leadership; Physical Education Building (including pool, gym and fitness center); Planetarium; Theater; and Child Care Center.

The College's distinguished faculty hold advanced degrees and have broad experience in their fields. Approximately 1,300 courses are offered each semester in day, evening, and weekend sessions as well as online. Programs of study include career programs that are designed to prepare students for entry-level positions and transfer programs that prepare students to continue in four-year baccalaureate programs. Extensive student support services include tutoring, counseling, transfer, career advisement, and the Center for Accessibility and Inclusive Education and are available to all students. Nearly 60 different clubs enable students to pursue their interest beyond the classroom.

The Service Learning Program at RVCC has become a national model of student, faculty, and community partner involvement and has received many awards for its leadership in advancing service learning to improve the quality of life for communities. In addition to its many academic and career programs, RVCC offers a wide variety of non-credit professional development courses as well as customized training for business and industry.

The College is nationally recognized for its sustainability and was one of only 11 Colleges and universities in the nation to be honored in April 2016 with the U.S. Department of Education Green Ribbon Schools Postsecondary Sustainability Award. Each year the College's initiatives are recognized with top rankings by the Association for the Advancement of Sustainability in Higher Education. This year we are acknowledged as a Gold recipient.

Important Phone Numbers

On Campus Emergencies:

Department of Campus Safety – **908-231-8800** or Dial **911**

Red Emergency Phones - located within campus building hallways, calls direct to Security.

Blue Light Emergency Call Boxes – located in parking lots, calls direct to Security. Push to talk, release to listen.

Off Campus Emergencies: Dial **911**

RVCC Main Campus, Branchburg Township	908 – 526 – 1200
RVCC Department of Campus Safety	908 – 231 – 8800
Confidential Tips Line	908 – 231 – 8806
Division of Student Affairs	908 – 526 – 1200 ext. 8976
Advising and Counseling Services	908 – 526 – 1200 ext. 8641
Center for Accessibility and Inclusive Education	908 – 526 – 1200 ext. 8534
Human Resources	908 – 526 – 1200 ext. 8941
RVCC Workforce Development	908 – 218 – 8871
Somerset County 911 Communications Center	908 – 526 – 2500
Hunterdon County 911 Communications Center	908 – 788 – 1202
Somerset County Prosecutor’s Office	908 – 231 – 7100
Somerset County Sheriff’s Office	908 – 231 – 7140
Branchburg Township Police Department	908 – 526 – 3830
Bridgewater Township Police Department	908 – 722 – 4111
Raritan Township Police Department	908 – 782 – 8889
Town of Clinton Police Department	908 – 735 – 8611
Hillsborough Township Police Department	908 – 369 – 4323
Hunterdon County Poly Tech	908 – 788 – 1119
Phillipsburg Police Department	908 – 454 – 1121
New Jersey State Police – Somerville Barracks	908 – 725 – 0107

On Campus Resources

Department of Campus Safety – 908-231-8800 (24 hours/7 days a week)
Ground floor level of Somerset Hall, Room S-010

Division of Student Affairs & Outreach – 908-526-1200 ext. 8294
College Center 1st floor, Room C-153

Vice President of Student Affairs: Jason Fredericks – 908-526-1200 ext. 8311
College Center 1st floor, Room C-153
Student Conduct and Assistant Title IX Coordinator

Advising and Counseling – 908-526-1200 ext. 8330/8336
Library Basement Level, L-029

Title IX Coordinator: Cheryl Wallace, Vice President for Human Resources & Compliance – 908-526-1200 ext. 8260
Somerset Hall 2nd floor, Room S-220
For reporting and investigating reports of discrimination, harassment, sexual harassment and sexual assault involving students, faculty, staff and the campus community.

Center for Accessibility and Inclusive Education – 908-526-1200 ext. 8534
Library Basement Level, L-029

Counselors at RVCC

Counselor	Specialty
Gina Kuijlaars, LPC, CCFC Executive Director of Advising, Counseling & Transfer Services 908 – 526 – 1200 ext. 8641	<ul style="list-style-type: none"> • Relationship Difficulties • Anxiety and Depression • Grief Counseling
Tierra Hall-Edward, LPC, LMHC – Assistant Director of Counseling Services	<ul style="list-style-type: none"> • Anxiety, Depression • Conflict Resolution • General Mental Health
Bambi Kuhl, M.A., CSW Social Worker 908 – 526 – 1200 ext. 8427	<ul style="list-style-type: none"> • General Assistance • Sexual Abuse • Stress/Time Management
Lauren Gmitter, L.S.W 908- 526-1200 ext. 8336	<ul style="list-style-type: none"> • Sexual Assault • Trauma • Substance Abuse Protection
Jeffery Warren, M.S 908 – 526 – 1200 ext. 8947	<ul style="list-style-type: none"> • Brothers-Helping-Brothers • Transfer Counselor • General Guidance Counseling

Off Campus Resources Somerset County

Adult Protective Services (Board of Social Services)

Provides services to vulnerable adults, 18 years of age and older, who are at risk of, or victims of abuse, neglect and/or exploitation

908-526-8800

73 East High Street

Somerville, NJ 08876-0936

Somerset County Psychiatric Emergency Screening Services Center & Suicide Hotline

908-526-4100 (24 Hour Hotline)

282 East Main Street

Somerville, NJ 08876

Robert Wood Johnson University Hospital Somerset

Support Groups Include:

Bereavement, Eating Disorders, Alcohol & Narcotics

Anonymous, and More

908-685-2200

110 Rehill Avenue,

Somerville, NJ 08876

<https://www.rwjbh.org/rwj-university-hospital-somerset/>

Richard Hall Community Mental Health

Community mental health center dedicated to the prevention, early detection and treatment of mental illness and serious emotional and behavioral problems

908-725-2800

500 N Bridge St, Bridgewater, NJ 08807

GenPsych- Outpatient Psychiatric, Substance Abuse Services

855-436-7792

380 Foothill Road, Bridgewater, NJ 08807

<http://genpsych.com/locations/bridgewater/>

Domestic Violence Hotline – Safe + Sound Somerset

Provides assistance and information to individuals and families affected by Domestic Violence and Sexual Assault

866-685-1122 (24-hour Hotline)

866-685-1122 (25-hour Text Hotline)

PO Box 835

Somerville, NJ 08876

Administrative Office 908-358-0003

<https://www.safe-sound.org/>

Zufall Health Community Health Centers Sexual Assault Support Services

Sexual Assault Support Service is a free service available to anyone who has been impacted by sexual violence

908-526-7444 (24 Hour Hotline)

908-526-2335 (Main Office)

71 Fourth Street

Somerville, NJ 08876

<https://www.zufallhealth.org/services/community-programs/sexual-assault-support-services-sass/>

Somerset Treatment Services

Provider of outpatient substance abuse and HIV related illnesses

908 - 448 - 8510

118 West End Ave, Somerville, NJ 08876

<https://www.stscares.org/>

Catholic Charities Diocese of Metuchen, Family Service Center

Provides services to help victims and children of family violence in Somerset County

908-722-1881

540 Route 22 East

Bridgewater, NJ 08807

<http://www.ccdom.org/locations>

Somerset County Court- Family Division

Parties may apply for Temporary and Final Restraining Orders

908-231-7000

2nd Floor Somerset County Court House

PO Box 3000

Somerville, NJ 08876

<https://www.njcourts.gov/courts/family/family.html?lang=en>

Hunterdon County Court- Family Division

908-237-5920

65 Park Avenue

Flemington, NJ 08822

Somerset County Office of Victim Witness Advocacy
<https://www.co.somerset.nj.us/government/affiliated-agencies/prosecutor-s-office/victim-witness>

Somerset County **SART**: Sexual Assault Response Team
Somerset County **SANE**: Sexual Assault Nurse Examiner
SART: Merrill Mezzacappa, Assistant Prosecutor
908-231-7100

Somerset County Prosecutor's Office
40 N. Bridge Street, P.O. Box 3000
Somerville, NJ 08876
<https://www.co.somerset.nj.us/government/affiliated-agencies/prosecutor-s-office>

Off Campus Resources Hunterdon County

Safe in Hunterdon

Legal advocacy, crisis intervention and support services for individuals dealing with Domestic Violence and Sexual Abuse
908-806-0019 (24 Hour Hotline)
<http://safeinhunterdon.org/>

Hunterdon Behavioral Health

Mental health and addiction services
908-788-6400 (24 Hour Hotline)
2100 Wescott Dr, Flemington, NJ 08822
<http://www.hunterdonhealthcare.org/behavioralhealth>

Hunterdon Behavioral Health Outpatient
908-788-6401

Hunterdon Healthcare

2100 Wescott Drive. Flemington, NJ 08822
908-788-6100
<http://www.hunterdonhealthcare.org/>

Hunterdon Prevention Recourses

Health and wellness and preventing violence
908-782-3909
<http://hunterdonprevention.com/>

Hunterdon County Helpline

908-782-4357 (24 Hour Hotline)
1-800-272-4630
<http://www.helplinehc.org/>

State of New Jersey Resources

NJ MentalHealthCares Help Line
866-202-4357

New Jersey Coalition Against Sexual Assault
800-601-7200 (24 Hour Hotline)

New Jersey Hopeline
24/7 Peer Support & Suicide Prevention Hotline
855-654-6735

NJ Jersey Domestic Violence Hotline
800-572-7233 (24 Hour Hotline)

NJ Drug Addiction Services Hotline
1-844-276-2777

Gamblers Hotline
800-426-2537

National Resources

National Suicide Prevention Lifeline: 1-800-273-8255

Safety Tips for On and Off Campus

Raritan Valley Community College's Department of Campus Safety is dedicated to keeping all those who utilize our facilities safe and secure, but campus safety is also a group effort.

Main Campus Safety Tips

- Always be aware. Stay alert and attuned to people and circumstances around you.
- If you are concerned about your safety while moving around the campus, you may request a security escort by calling the Campus Safety Office, **908-231-8800**.
- Do not leave your property (backpacks, textbooks, jackets, keys, etc.) unattended or attach personal ID information to your car keys. Theft is the number one crime on all College campuses.
- Know the locations of Red Emergency Phones and Emergency Call Boxes on campus.
- Pre-program emergency numbers into your cell phone.

Department of Campus Safety – 908-231-8800 or Dial 9-1-1

- Update your contact information in Lion's Den to receive RV Alerts and emergency information.
- If you see or hear something suspicious, contact the Campus Safety Department.

"If you see something, say something"

- Report lights that are out and any hazards immediately to the Department of Campus Safety, **908-231-8800**.
- Have your keys ready in your hand when walking to your car.
- When parking on campus do not leave valuables out in the open, lock them in a glovebox or trunk of the vehicle.
- There is safety in numbers. Travel in groups both on campus and off.
- Do not hitchhike or get into a stranger's vehicle. Use public transit or ride with a friend and notify the appropriate authorities if someone appears to need assistance.
- Do not let technology (cellular phone, tablet, MP3 player, etc.) make you unaware of your surroundings. Pay attention to where you are.
- Avoid isolation. After dark, walk with others. Use well-lighted paths.
- A security escort can be requested by calling Campus Safety, **908-231-8800**
- Before getting into a rideshare ask, "what's my name?" and remember SAMI

STOP..... ASK..... MATCH..... INFORM

Preparing the Annual Security Report

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Raritan Valley Community College Department of Campus Safety is responsible for preparing and distributing an annual Campus Security Report. Colleges and Universities are required to publish an Annual Security Report every year, which must contain three years of campus crime statistics along with specific campus security policy statements.

The Campus Safety Department works with the Division of Student Affairs, the Human Resources Department and Campus Security Authorities, as well as local law enforcement agencies to compile statistics for the annual report.

The College Annual Security Report is available for on campus as well as off-site locations on RVCC's website at

www.raritanval.edu/sites/default/files/2024AnnualSecurityReport.pdf

Paper copies are available at the Campus Safety Office, the Welcome Center, Human Resources, Workforce Training Center, Admissions, Bateman Student Center, and upon verbal or written request at the Branchburg campus. The Campus Safety Office can be contacted at **908-231-8800** or by e-mailing security@raritanval.edu.

The Clery Act

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, known as the *Clery Act*, is the landmark federal law that requires Colleges and Universities to disclose information about crime on and around their campuses. Since 1990, numerous amendments were added as provisions to protect crime victims. The law applies to all institutions of higher education, both public and private, and is enforced by the U.S. Department of Education.

This act requires Raritan Valley Community College to provide students and employees with information about its security policies and procedures, and disclose specific statistics for certain crimes, arrests and disciplinary referrals, which must be made available to prospective students and employees. This information is available directly at **www.raritanval.edu/2024AnnualSecurityReport**, on the College security webpage <http://www.raritanval.edu/security> under the Annual Security Report Tab. Paper copies are available at the Department of Campus Safety Office, Welcome Center, Human Resources, Workforce Training Center, Admissions, and upon verbal or written request.

Specific requirements of the law are:

- Publish an annual report every year by October 1st that contains three years of campus crime, fire safety statistics and specific campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, at non-campus facilities and remote classrooms. Statistics must be obtained from the Department of Campus Safety, local law

enforcement, and other College officials who have “significant responsibility for student and campus activities”.

- Provide “timely warning” notices of crimes that occur and may pose an ongoing threat to students and employees.
- Implement “emergency notification” procedures if there is an immediate threat to the health or safety of students, employees or visitors on campus.
- Disclose in a public crime log any crime that occurred on campus within the patrol jurisdiction of the campus police or safety department that is reported to the campus police or Campus Safety Department.
- For Colleges and Universities that have on-campus student housing facilities, maintain in a public Fire Log a record of any fire that occurred in any on-campus student housing facility.

The Department of Campus Safety strives to provide professional service to ensure the safety of our College community. In doing so, the requirements of the Clery Act are addressed in our security program that provides for:

- Issuing Timely Warning Notices, Campus Safety Alerts and Crime Alerts.
- Sending emergency voice, text and email messages during significant emergency events.
- Maintain a Daily Crime Log listing crimes occurring on or near the campus. This log can be accessed at the Campus Safety Office, upon request.
- Coordinating the Emergency Preparedness program.

The Department of Campus Safety

Raritan Valley Community College devotes significant resources to provide a safe campus for our students, faculty, staff and visitors. The Department of Campus Safety provides a variety of safety, emergency and informational services to ensure a safe and secure learning environment for all members of the campus community. The Campus Safety office is located on the lower level of Somerset Hall and is staffed 24 hours per day. The department maintains professional working relationships with all law enforcement, fire and emergency medical services that respond to the campus.

The Campus Safety Department is staffed by Campus Security Officers and supervisors who are trained in security and safety procedures. All Campus Security Officers are certified in accordance with the New Jersey Campus Security Officers Registration Act (SORA), which requires training in use of force, report writing and observing suspicious behavior. Campus Security Officers are not sworn, do not have police arrest powers and do not carry firearms. The Campus Safety Department has authority to enforce College policies and ask for identification to determine lawful business or presence on campus property. The jurisdiction of campus security staff is limited to the main campus property in Branchburg Township.

To safeguard the campus, the department coordinates security patrols, provides asset protection and responds to calls for assistance. Campus Security Officers are assigned to both fixed posts and mobile patrols. Security patrols inside and outside campus buildings are conducted on foot, in vehicles and when needed, on bicycles.

At the main Branchburg campus, Campus Security Officers provide coverage 24 hours per day, seven days a week. The College Welcome Center is staffed by a Security Officer 6:30 AM – 6:00 PM, Monday through Friday. The Welcome Center may be staffed on a Saturday in support of a Saturday event.

The Campus Safety office can be reached by telephone at 908-231-8800 (direct line) or by calling the College at 908-526-1200, and dialing 8800, or following voice prompts to Security.

Red colored emergency telephones are located throughout building hallways of the Branchburg campus and provide a direct link to the Campus Safety Office.

Blue light Emergency Call Boxes are located in exterior parking lots of the Branchburg Campus.

Emergency phones and call boxes can be used to report suspicious activity, fires, medical emergencies, crimes or to request a safety escort.

Surveillance cameras are strategically located campus wide providing video surveillance of interior buildings and exterior parking lots. Cameras are monitored within the Campus Safety office. Video is recorded, and generally stored for a 30-day period.

Visitors and members of the campus community should immediately report emergencies, crimes or suspicious activity to the Campus Safety Department by calling 908-231-8800 from an outside telephone, cell phone, using a red campus emergency telephone or emergency call box. If an emergency requires the assistance of an outside public safety agency, Campus Safety will contact the appropriate organization as warranted by the situation.

In 2023, a project to install emergency phones in every classroom was completed. Teachers and students now have a direct line to Security within their own classrooms in the event of an emergency. The in-class phones allow for rapid notification to the Campus Safety Office.

Campus Policing

Branchburg Police Department

Law enforcement services are provided by the Branchburg Police Department, which responds to crimes, fires, medical and other emergencies on campus. Branchburg Police are the primary law enforcement authority for the College and have arrest powers. They help maintain a safer environment through mobile patrols on and around campus grounds. They respond to and investigate criminal offenses reported on and nearby the main campus and provide supplemental security at College and special events. If mutual aid is required, they are supported by law enforcement services from communities contiguous to the College: Bedminster, Bridgewater, Readington, Somerset County Sheriff's Department, and New

Jersey State Police.

The College does not have a written Memorandum of Understanding with the Branchburg Police or any other law enforcement agency that may assist the Branchburg Police regarding the investigation of alleged criminal offenses.

Interagency Cooperation – Working Relationships

The Campus Safety Department maintain the support and cooperation of numerous government law enforcement agencies, fire and emergency medicals services and private organizations dedicated to security. It maintains close working relationships with the Branchburg Police, the Somerset County Prosecutors Office, Somerset County Sheriff's Office and other local, State and Federal law enforcement and emergency service agencies. Relevant information to prevent criminal activity on or near the campus is shared with the Branchburg Police and other agencies as needed.

Criminal incidents are referred to the Branchburg Police and if required to the Somerset County Prosecutors Office. Campus Safety communicates with and provides assistance to police with incidents occurring on the College campus. Campus Safety assists with criminal investigations, utilizes College resources, provides crime and investigative reports, shares crime prevention strategies and exchanges relevant information with law enforcement agencies, when necessary.

The Department also works with agencies having police jurisdiction in communities where Raritan Valley Community College classes may be held at off-campus locations. In Somerset County these agencies are the Hillsborough Police Department, the Somerset County Sheriff's Department and the Somerset County Prosecutor's Office. In Hunterdon County, the Raritan Township and Town of Clinton Police Departments, and in Warren County, the Phillipsburg Police Department.

The Department primarily coordinates with the North Branch Fire Department whenever an active fire alarm occurs on campus, however working relationships with Country Hills and Readington Fire Departments are established as well. North Branch Fire is located on campus property, approximately 3 minutes away from the core campus, responding to every active fire alarm with a swift response time.

The Department of Campus Safety also coordinates with Emergency Medical Services when there is a medical incident on Campus. Officers will stage a security vehicle on the roadway leading from the Route 28 entrance to the College in order to intercept and guide ambulances and other emergency service vehicles to the scene of the incident as quickly as possible. This reduces response times to emergency situations and enhances interagency coordination.

Interagency Radio Communication

The Campus Safety Department Operations Center has radio communication links with the Somerset County Regional (911) Communications Center and the North Branch Fire Department. This reduces time delay when reporting and relaying important information during emergencies.

~~Branchburg Police have direct radio capability with the Somerset County Regional (911)~~

Communications Center, which in turn has radio capabilities with all Somerset County Law Enforcement, Fire and Emergency Medical Services, and the Hunterdon County Communications Center.

Investigations

The Campus Safety Department conducts follow-up investigations of all reported crimes on campus. This includes confidential (the reporting parties names are known but not released) and anonymous (the reporting parties names are not known) reports. Campus Security will also assist with police investigations and provide assistance and resources as necessary.

The Department of Campus Safety takes every report of sexual assault, harassment, stalking, threatening behavior, crimes and offenses seriously and will work to aggressively investigate and assist victims. Campus Safety coordinates with Branchburg Police and other emergency services granting victims assistance they require.

The College video camera system will be used to assist and document any actions with these types of cases. Campus Safety will also provide security escorts, as well as work with the Advising and Counseling Department to provide mental health assistance to victims. The Department of Campus Safety strives to ensure the safety of all students as well as the entire College community.

Campus video assets and other investigative resources are shared with law enforcement investigators, as needed.

Reporting Criminal Incidents

For the purpose of making timely warning notifications and reports in the annual statistical disclosure, students, employees and guests are encouraged to report all criminal incidents, suspicious behavior, accidents and other emergencies occurring on campus, accurately and promptly to the Campus Safety Department and appropriate police agencies.

Criminal offenses can be reported in a number of ways. The most direct manner is in-person at the Campus Safety Office, located on the lower level of Somerset Hall room S-010. The office is staffed 24 hours per day, 7 days a week. Crimes can also be reported directly to any Security Officer, any member of the RVCC faculty or staff, or the Security Officer stationed at the Welcome Center, located on the lower level of Somerset Hall, which is staffed 6:00 AM – 6:30 PM, Monday through Friday, and may be staffed on a Saturday in support of a Saturday event.

Criminal acts can also be reported by telephone, emergency callboxes and e-mail. The Campus Safety Office can be reached by phone at **908-231-8800** or by picking up any red colored emergency phone located in campus buildings, or emergency callboxes located in exterior parking areas. Campus Safety can be reached by e-mail at security@raritanval.edu.

A confidential report can be made by using the Confidential TIPS line by dialing **908-231-8806**.

If reporting an emergency or crime directly to the Branchburg Police Department, dial 911 for emergencies, or **908-526-3830** or **908-526-2500** for non-emergencies. If you make a

report to local law enforcement, you are encouraged to also report the incident to the College Campus Safety Department.

Campus Security Officers respond to on-campus locations to take reports and are available to take reports at the Campus Safety Office. The Campus Safety Office is staffed 24 hours, 7 days a week. All criminal offenses and other incidents are thoroughly investigated. Serious crimes are always reported to the Branchburg Police. Campus Safety encourages victims of crimes to file a report with local police and will assist with notifications to law enforcement, if necessary.

If a sexual assault is reported, Counseling and Campus Safety staff will offer a variety of support services to the victim. On and off-campus resources are available 24 hours per day.

Incident reports involving student behavior are forwarded to the Vice President of Student Affairs for review and potential judicial/disciplinary action. Supplemental information developed during an investigation relevant to the judicial process is also forwarded to the Vice President and supporting staff.

To report incidents at offsite locations, law enforcement services can be contacted at the following:

Police Departments for Off Site Locations	
Clinton First Aid & Rescue Squad	Town of Clinton Police 908-735-8611
Hunterdon County Polytech School	Raritan Township Police 908-782-8889
Somerset County Emergency Services Training Academy	Hillsborough Police 908-369-4323
First Energy (JCP&L)	Phillipsburg Police 908-454-1121

Reporting Hate or Bias Graffiti

RVCC supports and fosters a safe and healthy learning environment for the campus community that builds and values diversity. Hate or bias incidents or crimes should be immediately reported to the Department of Campus Safety. These types of incidents will be investigated in a timely manner. Anyone who discovers any hateful or offensive graffiti should immediately contact the Department of Campus Safety at **908 - 231 - 8800**.

Once graffiti is discovered Housekeeping will not remove it until the Campus Safety Department has recorded the graffiti and conducts an appropriate investigation. Campus Safety will direct its removal.

Confidential Reporting – Anonymous Caller Procedure

If you are the victim of a crime or witness a crime and do not want to pursue action within the College or the criminal justice system, you can consider making a voluntary, confidential report. With your approval, the Campus Safety Department can report the details of the incident without revealing your identity in the public crime log or on a Campus Safety Incident Report. The report will reflect your wish to keep the matter confidential, while taking action to ensure your safety and the safety of others. Although kept confidential, the reported crime will be investigated.

This information helps the Campus Safety Department keep an accurate record of the number of incidents involving students, employees and visitors to determine where there may be a pattern of crime relating to a specific location, method or assailant. This allows for timely alerting the campus community to potential danger.

Confidential reports are counted and disclosed in the annual crime statistics for the College.

Requesting a Security Escort

Security escorts are available to students, faculty, staff and visitors who are on campus and are concerned for their safety. A request can be made by calling the Department of Campus Safety at **908-231-8800** or extension 8800, at the Campus Safety Office located on the ground floor level of Somerset Hall room S-010, speaking with any Campus Security Officer or by using an emergency red phone located in campus building hallways or exterior emergency callboxes.

Confidential TIPS Hotline

A confidential TIPS Hotline is available to share information about criminal, dangerous or potentially dangerous activity on campus. Campus Safety encourages the College community to report all crimes, threatening behavior, bullying, intimidation, bias, hate related activity, stalking, illegal drugs or alcohol, weapons possession or threats to use a weapon on campus, or any information suggesting a planned act of violence.

You can access the TIPS line by dialing **908-231-8806**. The TIPS telephone line is monitored by the Campus Safety Department. The hotline is confidential, and information can be reported anonymously.

Monitoring and Reporting Crimes at Off-Campus Locations

Raritan Valley Community College cooperates with local law enforcement agencies to monitor and record off-campus crimes and other serious incidents involving RVCC students. Crimes that occur at off-campus locations are investigated by the appropriate law enforcement agency and are included in annual crime statistics.

Incidents involving student misconduct are handled by the Division of Student Affairs for disciplinary action. The Code of Conduct may apply to any student related incident that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College community or pursuit of its objectives. This includes but is not limited to, any off-campus conduct that constitutes a violation of any law or municipal

ordinance or poses a threat to the health, safety or welfare of any members of the College community. On a case-by-case basis, the Vice President of Student Affairs will decide whether the code of conduct should be applied to off-campus conduct.

Reporting a Missing Person

Members of the College community are encouraged to report a missing student or visitor to the Campus Safety Department to determine the safety and welfare of the missing person. Teenagers and small children routinely attend planetarium, theatre and conference events hosted by the College. Campus Safety will take immediate reports on all persons reported to be missing and to immediately begin efforts to locate the person.

Anyone seeking to report a missing person can direct their information to any Campus Security Officer, RVCC faculty or staff member. Faculty and staff members are responsible for forwarding the information to the Department of Campus Safety, and should escort the reporting person to the Campus Safety office located on the lower level of Somerset Hall room S-010.

Campus Safety will immediately compile facts relevant to the report of the missing person and initiate an investigation. If circumstances indicate a police inquiry is warranted, the Branchburg Police will immediately be notified. Campus Safety will support the police investigation by providing whatever facts are available, including video recordings, photos, schedules, emergency contact information and any other information relevant to the search for the missing person. Information regarding the report of the missing person will be documented in a Campus Safety incident report. All student contact information which is registered with the College is kept confidential and will be accessible only to authorized campus officials and law enforcement and may not be disclosed outside of a missing person investigation.

If a missing student is under the age of 18 and is not emancipated, the Department of Campus Safety after notifying the student's emergency contact, will make notifications to the student's custodial parent or legal guardian (if available) within 24 hours after Campus Safety has determined the student has been missing. The Department of Campus Safety will within 24 hours, notify the local law enforcement agency that has jurisdiction in the location where the student is missing, regardless of whether the student has identified an emergency contact, is above the age of 18, or is an emancipated minor.

Campus Safety will make internal notifications regarding the missing person to the following: The College President, Executive Director of Human Resources, Provost & Vice President of Academic Affairs and the Vice President for Student Affairs & Outreach. In the event of a missing child, parents or a legal guardian will be notified immediately.

Campus Security Authorities

Individuals who are considered "Campus Security Authorities" pursuant to the Clery Act are aware of their duty to report all crimes to the Department of Campus Safety, or local police for inclusion in the annual disclosure of crime statistics. The College has trained individuals who are deemed Campus Security Authorities of their duty to report all Clery Act crimes to

the Department of Campus Safety.

A Campus Security Authority is not responsible for determining whether a crime occurred, since that is the function of law enforcement and the investigatory process. Campus Security Authorities are required to report all allegations of a crime, even if the Campus Security Authority was told of the crime in the context of providing emotional or health care support. Allegations of a crime must be reported whether or not the victim chooses to file a report or press charges. Campus Security Authorities may also provide victims or witnesses with assistance in reporting a crime to Campus Safety or local police, or to any official or office which should be informed of the crime or complaint.

Professional Counselors are not considered a “Campus Security Authority”. A Professional Counselor is defined as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification. Professional Counselors working within RVCC’s Advising and Counseling Department are not obligated to report crimes for inclusion in campus crime statistics.

When appropriate, College Counselors and Pastoral Counselors are encouraged to inform a person they are counseling of the procedure to report crimes on a voluntary, confidential basis so that they can be included in the annual disclosure of crime statistics.

Daily Crime Log / Crime Reporting Notifications

Members of the College community are kept informed on a timely basis of crimes and safety events occurring on campus by the availability of the Annual Security Report, daily crime logs and the campus emergency alert system (RAVE Mobile Safety).

The College Annual Security Report is published annually and is available to the College community at the main campus in Branchburg. It is available to any individual or organization requesting a copy, and is also available on-line through the College website, on the campus security page.

A crime log is maintained by the Department of Campus Safety at the main College campus. Criminal acts reported to Campus Safety at the main Branchburg campus are entered into the crime log. The log contains a chronological record of all crimes, fires and other significant safety incidents that are reported. The log is maintained at the Campus Safety office, and is available for viewing, at any time. Generally, three years of reported crimes are readily available in the log,

Information in the crime log typically includes the incident number, nature of the crime or event, date and time reported, date and time occurred, general location, and disposition of each reported crime/event. Identifying information of victims, witnesses and accused is not recorded in the crime log. Confidentiality of a victim is always protected.

The RAVE Mobile Safety emergency alert system utilizes text and voice messaging and e-mail to notify students and employees of emergency events, serious crimes and weather advisories. Students and employees are reminded to keep their personal telephone numbers,

e-mail address and text messaging information updated to ensure receipt of emergency messages.

The alert system is used whenever a situation exists which constitutes an imminent threat to members of the campus community. Employees and students are encouraged to register to receive RAVE Mobile Safety emergency alert messages via the Campus Closings tab in Lion's Den.

Response to Emergency or Dangerous Events

Disseminating Emergency Information

Raritan Valley Community College is committed to ensure appropriate information is disseminated during emergencies as quickly and accurately as possible. The College Campus Safety Department responds to emergency events on campus, and receives emergency alerts from the Branchburg Police Department, the Bridgewater Police Department, the Somerset County Regional Communications Center, and the Somerset County Office of Emergency Management regarding incidents in Somerset County that could impact the safety of the main campus in Branchburg, and other off-site locations that host College courses. When necessary, Campus Safety officials will coordinate with College and public safety officials to immediately notify the campus community of threats that could represent a serious or continuing threat to students, employees and visitors.

In the event that a serious crime or continuing threat to students or employees, or the greater College community, either on College property or near the vicinity of the College campus, the College will immediately inform members of the College community. The College will inform the campus community of the threatening situation and identify protective precautions to take. Accurate information about the crime and potential threats is provided in a timely manner via campus wide warning notices. The College will provide timely information that students and other College community members can use to protect themselves from becoming victims. These notices will be in the form of either a **Timely Warning Notice** or **Emergency Notification**.

Timely Warning Notices and Emergency Notifications are sent via the RAVE Mobile Safety emergency notification system, the College e-mail messaging system and the fire alarm mass notification system. After the emergency message is disseminated, it will be posted on the College website. Emergency alerts may also be posted in conspicuous places inside and outside campus buildings, at entrances/exits, student lounges, on the College website and electronic display monitors.

Crime Alerts and Campus Safety Alerts

Timely Warning Notices

Issuing Timely Warning Notices

Issuing a Timely Warning Notice is decided on a case-by-case basis, based on facts relating to the crime. These include the nature of the crime, the continuing danger to the College community, and the possible risk of compromising law enforcement efforts. Timely Warning

Notices will be issued as soon as relevant information is available to enable community members to protect themselves, and to aid in the prevention of similar occurrences. Decisions to issue Timely Warning Notices are made in coordination and consultation between the Director of Campus Safety & Emergency Management, the College President and Vice President of Finance and Facilities. In the event a crime occurs, either on or off campus, which constitutes a serious or continuing threat to students and employees within the College campus, or the area surrounding the campus, or greater College community, a campus-wide Timely Warning Notice will be issued. Criminal events that may necessitate a warning notice include violent crimes, Clery Act reportable crimes and patterns of non-violent property crimes. Taking into account the safety of the College community, the College will, without delay, determine the content of the warning notice and initiate the notification, unless issuing a notification, will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The warning will be sent as a crime alert, which will contain a brief description of the incident, the date, time, location of the incident, and specific safety precautions to take to protect one-self from becoming a victim. Based on the circumstances of the incident, the type and amount of information, as well as the manner of notification may vary. The names of victims will be kept confidential.

When Campus Security Officers become aware of criminal events that may warrant issuing a warning notice, the on-duty security supervisor will confirm the emergency and immediately contact the Director of Campus Safety. The Director will evaluate the situation to confirm a significant threat exists, then will consult and coordinate with the College President and Vice President of Finance and Facilities.

If a warning notice is necessary, the Vice President and the Director of Campus Safety will develop the content of the warning notice and determine the appropriate segment or segments of the campus community to receive the notification. Once the message content is developed and the appropriate campus community is determined, the warning notice will be initiated by the Vice President, the Director of Campus Safety, or his designee.

In the event of an immediate threat to the campus community that may require a warning notice without delay to ensure life safety, the Director of Campus Safety or his designee has the authority to issue a warning alert without consultation with other College officials.

Anyone with information that may require dissemination of a warning notice should report the information to the Department of Campus Safety immediately, by calling **908-231-8800** or in person to the Campus Safety Office located on the lower level of Somerset Hall, room S-010.

Emergency Notifications

When a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on the campus, the College will immediately notify the campus community upon the confirmation of the dangerous or threatening situation using the Mass Notification System and/or RAVE. The Director of Campus Safety or designee, without delay, will consult with members of the appropriate College Departments

and/or outside agencies to determine the significance or immediacy of the emergency, the appropriate notification message and segment of the College community to receive the message. The Director of Campus Safety in consultation with the College President and Vice President for Finance & Facilities will determine the content of the Emergency Notification. The Vice President for Finance & Facilities, the Director of Campus Safety, or his designee will initiate the notification to the appropriate segment or segments of the College community designated to receive the message.

When issuing emergency notifications, the College 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 other professional authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Once an initial emergency notification or timely warning is sent to warn the College community of an immediate threat to the health or safety of students and employees, there may be the need to provide **follow up information** to keep the College community informed. The type, content and frequency of follow up informational messages will be determined based on assessments of the threat or emergency to the campus. Relevant follow up notification messages will be issued as needed without delay, to either the entire College, or appropriate segment or segments of the campus community. As with initial notifications, follow up information is issued in coordination and consultation between the Department of Campus Safety, College President, and/or the Vice President for Finance & Facilities.

Disseminating Emergency Information to the Larger Community

When there is an immediate or ongoing threat to the health or safety of the College community, the larger community such as neighbors and parents can access campus emergency notifications via the College website <http://www.raritanval.edu> and the College Facebook and Twitter pages.

RAVE Mobile Safety Messaging System

The primary emergency notification system for the College is the RAVE Mobile Safety messaging system. It is a voice, e-mail and text messaging emergency-alert system that is used as one means of providing time sensitive distribution of emergency alerts and timely warning of important information. It is used to inform the College community about ongoing threats to College safety and events that may significantly impact the campus. It is also used to disseminate information about weather-related emergencies that cause early dismissal or campus closings. Members of the College community are encouraged to register and update their contact information to receive these important messages.

To receive real-time emergency notifications, safety and crime alerts, students, faculty and staff members should ensure they are enrolled in the RAVE system. To ensure you are enrolled and to update contact information, go to the College website www.raritanval.edu, log into the Lion's Den and in the search function bar, type in "**Campus Closing.**" You can then update or edit your information by clicking on, the "**Update Your Campus Closing**

Contact Information” tile. Messages can be sent to a primary (non-cell) telephone number, cell phone, alternate/work number and an alternate, non-RVCC e-mail address.

The Department of Campus Safety is currently working on an expansion project to the RAVE Mobile Safety Messaging system called Alertus. Alertus is a messaging system that would take over the computer and phone screens of every student and faculty member on the campus so as to quickly deliver emergency messages during an active situation. This system would allow students and faculty to react quickly during an emergency and provide them with a faster and safer opportunity for them to protect themselves, including evacuating, assuming lockdown protocols and avoiding dangerous areas.

A beneficial capability of this system will allow messages to be sent to the Campus Safety Office via individual cellphones. This will reduce time reporting important information regarding suspicious or threatening activity/persons, criminal activity and emergency situations. It also provides students and employees rapid information of the important/dangerous situation that can threaten the immediate safety of the campus community.

Fire Alarm System

In addition to fire evacuations, the fire alarm system can be used as a public address system to deliver audible emergency messages. These messages can be broadcast as a pre-set emergency message or deliver specific instructions to address an emergency.

College E-mail System

Emergency announcements may also be sent via the College e-mail system. Students must have a College e-mail account issued through the Technology Services Department located on the 1st floor of Somerset Hall, room S-118. Emergency announcements will be posted to the Announcements section in Lion’s Den.

Other methods to deliver emergency information include the College webpage, Facebook and Twitter accounts, electronic display monitors and verbal announcements by campus safety officials. During emergencies or dangerous situations that can threaten the immediate health and safety of the campus community, the College uses some or all of these notification systems to make immediate emergency notifications and provide follow-up information to the College community.

Facilities Access and Security Infrastructure Maintenance

The College campus in Branchburg is open to both students and the general public. The main entrance from State Highway 28 and the entrance from Lamington Road remain open and accessible to vehicular traffic 24 hours per day. All campus roads and parking lots remain open day/night. Overnight parking is prohibited without prior permission of campus security.

The College is open 7:00 AM to 10:00 PM, Monday through Friday; 7:00 AM to 5:00 PM on weekends. Campus Security Officers are on duty 24/7 and monitor all activities at the campus. Security Officers conduct mobile and foot patrols, and occasional bicycle patrols

during the day and night. Building security checks are performed during patrol activities. Following evening classes, buildings are locked and reopened starting at 6:00 AM. Surveillance cameras record activity in the majority of campus parking lots and other public areas, inside and outside campus buildings.

Campus Safety works closely with Facilities Management in an on-going effort to help ensure the safety of all buildings and exterior areas. All potential or imminent safety concerns are promptly reported. Overhead lighting designed to enhance visibility illuminates all parking areas, buildings, and walkways. Security Officers forward notice of any needed repairs to the Facilities Department.

To improve the safety and security of the College community, the Department of Campus Safety actively reports and makes efforts to correct any exterior/interior door that cannot lock on campus.

Security Officers conduct tests of the interior emergency phones, emergency exterior callboxes, fire alarm/mass notification and panic alarm systems and manage video surveillance cameras. Any noted deficiencies are promptly repaired by appropriate vendors.

Members of the College community are encouraged to report any lighting or mechanical deficiencies on the Branchburg campus to Facilities at extension 8363 or Campus Safety at extension 8800. Campus Safety maintains an on-call list of Facilities personnel in the event of any maintenance or mechanical emergencies that occur after normal business hours.

There are no student resident facilities on College property.

Emergency Management Program

The Campus Safety Department coordinates the College's Emergency Management Program and has a comprehensive Emergency Management Plan to address weather, technological, accidental or public safety emergencies. The College Emergency Operations Plan includes information for incident management teams, operational protocols and procedures, emergency sheltering and evacuation guidelines, as well as contingency and planning requirements. The College has a continuity plan to address continuity of operations for critical operational functions. During County or State wide emergencies, the College serves as the primary Shelter, Vaccination and Point of Distribution site for Somerset County. Campus Safety develops, reviews and revises procedures regarding emergency preparedness and response, including evacuation, shelter-in-place and lockdown protocols.

The Emergency Management Plan has specific procedures to manage response to different types of emergencies that include violent/threatening events, fire emergencies, bomb threats and suspicious items, hazardous materials incidents, medical emergencies, utility failures, severe weather emergencies, and a reunification site for Branchburg Township elementary schools. First responders to an emergency on campus are usually members of the Campus Safety Department. The College relies on municipal law enforcement, fire, EMS and specialized public safety services to respond to and manage significant emergencies on campus. Depending on the emergency, these services routinely include the Branchburg Police Department, North Branch Fire Department and Branchburg Township and Robert Wood

Johnson Hospital-Somerset Emergency Medical Services.

When an emergency incident is reported to the Campus Safety Department, Security Officers are immediately dispatched to the emergency. Security Officers assess the event, and relay information to the Campus Safety Office, to summon necessary resources. Notification is then made to the Somerset County Regional Communication Center, who dispatches appropriate public safety services to the College. The Campus Safety Office has both telephone and direct radio communications with the Regional Communications Center and North Branch Fire Department.

Responding Security Officers and on-duty supervisors coordinate to determine the extent and seriousness of the emergency. If a serious event occurs, notification is made to the Director of Campus Safety, the College President and the Vice President of Finance and Facilities. Consultation may also include other executive and facilities staff, as well as related departments, and senior members of the Campus Safety Department to help manage and mitigate the event. Following these notifications, emergency response protocols are activated as necessary.

All municipal and county public safety responders and specialized resources are requested and dispatched through the Regional Communications Center. Depending on the type and severity of the emergency, in addition to the first responding agencies, additional specialized resources may be dispatched. Specialized resources may include but are not limited to Emergency Response teams, hazardous materials teams, bomb detection, K-9 and search and rescue teams. In addition to local and County public safety assets, State or Federal emergency agencies can respond to help manage the emergency event. Campus Safety coordinates all emergency actions with responding public safety agencies.

Campus Safety supervisors follow Incident Command protocols when dealing with critical incidents on campus. Supervisors have authority to take immediate action to address and stabilize an event until the arrival of emergency services.

If an emergency occurs on or near the campus that poses a potential threat to the health or safety of the College community, emergency actions will include:

- Call 911 - Request for Law Enforcement and Emergency Services
- Issuing a Timely Warning Notice or Emergency Notification
- Deployment of initial and additional Campus Security Officers
- Request assistance of local, county or state emergency management officials
- Increased security presence around the campus
- Closing roads and entrances to the campus
- Securing campus buildings
- Evacuation of buildings, lockdown, or initiation of shelter-in-place procedures

Emergency Response and Evacuation Procedures

The College Emergency Plan provides protocols for immediate emergency response to a variety of emergency situations. The Emergency Plan is exercised during actual events and training exercises. Campus Security officers and supervisors are trained in emergency response, lockdown, evacuation and shelter-in-place procedures. Emergency response, lockdowns and evacuations are coordinated by the Campus Safety Department. Evacuations of the College, during an actual emergency or drill help evaluate exit procedures and capabilities. When necessary, procedural or equipment deficiencies are corrected to improve emergency procedures.

Evacuation drills educate and train students and staff about evacuation procedures, familiarizing them with emergency exits and routes to travel when exiting a building. Maps identifying exits, egress routes and safe staging areas are posted on placards in hallways, work areas and classrooms in all campus buildings. Trained Evacuation Officials provide a valuable resource to assist students and staff during evacuations or when sheltering-in-place. Evacuation Officials assist the Campus Safety Department with evacuating buildings, directing evacuees to designated assembly points located in exterior areas, safely away from close contact with College buildings. Assembly areas are only in parking lots and athletic fields, not in any courtyard areas.

Once a designated area is evacuated, Officials assist each other in areas immediately adjacent to their assigned areas, if feasible and safe to do so. Outside in assembly areas, Officials assist Assembly Area Coordinators to ensure evacuees remain in safe areas in parking lots, away from buildings and responding vehicles.

Evacuation Official Training

Evacuation Officials receive training to ensure thorough and safe evacuations. In addition to an actual fire or activated fire alarm, an evacuation could be needed for other reasons, such as a bomb threat or an unsafe condition in a building(s).

Safety Training

Training is provided to College staff relating to armed intruder threats, lockdown procedures, workplace violence and recognizing potential threats on campus. Fire evacuation training is also included in safety presentations.

Information about evacuation, shelter-in-place, lockdown procedures, armed intruder threats and other emergencies is available in the Faculty & Staff and Student Emergency Preparedness Handbooks, Emergency Preparedness section of the Faculty Handbook, College security webpage under the Emergency Procedures tab, and the online College Student Handbook which is on the College website.

Fire Evacuation Procedures

When the fire alarm is activated, evacuation of all College buildings is mandatory. Campus Security Officers and Evacuation Officials will instruct students, staff, faculty and all other persons to evacuate buildings and proceed to designated assembly points.

Emergency Fire Alarm Notification

1. Emergency notification of a fire emergency on campus will be broadcast over the Fire Alarm Mass Notification System: **“EMERGENCY ALERT! FIRE ALARM, EVACUATE THE BUILDING IMMEDIATELY.”**
2. Notifications may also be made through verbal announcements in hallways and classrooms. The College RAVE Notification System can be used to send phone, text, and e-mail messages.

Basic Evacuation Procedures

- When a fire alarm is activated, immediately evacuate buildings using the nearest exit and move to a safe location
- Follow the instructions of Evacuation Officials and Campus Security Officers
- **Do Not** use elevators
- **Do Not** assemble in the center courtyard – evacuate to designated assembly areas. Assembly areas can be found in: **Emergency Preparedness Handbooks - Evacuation Assembly Points in the Fire Alarm and Evacuation section.**
- Warn and help others to evacuate, if possible help others with disabilities
- Keep roads and fire lanes clear for emergency responders and their vehicles
- **Do Not** re-enter buildings until authorized by Evacuation Officials, Campus Security Officers or RVCC officials

Shelter-in-Place Procedures — What it Means to Shelter-in-Place

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it may be safer to stay indoors, because leaving the indoor area may expose you to danger. "Shelter-in-place" which means to remain sheltered in the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic Shelter-in-Place Guidance

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for the building you are in (close doors, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to Shelter-in-Place

A shelter-in-place notification may come from several sources, including the Department of Campus Safety using the Mass Notification System and/or the RAVE notification system, other College employees, or public safety authorities.

How to Shelter-in-Place

No matter where you are, the basic steps to shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by Campus Safety or local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies

and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

- Locate a room to shelter inside. It should be:
 - An interior room.
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Secure area by shutting and locking all windows and closing exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you may be able to. (Facilities staff will turn off ventilation as quickly as possible.)
- Notify Campus Safety where you are sheltering and the number of people in the room.

Lockdown Procedures

- Adhere to emergency warning messages.
- Immediately seek shelter in a safe area by entering the nearest classroom or office, or any other room with a lockable door.
- Warn others of the lockdown and assist them to safety, if possible.
- Close and lock doors and windows, barricade the door with furniture, such as desks and bookshelves.
- Stay away from doors and windows. Limit your visibility.
- Close blinds.
- Stay low to the floor.
- Turn off lights, computers and other electronic devices that can make noise.
- Remain quiet and await further instructions from Campus Safety or police.

Emergency Exercises, Drills and Tests

The College tests and evaluates emergency response procedures. In coordination with public safety agencies, Campus Safety evaluates and plans emergency response activities that may include drills, discussion-based tabletop or full-scale exercises. The Department of Campus Safety determines the type of drill or exercise relevant to incidents which could impact the campus. Appropriate follow through activities addresses deficiencies identified in drills and exercises.

Exercises and drills are designed to assess and evaluate emergency plans and response capabilities and protocols of the College, as well as for safety awareness and training purposes. At least one test, exercise or training session will be conducted per year.

Documentation for drills, exercises and training sessions is planned and managed by the Department of Campus Safety. After action reports include a description, the date, time, actions and observations of the training event. Tests may be announced or unannounced.

Safety Systems Operability Tests

Campus Safety conducts monthly tests of Emergency Notification Systems on Campus. Interior emergency phones, exterior parking lot emergency radio call boxes, elevator

emergency phones and interior panic alarms are tested, to ensure reliable operability when emergency communications are needed.

The combined Emergency Fire Alarm/Mass Notification System is tested weekly. After hours, fire alarms are activated in each building. Tests are also conducted in buildings having the capability to broadcast Emergency Alert Messages over the fire alarm system.

The Department of Campus Safety conducted the following drills and exercises:

Fire Evacuation

The Department of Campus Safety conducted an unannounced fire evacuation drill in 2023. The drill was conducted at the core campus which excludes the Workforce Training Center and Arts Building. Evaluators observed and evaluated evacuation procedures and activity.

The exercise focused on Emergency Alert and Warning for the evacuation, Evacuation Procedures and assistance of Evacuation Marshals, as well as Response of the Campus Safety Department to assist with the evacuations. Deficiencies noted by evaluators during the fire drill were addressed with the Evacuation Officials.

Lockdown

The Department of Campus Safety conducted a lockdown exercise in the Workforce Training Center in 2024. The drill was conducted to test the building's Notification System. In addition, to ensure student and staff understanding of lockdown procedures and what may occur during a lockdown. These type of exercises primarily focus on life safety.

Evaluators observations relating to following evacuation procedures in a timely fashion during the fire drill and the in-building notification system in the Workforce Training Center during the lockdown exercise were discussed and will be monitored during future exercises.

Alarm Activations

The campus had 10 fire alarms activate throughout 2023 and 2024, during which the Campus Safety Department evacuated all buildings on campus except for the Arts Building and Workforce Training Center, which are separate from the core campus. During an alarm activation, Campus Safety Officers and Evacuation Officials ensure all students and staff evacuate the buildings, checking bathrooms, classrooms and building hallways. After ensuring all buildings are checked for fire hazards pending verification from the North Branch Fire Department, Campus Safety Officers clear everyone to reenter the buildings.

Procedure violations observed by Campus Safety Officers and College officials are addressed as needed.

Emergency Procedures

Emergency response and evacuation procedures are available to students and employees in conjunction with at least one test per year. Information relating to emergency procedures is readily available to the College community, included in the Faculty & Staff and Student Emergency Preparedness Handbooks, Emergency Preparedness section of the Faculty Handbook, Emergency Procedures handout located on the Security webpage under Emergency Procedures, and in the online College Student Handbook.

The Emergency Preparedness Handbooks provided to Faculty, Staff and Students are a comprehensive emergency procedures guidebook outlining specific actions to take in response to a variety of different on campus emergencies.

Safety Training

Training workshops are provided to College employees, faculty members and Security Officers focusing on awareness of emergency procedures relating to threatening behaviors and fire safety practices. A handout of safety guidelines is provided at training sessions.

An overview of safety and security procedures is provided to new employees at the start of fall and spring semesters. Information is focused on fire and active shooter safety practices, emergency communication and notification systems, as well as general safety protocols.

Campus Security Officers are trained in appropriate areas of campus safety. Topics include emergency response, lockdown, shelter-in-place, and fire evacuation procedures. All officer's complete active shooter awareness training, including the FEMA IS-907 active shooter on-line training course.

Campus Security Officers receive ongoing in-service emergency response training in a variety of specialized topics relating to active shooter, fire evacuations, activation of the Mass Notification System, workplace violence, bomb threat emergencies.

Additional training includes security topics relating to professional conduct, crime prevention, report writing, information gathering, responding to sexual assaults, vehicular patrol practices and training for responding to opioid overdose and bleeding control. In addition, officers receive training in Mental Health awareness and administering Narcan when dealing with a possible drug overdose.

All Campus Security Officers receive training regarding their responsibilities as Campus Security Authorities. In addition to reporting requirements, training focuses on an overview of the Clery Act, including campus geography, crimes and their proper classification, timely warning/emergency notifications and maintaining proper documentation.

Outside Law Enforcement Training

The Department of Campus Safety coordinates with Federal, State, and County Public Safety agencies to provide facility resources for their training needs. Doing so maintains positive working relationships with these agencies that serve as first responders to the College during an emergency event, as well as increasing their familiarization of Campus buildings and property.

New Jersey State Police – NorthStar Helicopter

The College is used by the NJ State Police Emergency Medical Services Response Program. Known as North-Star, it services the northern sections of New Jersey, providing emergency transport for patients to Level 1 Trauma Centers.

The College maintains a landing site for the helicopter. The Campus Safety Department coordinates with responding police, fire and medical services for rapid traffic control and with

delivery and transport of the trauma victim.

Lockdown Safety and Security Program

Focusing on Active shooter, Evacuation (fire/non-fire), Bomb threats, Lockdown, Shelter in place, Campus Safety evaluates the safety of the College by assessing departments and speaking with employees. Discussions focus on entrances/exits, number of windows, floor level, number of occupants, cameras, and mass notification systems.

Safety & Security Projects and Activities

In addition to daily campus safety activities/requirements, the Department of Campus Safety initiates and manages projects supporting the College, primarily focusing on anything potentially hazardous. Once identified, vulnerability and risks are assessed and actions are taken to correct or minimize what could affect Safety and Security of the College Community. This includes equipment, emergency notifications and procedures, training, public safety support and relationship building and coordination with Municipal and County agencies.

Mass Notification System – Emergency Alerts

The internal emergency notification system in the College uses the fire alarm system for emergency announcements. In doing so, visual strobes are activated. Those with visual impairment are advised to follow the directions verbally given over the fire alarm system. Persons unable to hear the verbal commands, should be aware that flashing strobe lights are activated simultaneously with the emergency notification. Additional emergency notifications may be transmitted through phone, text and email using the RAVE Mobile Safety System (RVCC Alert).

The Department of Campus Safety is coordinating with the College’s fire alarm vendor to change strobe horn devices to strobe speaker devices in all College buildings. Doing so will connect all campus buildings to one central fire alarm panel, located in the Campus Safety Office. During 2023 and 2024, fire alarm devices in the Library, Event Center, Theatre, Planetarium, East Building and the West Building were changed and can now broadcast emergency messages and alerts simultaneously with other campus buildings, that were previously completed.

Plans to change devices and connect the standalone Arts Building and Workforce Training Center to the core campus system are currently underway. This project to utilize fire alarm devices that are in every College building to broadcast emergency alert messages will allow the Campus Safety Office to initiate the alert by pressing a button on the central Alarm System panel. The messages relate to the need for an emergency lockdown, armed intruder, evacuation, shelter in place, and a fire emergency. Each message starts with “**EMERGENCY ALERT**” followed by the emergency instruction, and will be broadcast continually. The benefit of this project is to link all buildings on campus so that emergency messages will be sent and heard in each building. Students, staff and visitors will receive the emergency alert messages simultaneously, providing both notification and safety instructions to follow for the emergency.

The benefit of completing this project to send alert messages to all buildings simultaneously, will allow the Campus Safety Department to conduct emergency training exercises that provide awareness and procedures to follow to maintain life safety within the College

community.

Video Camera System

The College has over 200 cameras installed across the core campus which are monitored by the Campus Safety Department. Cameras operate on a daily basis, often utilized during investigations, providing necessary assistance and safety for the College community.

Campus Safety plans and manages the entire College camera system. Cameras are installed as needed which enhances the entire system. Installations update existing cameras and cameras are added in newly renovated departments/areas of the campus.

Panic Alarms

In 2023 and 2024, additional stationary and portable panic alarms were installed in the new Enrollment area and the Advising and Counseling Department. In addition, control panels for the College panic alarm system were upgraded.

Student and Faculty Emergency Preparedness Handbooks

During 2023, the Department of Campus Safety revised and printed over 500 copies of the Student and Faculty Emergency Preparedness Handbooks. These handbooks have important information regarding procedures that should be followed during every type of emergency situation that can occur on campus. The books describe how to be safe during an active shooter situation, what to do upon seeing a chemical spill and how to assist people experiencing a mental health crisis along with many other topics. These books were distributed to various departments by Campus Safety Officers and students can collect a book anytime at the Welcome Center and other areas on the campus. They remain available throughout academic semesters.

Emergency Alert Messages which will be broadcast in College buildings are listed in the handbooks. Actual wording of emergency messages that students, employees and visitors can expect to hear during an active emergency, are cited in the handbooks.

Faculty Handbook

The Department of Campus Safety coordinated with the Academic Support Department to update and revise the Emergency Preparedness section of the Faculty Handbook. The information detailed in the handbook will allow staff members to educate themselves regarding emergency procedures for the campus. It is consistent with information in the Emergency Preparedness Handbooks.

Somerset County Educators Safety & Security Conference

On October 13th, 2023 the Department of Campus Safety assisted and coordinated with the Somerset County Prosecutor's Office in hosting a conference which discussed how to improve safety and security procedures for educational facilities. A future conference is scheduled for November 18th, 2024 at the College.

Reunification Site for Branchburg Township

A reunification site is a location where students, school staff, and parents can reunite after an emergency evacuation of an elementary school. Raritan Valley Community College now serves as a reunification site for three Branchburg Township elementary schools. Plans were coordinated with Branchburg Township Board of Education. Campus Safety coordinated with

a training agency that provided a three-day training program focusing on reunification procedures and requirements, attended by educational employees from neighboring Counties.

Law Enforcement Support

The Director of Campus Safety and Emergency Management attends monthly meetings conducted by the Somerset County Police Chiefs Association. Attending these meetings maintains excellent working relationships and sharing of important information with local law enforcement and Federal officials that also attend the meetings. These relationships help support the safety and security of the College campus and community.

The College is regularly used as a training facility for local and Federal law enforcement agencies. The Department of Campus Safety coordinates and schedules facility needs for their training.

Complex Coordinated Training Exercise

The Department of Campus Safety initiated and is actively coordinating with local and County Emergency Management and law enforcement agencies to conduct a large-scale training exercise, that will include both tabletop and a full-scale exercise. This exercise will focus on violent incidents that will occur simultaneously at the College and a neighboring community. It will involve multiple public safety agencies, testing response protocols of multiple agencies to different locations at the same time.

This will be a new type of training exercise involving agencies and locations in Somerset County. College involvement will focus on initial reporting, emergency notifications and necessary coordination with emergency response agencies. Additional meetings will be held to develop scenarios and exercise objectives. Multiple Municipal and County agencies will participate with this exercise.

Supporting External Agencies

Two major events were held on Campus for the Rolling Thunder Motorcycle Group and the Branchburg Rotary. Campus Safety hosted multiple meetings with each group, to coordinate logistics, activity of each event and maintain a Security presence and provided assistance while the events occurred on Campus.

Rolling Thunder

On May 25th approximately 100 motorcyclists affiliated with the National Association of Rolling Thunder organized on Campus for an organized trip to the Vietnam War Memorial in Holmdel, New Jersey. To conduct a **National Ride for Freedom** on May 26th, between 7:00am-12:00pm 350-400 motorcyclists organized once again on Campus, dedicated to Memorial Day and service by all who serve and sacrifice for our country, including those who were prisoners of war and are considered missing in action. The founder of the National Association made a speech relating to the past and current service of all veterans. Both motorcycle rides were escorted off Campus by County and State Law Enforcement Officers, to participate in local parades in Somerset County.

Touch-A-Truck

On June 8th, the Branchburg Rotary conducted a Touch-A-Truck event on Campus, attended by approximately 1,500-2,000 attendees. The event was a success. The Rotary Club also arranged for the display of 150 flags on property at the front of the Campus, honoring Military and Law Enforcement service and heroes. The dedicated efforts of the Rotary support

donations to prevent veteran suicides and local law enforcement.

These projects and activities coordinating and maintaining relationships with Public Safety agencies focuses on the safety and security of the College community.

Prevention and Awareness Programs

Crime prevention is a high priority for the College and Campus Safety Department. Community members are encouraged to be aware of their surroundings, on and off campus, and to take responsibility for their own safety and that of others. Campus Safety coordinates several programs to enhance the personal safety of students and employees, and safeguard property through education and awareness. This is accomplished through outreach programs to students and employees, training for employees and Security Officers, safety presentations and dissemination of safety and security information.

Emergency Preparedness Handbooks

Emergency Preparedness Handbooks are provided to Faculty, Staff and Students. These handbooks provide specific information regarding emergencies, crime reporting, resource information and safety and crime prevention tips. (Updated 2023)

Active Shooter, Workplace Violence, Bomb Threat/Suspicious Package Training

Active Shooter, workplace violence, and bomb threat/suspicious package training programs are provided to College employees.

FEMA IS-907 Active Shooter: What You Can Do

All Campus Security staff are required to take and pass the FEMA Active Shooter course.

Bicycle Patrol Program

Bicycle patrols augment motor vehicle patrols. Campus Security Officers patrol the campus on bicycles when needed and for special events. Based on the location of the emergency, bicycles improve response time to emergencies and increase guard visibility and availability to the campus community.

Campus Safety Presentations

These interactive presentations are available to any group upon request. They provide vital information on how to maintain the safest possible campus environment.

Confidential TIPS Hotline

Pursuant to a campaign to raise awareness that safety on campus is everyone's responsibility Campus Safety maintains a confidential TIPS Hotline 908-231-8806. Information can be provided by phone and is reported directly to the Campus Safety Office.

Security Escort Program

Security escorts are available to students, faculty, staff and visitors who are on campus and may be concerned about their safety. A request can be made by calling the Department of Campus Safety at **908-231-8800** or extension 8800, at the Campus Safety Office located on the ground floor level of Somerset Hall room S-010, speaking with any Campus Security Officer or by using an emergency red phone located in campus building hallways or exterior emergency callbox. Classrooms now have telephones providing direct communication with the Campus Safety Office.

New Employee Orientation – Safety and Security

The Director of Campus Safety meets with new employees, both staff and faculty members to provide an overview of College Security and Safety programs and services, and discuss safety protocols regarding armed intruder threats, fire safety and emergency notifications.

New Student Life Representatives Orientation – Safety and Security

The Director of Campus Safety meets with student life representatives providing an overview of College Security and Safety programs and services, as well as fire safety and other basic safety tips.

Reporting Suspicious Activity

Observing/reporting suspicious persons or incidents information is provided to College employees in emergency procedure documents and student handbooks, stressing the importance of reporting suspicious or unusual behavior.

Drug Free Schools & Campuses Act

Raritan Valley Community College endorses the mandates of the **Drug-Free Campus provisions of the Higher Education Act**. The College prohibits the manufacture, possession, use, or distribution of illegal drugs and alcohol by all students. Possession means having the substances or being in the presence of these substances.

The College will involve local law enforcement officials when appropriate. Illegal possession, use, or distribution of illicit drugs, or illegal use or possession of alcohol is punishable under applicable local, state, and federal law. Criminal complaints may be lodged against suspected violators of the drug laws. Violators will also be subject to the College discipline process that may result in disciplinary sanctions.

Drug and alcohol abuse counseling is available through the Advising and Counseling Department. Alcohol and substance abuse programs the College uses to comply with the Act are outlined below, and include but are not limited to: counseling, education, focus groups, poster and brochure campaigns and prevention programs.

Substance Abuse Education and Health Awareness

Consistent with its core mission, Raritan Valley Community College provides students a variety of prevention focused substance abuse education and awareness programs. Partnering with Prevention Resources Inc., Empower Somerset, Communities in Crisis and Somerset Treatment Services and the on-campus club; Health Oriented Peer Educators (HOPE), provides alcohol, drug abuse prevention, tobacco use, stress and mental health awareness workshops for students, staff, faculty, the campus community and community agencies. In addition, HOPE collaborates with the Somerset County Health and Human Services, Addiction Services and the Somerset Prosecutor's Office through Operation Helping Hands, a trustworthy resource providing recovery assistance from addiction.

Alcohol and Other Drugs – Website provided to the campus community regarding RVCC's alcohol and drug policies, standard of conduct, alcohol and drug health risks and how to get help. The College Alcohol and Other Drugs information can be accessed here: <https://commons.raritanval.edu/studentsev/counseling/aod>

In addition to regular meetings and planning sessions during 2023 & 2024 the HOPE Club oncampus focused on the following club outcomes and summary of events:

2023

Coping Skills, Stress, Resiliency

Apr 4: In a Split Second- Lunch and learn presented by the HOPE Club to RVCC students. Discussion and resources provided, with pizza.

Apr 25: End of the Year Rock and Roll Picnic- HOPE members served mocktails.

Oct 17: Pills 2 Heroin – Lunch and learn presented by the HOPE Club to RVCC students. Discussion and resources provided, with pizza.

Nov 2: In a Split Second – Lunch and learn presented by the HOPE Club to RVCC students. Discussion and resources provided, with pizza.

Alcohol Awareness

Apr 14: NYC Trip to Car Show – Sober Fun event.

Smoking Awareness

Jan 24: Student involvement Fair-recruiting event. Hope members actively recruited new members and used trivia wheel to educate about dangers of vaping.

Mar 8: National No Smoke Day social media post on RVConnect. Post created for Yestercades to invite all students.

Sept 12: Welcome Picnic where HOPE members manned a drink station and served mocktails. Promoted Smoke Free Campus

Mental Health Awareness

Feb 15: Students attended a mental health speaker event “I have Anxiety” with Wes Woodson.

Oct 10: Communities in Crisis Harm Reduction Panel Discussion.

Substance, Alcohol and Smoking Awareness

Feb 16: RVCC’s Valentine’s Day Party – Hope club served mocktails and other beverages

Apr 20: HOPE members put Narcan kits in all the first aid boxes across the campus and posted photos on social media. A letter was sent out to the campus community by the RVCC President to help with awareness of the Opioid Crisis and the locations of the Narcan in the boxes.

Aug 26: Overdose Awareness Day which included a Fentanyl Factor with a panel discussion.

Sept 19: Marijuana in the Workplace Webinar – the Challenge of Impairment – Drugs don’t work in NJ.

Nov 16: Eliminate tobacco on College campus social media posts on Instagram and RVConnect.

Training

Mar 21st , Mar 23rd & Nov 7th: Naloxone Training – Training offered to the campus community for recognizing the symptoms of an overdose and the administration of the opioid overdose reversal medication Naloxone (Narcan).

July 18: Social media post for virtual Narcan training with Communities in Crisis.

2024

Coping Skills, Stress, Resiliency

Mar 21st & Apr 4th: Cupcakes and Condoms pop up event and Zero Proof Pub night.

Mar 21: Giving Day

Mar 28: In-A-Split-Second Lunch and Learn

Apr 11: Somerset County's Child Abuse Forum- recognizing signs of abuse and how to report

Alcohol Awareness

Feb 8th, Feb 20th, Feb 23rd, & Feb 27th: Pub Night club wide planning meetings-posters, food and beverage, advertising, shirts, DJ and lighting.

Apr 23: Spring Picnic -HOPE served zero proof cocktails station.

Substance, Alcohol and Smoking Awareness

Mar 14: Fentanyl Factor Lunch and Learn

Apr 11: Pills to Heroin Lunch and Learn

Apr 20: Social Media post for 420 on harms of cannabis

Training

Jan 17-20: NASPA Hope Conference in San Francisco

Apr 2: Narcan Training

Drug Overdose Prevention Website – College website for resources on obtaining help for drug addiction.

<https://www.raritanval.edu/community-resources/safe-communities/drug-death-prevention>

Fast Facts Inhalants Bookmark Campaign – Overview of the types and forms of inhalants and their effects on the body.

Fentanyl Factor Documentary – Documentary offered to the campus community through multiple events, providing information about the role of fentanyl in the opioid epidemic.

Great American Smoke Out – Social media campaign providing information on the health risks and resources for quitting smoking.

Not Just A Plant 4/20 Initiative – Social media and virtual interactive presentation campaign to spread awareness about the dangers and various harms of marijuana use.

Pills to Heroin / Lunch and Learn – A documentary film created by the HOPE club, focusing

on dealing with drug overdoses, the misuse and abuse of opioids and heroin. Followed by a discussion covering the progression from prescription medication to heroin.

Poster Campaign – Provides “social norm” statistics for campus wide alcohol consumption, drinking too much, driving sober with a designated driver, drinking and pregnancy. National Institute on Drug Abuse (NIDA) poster was displayed during alcohol and drugs facts week.

Rethinking Drinking: Alcohol and Your Health – Booklet provided to the campus community from the National Institute on Alcohol Abuse and Alcoholism (NIAAA), covering the symptoms of alcohol abuse and ways to make a change. Online booklet can be found here: https://www.niaaa.nih.gov/sites/default/files/publications/Rethinking_Drinking.pdf

Somerset Treatment Services Informational Cards – Resource and information cards for prevention, education and treatment services pertaining to substance abuse and HIV.

Tobacco Free Campus – RVCC is a smoke and tobacco free campus. The College has created a Smoke Free Campus Taskforce.

“Where to go for Help” Resource Guide – Pocket resource guide offered to the campus community for substance abuse, and other counseling services including, crisis, family and domestic violence services.

Health and Wellness Programs

Feb 23: Cupcakes and Condoms distributed in the Bateman Center and mobile cart canvassing.

Apr 18: Cupcakes and Condoms along with Zufall Aid awareness.

Sept 19: HOPE Club recruitment day – Student involvement fair – manned table and distributed resources and club information. Engaged new students to join.

Oct 3rd & Oct 23rd: Cupcakes and Condoms events in cafeteria with prevention materials distributed.

Cup Cakes and Condoms – Free HIV testing offered to the campus community.

Relaxation Under the Stars – Relaxation sessions open to the campus community held in the RVCC Planetarium.

Mental Health Awareness Day – An emphasis on promoting mental health awareness to the campus community.

Suicide Prevention Week – Digital campaign to help prevent suicide and bring awareness to the campus community for available resources and support.

Suicide and Depression: What you Need to Know – Pamphlet program

To Write Love On Her Arms (TWLOHA) Club – An on-campus club offering assistance to students struggling with depression, addiction, self-injury, and suicide with treatment and recovery.

Time Management and Test Anxiety Workshop – Workshops provided to students on how to manage time and lower anxiety for better productivity.

Mental Health Assistance

A message from the Advising, Counseling, and Transfer Services Department

Students may often struggle with a variety of issues, anxiety, depression, drug and/or alcohol abuse or overuse, adjusting to college life, housing or food insecurities, and a number of other issues. Turning to friends and family may relieve some of the stress; however, at times, it may not. If you or someone you know is in a crisis and having thoughts of hurting yourself, someone else, thoughts of death, dying and/or suicide, **not** during office hours, the following is a list of numbers that will help.

If you need *immediate* assistance:

- **Emergency Services: 911**
- **Somerset County Screening Center & Suicide Hotline: 908-526-4100**
- **Hunterdon Behavioral Health: 908-788-6401 or 908-788-6400**
- **Suicide & Crisis Mental Health Hotline: 988**

Need *additional* support:

- **NJ Hopeline: 1-800-SUICIDE (784-2433)**
- **Mental Health Referral Helpline: 1-866202-4357**
- **National Suicide Prevention Lifeline: 1-800-273-8255**
- **National Crisis Text Line: text the word “BRAVE” to 741-741**
- **Trevor Lifeline (LGBTQ specific crisis line): 1-866-488-7386**
 - **Or text “TREVOR” to 1-202-304-1200**
- **Rape, Abuse and Incest National Network (RAINN):1-800-656-HOPE (4673)**
- **NJ Drug Hotline: 211 or 1-800-238-2333**

The College will offer brief therapy for our students, at no cost, in order to help those in need. Students experiencing any issue impacting your ability to focus and remain safe, counselors are available to help, during office hours.

Counseling Services are located in:

Advising, Counseling & Transfer Services, Suite L-029

Monday and Thursday 8:30am - 6:00pm,

Tuesday, Wednesday and Friday 8:30am - 5:00pm

908-526-1200 x8336

Resource Center is available during the same hours second floor of College Center

Tierra Hall-Edward LMHC
Assistant Director of Counseling Services
Counseling & Transfer

Tierra.Hall-Edward@raritanval.edu

Personalcounseling@raritanval.edu

Gina Falvo Kuijlaars LPC, CCFC, CCATP,
Executive Director of Advising,

Gina.Kuijlaars@raritanval.edu

Department of Campus Safety: 908-231-8800

Informational Pamphlet Program

Information available through the on-campus pamphlet program consists of the following:

Substance Abuse - Drugs

- Prevent Opioid Addiction
- Safe Prescription and Pain Medication Use
- Drug Overdose
- Abuse - Prevention Resources
- Physical, Emotional, Psychology of Substance Abuse or HIV
- Recovery Treatment
- Substance Use Disorder
- Marijuana- Physical Effects

Alcohol Abuse

- Underage Drinking
- Driving while Drinking
- Abuse – Prevention Resources
- Safe Practices
- Recovery from Alcoholism

Smoking

- Danger of Smoking & It's Consequences
- Teen Vaping
- Nicotine and Tobacco Recovery
- Tobacco Cessation Resources
- Vaping and Marijuana Concentrates

Mental Illness

- Family Support

Emotional Distress

- Anger, Conflict, Stress
- Crisis – Emotional Distress

Sexual Assault Awareness, Misconduct and Violence

Domestic Violence & Sexual Violence

866-295-7378

Women Aware- Moving Beyond Abuse

Hotline: 732-249-4504, Toll-Free: 833-249-4504

womenaware.net

Youth Crisis Intervention

Internet Gambling

Suicide Awareness

Resource Information regarding the following:

- Teen Equality & Help
- Prosperity Life Skills Program
- Family Health Services
- Homeless Prevention Program
- Youth Emergency Housing

Policies, Rules, Regulations and Student Code of Conduct

College Policies, Rules and Regulations, the Student Code of Conduct, and Disciplinary Procedures for violations of the Code of Conduct are published in the online Student Handbook and posted on the College website. Student Handbooks are available online on the College website and can be found through the link;

https://www.raritanval.edu/sites/default/files/aa_PDF%20Files/8.x%20General%20Information/210830-D0880_2021-22%20Student-Handboo-%20RE-Aug30Final.pdf

One of the core values of Raritan Valley Community College is fostering an environment of mutual respect, responsibility, and collaboration. The Student Code of Conduct (Code) establishes expectations of behavior for all students regardless of enrollment status or campus location. The provisions of the Code govern the actions of all students whether at a College-owned or managed location or at a College-sponsored or supervised function or event. This Code applies to behavior directed toward any member of the College Community as well as a student's conduct during Academic Placements. Upon admission to the College, a student incurs the responsibility for becoming familiar with and abiding by, the provisions of the Code. Violations of the Code may result in a student receiving a failing grade on an assignment or in a course, required community service, Disciplinary Warning, Disciplinary Probation, Disciplinary Suspension, Dismissal, or other appropriate penalty.

The Code of Conduct and relevant policies can be found in the online Student Handbook starting on page 40. The Code of Conduct can be accessed at:

https://www.raritanval.edu/sites/default/files/aa_PDF%20Files/8.x%20General%20Information/210830-D0880_2021-22%20Student-Handboo-%20RE-Aug30Final.pdf

If you have questions about the Code of Conduct or Academic Integrity Policy, contact the Vice President of Student Affairs in College Center, C-153.

Online Student Conduct Reporting Form

Raritan Valley Community College urges all members of the College community to promptly report any incidents of student misconduct so they can be thoroughly investigated in a timely fashion. The online form can be utilized to report incidents of alleged violations of the Code of Student Conduct to the Office of the Vice President of Student Affairs. If the incident relates to an issue involving an employee of the College or a visitor, please contact Human Resources or the Campus Safety Department. Although anonymous reports are allowed, they may limit the range of action that can be taken due to the inability to clarify specifics of the report.

Including your contact information will allow the office to follow-up if needed.

The online reporting form can be accessed here:

<https://cm.maxient.com/reportingform.php?RaritanValleyCC>

College Policies

Sensitive Crimes

The Department of Campus Safety will assist victims of bias or hate crimes, bullying or intimidation, sexual harassment or discrimination, sexual assault and domestic violence. Bias or hate crimes relate to incidents involving race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. Sexual assault includes force and non-force, acquaintance and stranger rape, statutory rape, incest, unlawful touching or fondling, or sexual coercion.

If you are the victim of bullying or intimidation, a bias or hate crime, sexual assault, stalking, an act of dating or domestic violence, or if you see offensive graffiti on or near the campus, contact the Campus Safety Department, the Vice President of Student Affairs or the Vice President of Human Resources & Compliance.

Somerset County offers trained teams that can respond to assist victims of sexual assault or domestic violence.

Bullying and Intimidation

Acts of harassment, intimidation, or bullying in gesture, written, verbal or electronic communication that is motivated by actual or perceived factors such as race, color, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability are violations that should be reported to the, Campus Safety Department, Title IX Coordinator, or the Office of Student Affairs. (Online Student Handbook, page 35)

Sexual Harassment and Discrimination

RVCC seeks to provide an environment free from harassment and discrimination. The College is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees. The College takes active measures against all discrimination, discriminatory harassment, and sexual harassment, including violence and any type of sexual misconduct.

Title IX of the Education Amendments Act of 1972 protects people from discrimination, discriminatory harassment, and sexual harassment, including any type of violence or sexual misconduct in educational access, programs and activities. These behaviors are demeaning and interfere with the rights of others to pursue their education in an atmosphere that is safe and respectful. In addition to any overt acts of harassment and assault, any sexual contact without consent and any gender-based violence are strictly prohibited. Incidents involving this type of behavior should be reported immediately.

Students and employees are encouraged to report any incidents of discrimination, harassment, sexual violence and bullying which cause physical or emotional harm, or create

a hostile environment. This activity can include any gesture, written, verbal or physical act, or electronic communication, whether a single incident or a series of incidents, which you perceive motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental, physical or sensory disability which interferes with the rights of a student or employee. Likewise, students or employees who witness or learn of another person becoming the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of sexual violence or sexual misconduct are urged to report the matter immediately.

Anyone being harassed should report the incident immediately to the Department of Campus Safety **908-231-8800**, the Title IX Coordinator **908-526-1200**, extension **8260**, or the Vice President of Student Affairs **908-526-1200**, extension **8311**.

Confidentiality will always be maintained insofar as it does not interfere with the College's legal obligation to investigate allegations of misconduct, and the ability to take corrective action consistent with rights of due process. (Online Student Handbook, page 41)

Substance Abuse Policies

RVCC promotes personal responsibility among students and employees encouraging them through various policies, education programs and services to make informed and responsible decisions. The College's policies and Code of Conduct governing the use of alcohol and illegal drugs apply to all RVCC students and employees. The primary responsibility for knowing and abiding by the provisions of the College's policies rests with the individual student and employee.

Alcohol & Illegal Drugs

Possession, sale, consumption, being under the influence, manufacturing or furnishing alcohol or illegal controlled dangerous substances on the College campus is illegal under New Jersey law and violates College policy. Violators of the Alcohol or Illegal Drug policy or related New Jersey laws are subject to disciplinary action and criminal prosecution.

Enforcement of the Alcohol and Drug policy on campus is the responsibility of the Campus Safety Department, the Division of Student Affairs and the Human Resources Department. Criminal enforcement of alcohol and drug laws is the responsibility of the Branchburg Police Department.

RVCC's policy states: Except at specific organized social functions, the use, possession and sale of alcoholic beverages is forbidden. The manufacture, use, possession, distribution, sale or being under the influence of drugs unless prescribed by a doctor is forbidden. RVCC adheres to all local, state and federal laws and statutes pertaining to the possession, use and distribution of alcohol and illegal drugs and expects its students and employees to do the same. If the student is found to be under the influence of drugs or alcohol, the Campus Safety Department will notify local police. Persons violating these policies will be subjected to all applicable civil and criminal penalties and the College disciplinary procedure.

The College recognizes the right of law enforcement agencies to enforce statutes pertaining to illegal substances on its campus, including executing search and arrest warrants. (Online

Student Handbook, page 33)

Firearms, Weapons & Explosives

Weapons, ammunition, explosives and fireworks are not permitted on College property. Law enforcement personnel who are authorized to possess weapons may do so within the scope of their authority. Off-duty law enforcement officers who are required to carry their firearms while attending class, are to ensure their weapon is properly secured and concealed. (Online Student Handbook, page 36)

Gambling

In compliance with New Jersey State Laws, gambling is forbidden on campus. (Online Student Handbook, Code of Student Conduct Violations, page 45)

Reporting and Responding to Sexual Assault

Sexual assault is a serious concern on College campuses throughout the country. To address this problem, RVCC provides on-going educational and prevention programs to students during the academic year. In addition, the College provides services to individuals who may be victims of sexual assault. Students who report sexual assault can be assured of accessible, prompt, and equitable methods of investigation and resolution.

The College treats allegations of sexual assault extremely seriously and can assist victims in obtaining medical treatment, counseling and advocacy services and legal assistance. The College is committed to treating victims with care and compassion, and will safeguard a victim's confidentiality, respect the victim's privacy and support a victim's right to make choices about resources and options available to them.

In a campus setting, sexual assault can occur when one or both parties are intoxicated from alcohol or drugs or in connection with group activities where unanticipated social contact may develop. Therefore, it is important to understand that intercourse or other sexual activity with a person unable to give free and full consent (e.g., because of intoxication, substance abuse, or intimidation) constitutes sexual assault or rape. Furthermore, the offender's use of a mind-altering substance does not in any way diminish his or her responsibility for abusive behavior.

RVCC recognizes that sexual assault is never the fault of the victim. Please read the information provided herein and be aware of the effects of alcohol and other drugs and the dynamics of social gatherings.

Actions for Victims of Sexual Assault

It is recommended that victims of sexual assault take the following steps:

Seek Medical Treatment

To get immediate medical treatment, call the Department of Campus Safety or 911

It is important that a person who has been recently assaulted receive prompt medical attention to ensure that he/she is medically well. Because physical injury is not always

noticeable at first, it is important to receive a medical examination and treatment as soon as possible. This may include screening and/or treatment for sexually transmitted diseases and emergency contraception, if appropriate.

Hospital Visits

A medical examination may include the collection of physical evidence for use in prosecution, if the victim so chooses. Such evidence may increase the chances of successful prosecution, and its collection is therefore strongly encouraged. For this reason, victims should not bathe, wash, or change clothes before seeking medical treatment. Reliable forensic evidence can be collected by a medical provider, usually in an emergency room, up to 96 hours following a sexual assault. The medical examination and collection of forensic evidence are done simultaneously. RVCC students can go to the emergency room at the Robert Wood Johnson University Medical Center at Somerset or the Hunterdon Medical Center, or any other nearby medical facility.

Even though a victim may be unsure about immediately reporting an incident to the police, making a report after a few days is still helpful. Collecting forensic evidence makes it much easier to pursue a prosecution at a later time. Toxicology testing for "date rape drugs" is most effective within 72 hours of an assault. Results will not be analyzed unless a police report is filed.

Seek Support Services

The safety and well-being of a victim is of paramount importance. The College strongly encourages victims to contact trained professionals for emotional support, medical services, and advocacy as soon as possible.

Contact options include:

- The Advising, Counseling, and Transfer Services
- The Department of Campus Safety
- The Title IX Coordinator
- The Vice President of Student Affairs
- A Sexual Assault/Anti-Violence Crisis Center
- A Medical Treatment Facility
- Any trusted friend, adviser, or faculty member

College faculty and staff members have the duty to report incidents of sexual assault to the Department of Campus Safety. Students wishing to keep their information as confidential as possible should speak with a rape crisis counselor, a clinician at the counseling center, a medical provider in the context of receiving medical treatment, or a member of the clergy. These community members are confidential and private resources for students, and do not have an obligation to report instances of sexual assault.

Seek Counseling

RVCC and the community offer a variety of counseling resources to victims of sexual assault. Advising and Counseling Services at the College can provide initial guidance and information regarding additional counseling and support services. Sexual Assault Support Services

provide professional counseling and crisis intervention services for victims of sexual abuse/assault and their families. Many support services are available in Somerset and Hunterdon Counties for victims of sexual abuse or assault. (Refer to the On Campus and Off Campus resource sections.)

File a Report with Local Law Enforcement

To report an assault, the College urges victims to consider contacting the local law enforcement agency where they reside or the law enforcement agency where the assault occurred. If requested, Campus Safety personnel will assist the victim through the reporting process. Although the College encourages filing criminal charges, it respects a victim's choice in deciding to report or not report an assault to law enforcement.

File a Report with the College

Students may also choose to file a report with the College. The College reporting and judicial system and police/legal system work independently from one another. Students can file reports with the College, with law enforcement, or with both. Information about filing a report with the College can be provided by Counselors in the Advising, Counseling and Transfer Services, extensions 8330 or 8336, the Vice President of Student Affairs, extension 8311 and the Campus Safety Department, extension 8800.

Reports of alleged sexual assault by an RVCC student should be filed with the Vice President of Student Affairs, located in College Center, room C-153 or the Campus Safety Department, located on the lower level of Somerset Hall, room S-010.

Reports of alleged sexual assault by an RVCC faculty member, staff member, or administrator should be filed with the Human Resources Department, located in Somerset Hall, room S220, extension 8260, or the Campus Safety Department.

Students who report an instance of sexual assault to the College are entitled to have a designated support person available to assist them throughout the process.

Disclosure to Victims of Crimes of Violence or Non-Forcible Sex Offenses

Raritan Valley Community College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of the victim will be treated as the alleged victim. The College will provide the results of the disciplinary proceeding to the victim's next of kin.

Victim's Bill of Rights

New Jersey established a Bill of Rights to ensure the needs of victims are met and that Colleges and Universities create and maintain a culture supporting human dignity. All members and representatives of the RVCC community, including Campus Security Officers, administrators, faculty, employees and students are expected to recognize and abide by the following principles regarding victims of campus related sexual assaults:

Bill of Rights

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

- On the campus of any public or independent institution of higher education in the state of New Jersey, and

Where the victim or alleged perpetrator is a student at that institution, and/or

- When the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
- To have any allegations of sexual assault treated seriously.
- The right to be treated with dignity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.
- To be free from any pressure from College personnel to:
 - Report crimes if the victim does not wish to do so,
 - Report crimes as lesser offenses than the victim perceives them to be,
 - Refrain from reporting crimes, or refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources

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

Campus Judicial Rights

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

Legal Rights

- To have any allegations of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- To receive full and prompt cooperation and assistance of College personnel in notifying the proper authorities.
- To receive full, prompt, and victim-sensitive cooperation of College personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

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

Statutory Mandates

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
- Each campus shall make every effort to ensure that every student at the institution receives a copy of this document.
- Nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of this act shall be construed to preclude, or in any way restrict, any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

For further information on the Sexual Assault Policy and Procedures, contact the College Department of Campus Safety at **908-231-8800**, Advising, Counseling, Transfer Services at **908-526-1200, extension 8336** or **8330**, or the Vice President of Student Affairs at **908-526-1200, extension 8311**.

Sex Offender Registry

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working, or volunteering on campus.

Pursuant to this law, RVCC is required to notify students and employees of the location of information pertaining to individuals employed or enrolled on campus who have been

convicted of violent sex offenses or criminal offenses against minors. Law enforcement information provided by the New Jersey State Sex Offender Registry relating to registered sex offenders can be obtained from the following website:

<http://www.njsp.org/sex-offender-registry/index.shtml>

The Clery Act – Reporting Crime

Who must report campus crime?

In addition to the Campus Safety Department, anyone with Campus Security Authority must also report crimes that are reported to them. Individuals with Campus Security Authority may be any of the following:

Individuals with Campus Security Responsibility – staff assigned to security functions.

Designated individuals – any individual or organization identified at the College as Clery Act Coordinator who receives reports of crimes.

Officials with Significant Responsibility for Student and Campus Activities – campus officials who manage or otherwise oversee student and campus activities. Staff responsible for campus student housing, a student center, or student extra-curricular activities; a director of athletics or a team coach; faculty advisors to student groups; staff responsible for student discipline; campus judicial staff and persons who receive complaints.

Who is exempt from reporting?

Pastoral or professional counselors are exempt from Clery reporting responsibility.

A Pastoral Counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as pastoral.

A Professional Counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification. Other persons who have significant responsibility for student and campus activities are not exempt from reporting if they counsel or advise students and employees, even if done so in confidence.

What crimes must be reported?

The Annual Security Report includes statistics of crimes required by the Clery Act that occurred within the College's Clery geography that were reported to Campus Security Authorities. The Campus Safety Department ensures reported crimes are properly classified.

The following are Clery Act reportable crimes:

Murder & Non-Negligent Manslaughter

Negligent Manslaughter

Rape

Fondling

Incest

Statutory Rape
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson

The Violence Against Women’s Act (VAWA) added reporting requirements for the criminal offenses of: Domestic Violence, Dating Violence and Stalking.

Arrests and Disciplinary Referrals for liquor law violations, drug law violations, and illegal weapons possession.

Any Hate Crimes involving the above offenses, including a hate crime associated with the following offenses:

Larceny/theft
Simple assault
Intimidation
Destruction/Damage/Vandalism of Property

What to Report

All allegations of crimes and crime information disclosed to Campus Security Authorities must be reported. Even though law enforcement may conclude after an investigation that some allegations are not substantiated by facts or the law, all information must be reported. Neither a formal police report, or an investigation is needed in order for a crime to be reported or included in Clery Crime Statistics. Campus Security Authorities are responsible to provide an accurate and complete description of what occurred, including the location and whether the victim or alleged perpetrator was a student.

Crimes and related disciplinary referrals are reported to the Campus Safety Department. The Clery Act Coordinator (Director of Campus Safety) consolidates reported data and reports the data to the federal Department of Education, includes it in the Annual Security Report and informs the campus community where the report is available.

Confidentiality

Crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime.

Statistical Disclosure of Reported Incidents

Incidents reported to the Department of Campus Safety that meet requirements of any of the mandated Clery Act reporting classifications will be disclosed as a statistic in the College Annual Security Report.

Campus Security Statistics

Property Definitions

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes, including any building or property that is within or reasonable contiguous to the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.

On Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

Definitions of Reportable Crimes

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence

The killing of another person through gross negligence.

Rape

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

Fondling

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

Incest

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

Statutory Rape

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

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 by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, house breaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

Arson

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

Liquor Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition).

Drug Abuse Violations

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons, concealed or openly; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and all attempts to commit any of the

aforementioned acts.

Hate Crime Definitions

The following acts are reportable as Hate Crimes under the Clery Act, when motivated by prejudice based on the victims, Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin and Disability.

Larceny-Theft

The unlawful taking, carrying, or riding away of property from the possession or constructive possession of another. (Count one offense per incident).

Simple Assault

All assaults and attempted assaults which are not of an aggravated nature and do not result in severe or aggravated bodily injury.

Intimidation

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

Destruction, damage, or vandalism of property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Violence Against Women Act (VAWA)

As of March 2013, the Violence Against Women Reauthorization Act (VAWA) added new reporting provisions for Clery Crimes. These reporting requirements are:

Dating Violence

Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence

Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Stalking

Means a course of conduct directed as specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Campus Sexual Assault Violence Elimination Act (SaVE Act)

Violence Against Women Act (VAWA)

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Raritan Valley Community College (Herein referred to as RVCC) does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not. These acts include dating violence, domestic violence, and stalking. As a result, RVCC issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and when it is reported to a College official. In this context, RVCC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking, and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community. For a copy of RVCC's policy governing sexual misconduct, refer to:

<https://commons.raritanval.edu/studentserv/conduct/pages/sassault.aspx>

Definitions: These are terms used by RVCC in our policy and procedures.

Consent:

The state of **New Jersey** defines *consent*, in relation to sexual activity, as follows:

Consent (2C:2-10): *as defined in New Jersey Title 2C Code of Criminal Justice;*

1. In general. The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.
2. Consent to bodily harm. When conduct is charged to constitute an offense because it causes or threatens bodily harm, consent to such conduct or to the infliction of such harm is a defense if:
 - (a) The bodily harm consented to or threatened by the conduct consented to is not serious; or
 - (b) The conduct and the harm are reasonably foreseeable hazards of joint participation in a concerted activity of a kind not forbidden by law; or
 - (c) The consent establishes a justification for the conduct under chapter 3 of the code.
3. Ineffective consent. Unless otherwise provided by the code or by the law defining the offense, assent does not constitute consent if:
 - (a) It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense; or

(b) It is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature of harmfulness of the conduct charged to constitute an offense; or

(c) It is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

The RVCC Code of Conduct Violations related to Sexual Misconduct and Violence defines sexual consent as:

Sexual Consent is defined as giving explicit permission to participate in any sexual act.

Consent must be active, not passive; it cannot be implied or assumed. Each partner must knowingly give permission each and every time they engage in a sexual act.

Consent cannot be given if either participant is:

- Underage
- Incapacitated
- Mentally handicapped/Impaired
- Asleep
- Being threatened, forced or coerced

Sexual Assault:

The Federal Clery Act defines the crime of sexual assault:

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

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

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

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

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

Definitions for Sex Offenses in New Jersey (*As defined in New Jersey Title 2C Code of Criminal Justice*)

2C:14-1. Definitions. The following definitions apply to this chapter:

1. "Actor" means a person accused of an offense proscribed under this act;
2. "Victim" means a person alleging to have been subjected to offenses proscribed by this act;
3. "Sexual penetration" means vaginal intercourse, cunnilingus, fellatio or anal intercourse between persons or insertion of the hand, finger or object into the anus or vagina either by the actor or upon the actor's instruction. The depth of insertion shall not be relevant as to the question of commission of the crime;
4. "Sexual contact" means an intentional touching by the victim or actor, either directly or through clothing, of the victim's or actor's intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor. Sexual contact of the actor with himself must be in view of the victim whom the actor knows to be present;
5. "Intimate parts" means the following body parts: sexual organs, genital area, anal area, inner thigh, groin, buttock or breast of a person;
6. "Severe personal injury" means severe bodily injury, disfigurement, disease, incapacitating mental anguish or chronic pain;
7. "Physically helpless" means that condition in which a person is unconscious or is physically unable to flee or is physically unable to communicate unwillingness to act;
8. (Deleted by amendment, P.L.2011, c.232)
9. "Mentally incapacitated" means that condition in which a person is rendered temporarily incapable of understanding or controlling his conduct due to the influence of a narcotic, anesthetic, intoxicant, or other substance administered to that person without his prior knowledge or consent, or due to any other act committed upon that person which rendered that person incapable of appraising or controlling his conduct;
10. "Coercion" as used in this chapter shall refer to those acts which are defined as criminal coercion in section 2C:13-5(1), (2), (3), (4), (6) and (7).

Domestic Violence:

The Federal Clery Act defines the crime of Domestic Violence as:

Domestic violence means;

- 1) Felony or misdemeanor crimes of violence committed by:
 - A) A current or former spouse or intimate partner of the victim;
 - B) A person with whom the victim shares a child in common;
 - C) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - D) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 2) For the purposes of complying with the requirements of this section and section 668.41, (US Code of Federal Regulations - Institutional Security Policies and Crime Statistics) any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The New Jersey Code of Criminal Justice defines domestic violence as:

2C:25-19. Definitions as used in this act:

- a. "Domestic violence" means the occurrence of one or more of the following acts inflicted upon a person protected under this act by an adult or an emancipated minor:
 - (1) Homicide N.J.S.2C:11-1 et seq.
 - (2) Assault N.J.S.2C:12-1
 - (3) Terroristic threats N.J.S.2C:12-3
 - (4) Kidnapping N.J.S.2C:13-1
 - (5) Criminal restraint N.J.S.2C:13-2
 - (6) False imprisonment N.J.S.2C:13-3
 - (7) Sexual assault N.J.S.2C:14-2
 - (8) Criminal sexual contact N.J.S.2C:14-3
 - (9) Lewdness N.J.S.2C:14-4
 - (10) Criminal mischief N.J.S.2C:17-3
 - (11) Burglary N.J.S.2C:18-2
 - (12) Criminal trespass N.J.S.2C:18-3
 - (13) Harassment N.J.S.2C:33-4
 - (14) Stalking P.L.1992, c.209 (C.2C:12-10)

When one or more of these acts is inflicted by an un-emancipated minor upon a person protected under this act, the occurrence shall not constitute "domestic violence," but may be the basis for the filing of a petition or complaint pursuant to the provisions of section 11 of P.L.1982, c.77 (C.2A:4A-30).

b. "Law enforcement agency" means a department, division, bureau, commission, board or other authority of the State or of any political subdivision thereof which employs law enforcement officers.

c. "Law enforcement officer" means a person whose public duties include the power to act as an officer for the detection, apprehension, arrest and conviction of offenders against the laws of this State.

d. "Victim of domestic violence" means a person protected under this act and shall include any person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present or former household member. "Victim of domestic violence" also includes any person, regardless of age, who has been subjected to domestic violence by a person with whom the victim has a child in common, or with whom the victim anticipates having a child in common, if one of the parties is pregnant. "Victim of domestic violence" also includes any person who has been subjected to domestic violence by a person with whom the victim has had a dating relationship.

e. "Emancipated minor" means a person who is under 18 years of age but who has been married, has entered military service, has a child or is pregnant or has been previously declared by a court or an administrative agency to be emancipated.

Dating Violence:

The Federal Clery Act defines the crime of dating violence as:

Dating Violence means violence committed by a person;

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and;
- 2) The existence of such a relationship shall be based on the reporting party's statement, with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition;

- (a) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (b) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41 (US Code of Federal Regulations - Institutional Security Policies and Crime Statistics), any

incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The State of New Jersey defines Dating Violence as: For New Jersey State Code definition for Dating Violence refer to definitions listed under Domestic Violence 2C:25-19 subsection (4), dating.

New Jersey Title 18 "Education", 18A: 37-34 defines dating violence as:

Dating partner means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.

Dating violence means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

Stalking:

The Federal Clery Act defines the crime of Stalking as:

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to;

- (A) Fear for the person's safety or the safety of others; or
- (B) Suffer substantial emotional distress.

For the purposes of this definition:

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

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

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

For the purposes of complying with the requirements of this section and section 668.41 (US Code of Federal Regulations - Institutional Security Policies and Crime Statistics), any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The New Jersey Code of Criminal Justice defines Stalking as:

2C:12-10. Definitions; stalking designated a crime; degrees.

Course of conduct means repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about, a person, or interfering with a person's property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or

threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.

Repeatedly means on two or more occasions.

Emotional distress means significant mental suffering or distress.

Cause a reasonable person to fear means to cause fear which a reasonable victim, similarly situated, would have under the circumstances.

A person is guilty of stalking, a crime of the fourth degree, if he purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his safety or the safety of a third person or suffer other emotional distress.

A person is guilty of a crime of the third degree if he commits the crime of stalking in violation of an existing court order prohibiting the behavior.

A person who commits a second or subsequent offense of stalking against the same victim is guilty of a crime of the third degree.

A person is guilty of a crime of the third degree if he commits the crime of stalking while serving a term of imprisonment or while on parole or probation as the result of a conviction for any indictable offense under the laws of this State, any other state or the United States.

This act shall not apply to conduct which occurs during organized group picketing.

B. Education and Prevention Programs

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

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

Educational programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2. Defines using definitions provided both by the Department of Education as well as New Jersey state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

3. Defines what behavior and actions constitute consent to sexual activity in the State of New Jersey and/or using the definition of consent found in the RVCC Student Code of Conduct Violations related to Sexual Misconduct and Violence if state law does not define consent;

Awareness programs means community wide or audience specific programming initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

4. Provides a description of safe and positive options for bystander intervention. **Bystander intervention** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
5. Information on risk reduction. **Risk reduction** means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

RVCC has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new and current students, as well as new and current employees.

Prevention and Awareness Programs

The College offers primary prevention and ongoing awareness programs to students, faculty and staff to prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking.

Name of Program	Topics Covered	Date Held
Sexual Violence Awareness (Campus SaVE Act)	Primary online course for students covering sexual violence awareness, risk reduction and bystander intervention. Students learn what to do when sexual violence has happened, disciplinary proceedings, victim protections, and College sanctions. This course is part of the College’s sexual violence prevention effort.	Online – Yearly
Bystander Intervention Online Course	Primary bystander intervention program offered to students covering how to step in and respond when others need help during instances of harassment and sexual assault.	Online - Yearly

Title IX Rights and Protections	Primary sexual misconduct training for students covering the rights and protections under Title IX regulations.	Online – Yearly
Sexual and Domestic Violence Resources Booklet	Primary and ongoing program, defining campus policy and how to report sexual assault and domestic violence and available resources on how to get help.	Yearly – Campus Dissemination
Campus SaVE Act: Sexual Violence Awareness	Primary and ongoing online training program for new hired College staff and bi-annual training required thereafter. Training covers sexual violence awareness, risk reduction, bystander intervention and the legal and social aspects of sexual violence. This training is part of the College’s sexual violence prevention effort.	Online Mandatory Training for All College Employees. Bi-Annual Training
Employees VAWA (Violence Against Women Act)	Primary online prevention program for employees covering the Violence Against Women Act.	Online Mandatory Training for All College Employees
Sexual Harassment Policy Procedures and Agreement	Primary College sexual harassment policy agreement required for all College employees and student workers to sign and adhere to.	Mandatory for All College Employees
Preventing Sexual Harassment	Primary and ongoing online training program new hired College staff and bi-annual training required thereafter. Training covers understanding, preventing and the legal and social aspects of sexual harassment. This training is part of the College’s sexual violence prevention effort.	Online Mandatory Training for College Employees. Bi-Annual Training
Sexual Assault and Violence Prevention Website	Ongoing sexual assault and violence prevention program for reporting sexual assault and available resources. https://commons.raritanval.edu/studenterv/conduct/pages/sexualassault.aspx	Online – Yearly
Sexual Harassment & VAWA Policy, Procedures Training Certification	College sexual harassment and VAWA policy required for all new College employees to sign, acknowledge and adhere to.	Online Mandatory Training for College Employees

Title IX Policy and Procedures	Primary sexual assault and sexual discrimination training for all and new hired College employees. Bi-annual training required thereafter.	Online Mandatory Training for New Hired College Employees
Transgender Day of Remembrance	Transgender Day of Remembrance: Vigil and presentation included a name reading of those who passed away from violence towards the transgender community along with student presentations.	In person event
SAFE & Sound in Somerset: Domestic and/or sexual Violence in Lesbian, Gay, Bisexual, Transgender or Queer Relationships Pamphlet	Ongoing pamphlet program provided to the campus community providing information and resources for domestic and/or sexual abuse in the LGBTQ community.	Yearly – Campus Posting
Sexual Assault Support Services Pamphlet	Ongoing pamphlet program provided to the campus community providing resources and help for victims of sexual assault.	Yearly – Campus Posting
New Hire Employee Orientation	Primary program provided to new College employees covering campus reporting procedures, an overview of the Clery act and how to report instances of sexual assault, domestic violence and stalking.	In person
Campus Security Authority and VAWA Training	Training program for Campus Security Authorities covering the Clery Act and all reporting requirements including domestic violence, dating violence, sexual assault and stalking.	In person
New Hire Faculty Orientation	Primary program provided to new College employees covering campus reporting procedures, an overview of the Clery act and how to report instances of sexual assault, domestic violence and stalking.	In person
Title IX Coordinator/Investigator Training	Title IX Coordinator and Investigator Training relating to guideline changes from the US Department of Education.	Virtual
Bystander Intervention & Sexual Harassment	Virtual online ongoing bystander intervention and sexual harassment training through Microsoft Teams required for returning and new student workers in Student Life, on how to the topics of bystander intervention and responding to sexual harassment.	Virtual

Sexual Misconduct and Violence Resources Pamphlet	Ongoing pamphlet program on the topics of sexual misconduct, domestic violence, stalking and the available resources to assist victims. Distributed to the campus community and all new students.	Yearly – Campus Dissemination
Student Support and Information Bookmark	Ongoing campaign to the campus community highlighting reporting resources for sexual harassment, sexual violence, stalking, bullying and threats.	Yearly – Campus Dissemination

***SaVE Act** – Campus Sexual Violence Elimination Act

****VAWA** – Violence Against Women’s Act

C. Procedures for Reporting a Complaint

The College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking, and provides programs directed to prevent and end these types of offenses from occurring. The College encourages timely reporting of these offenses.

The College has and provides written information of procedures in place that are sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus within the large community. As well as additional remedies to prevent contact between a complainant and an accused party, such as academic, transportation, working accommodations, or protective measures if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Campus Safety Department or local law enforcement.

To report a complaint, students and employees can contact any of these College resources:

Department of Campus Safety	Somerset Hall ground level – Room S-010	908-231-8800
Vice President of Student Affairs – Jason Fredericks	College Center – Room C-153	908-526-1200 Ext. 8311
Title IX Coordinator – Vice President for Human Resources & Compliance – Cheryl Wallace	Somerset Hall – Room S-220	908-526-1200 Ext. 8260
Executive Director of Advising, Counseling, and Transfer Services – Gina Kuijlaars	Somerset Hall – Room L-029S	908-526-1200 Ext. 8641
Advising, Counseling, Transfer Services Department	Somerset Hall – Room L-029	908-526-1200 Ext. 8330 or 8336

After an incident of sexual assault or domestic violence the victim should consider seeking medical attention as soon as possible at [Robert Wood Johnson University Hospital - Somerset](#), located in Somerville Borough. This hospital serves the main College campus in Branchburg. In New Jersey, evidence may be collected even if you chose not to make a report to law enforcement. Information and evidence gathering will be conducted by members of the Somerset County Sexual Assault Response Team (SART). This team includes a law enforcement officer, a care advocate and a Sexual Assault Nurse Examiner (SANE). Victims can request that one, two or all three SART members be activated. Each county will have a policy and procedure allowing the evidence to be preserved for at least 90 days and up to five years, affording the victim the opportunity to determine if evidence will be turned over to the police. The victim will be informed of the county procedure for evidence storage and correct steps if they want to proceed with prosecution. The name of the victim will be asked by the Sexual Assault Nurse Examiner.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures,

logs or other copies of documents, if they have any, that would be useful to a College hearing board/investigators or police. **Victims are encouraged to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.**

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College Campus Safety Department will assist any victim with notifying local police and/or the Somerset County Prosecutors Office, if they so desire. Local and County law enforcement agencies, the Somerset County Sexual Assault Response Team and health services contact information is below:

For the RVCC Campus:

Branchburg Police Department

590 Old York Road, Branchburg: 908-526-3830. Or dial 9-1-1.

https://branchburg.nj.us/emergency_services/police/

Office of the Somerset County Prosecutor

908-231-7100 – Main Office 908-575-

3300 – Sex Crimes Unit

Address: 40 North Bridge Street, Somerville NJ

<https://www.co.somerset.nj.us/government/affiliated-agencies/prosecutor-s-office/>

Somerset County Prosecutor's Office website for the Sexual Assault Response Team (SART) information:

<https://www.co.somerset.nj.us/government/affiliated-agencies/prosecutor-s-office/victim-witness/services/sart>

Robert Wood Johnson University Hospital, Somerset

Emergency Department

Phone: 908-685-2920

Address: 110 Rehill Avenue, Somerville.

Reporting Sexual Assault, Domestic Violence, Dating Violence, or Stalking:

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, by calling, writing or coming into the Title IX Coordinator's office to report in person (located in Somerset hall S-220), or if the victim desires, the Department of Campus Safety (located in Somerset hall S-010).

Contact information for the Title IX Coordinator:

Cheryl Wallace, Vice President of Human Resources & Compliance

Somerset Hall, S-220

908-526-1200, Ext. 8260

Cheryl.Wallace@raritanval.edu

Department of Campus Safety
Somerset Hall, S-010
908-231-8800
security@raritanval.edu

The College will provide resources, on campus and off campus or both, to include medical and health care, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

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

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

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report). College will provide complainant with access to medical care. 2. College will assess immediate safety needs of complainant. 3. College will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department. 4. College will provide complainant with referrals to on and off campus mental health providers. 5. College will assess the need to implement interim or long-term protective measures, such as change in class schedule, "No Contact" directive between both parties. 6. College will provide a "No trespass" directive to accused party if deemed appropriate. 	Preponderance of the evidence

	<ol style="list-style-type: none"> 7. College will provide written instructions on how to apply for a Protective Order. 8. College will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. 9. College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. 10. College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. 	
Stalking	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant. 2. College will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department. 3. College will provide written instructions on how to apply for a Protective Order. 4. College will provide written information to complainant on how to preserve evidence. 5. College will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. College will provide a “No trespass” directive to accused party if deemed appropriate. 	
Dating Violence	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant. 2. College will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department. 3. College will provide written instructions on how to apply for a Protective Order. 4. College will provide written information to complainant on how to preserve evidence. 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. College will provide a “No trespass” directive to accused party if deemed appropriate. 	Preponderance of the evidence

Domestic Violence	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant. 2. College will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department. 3. College will provide written instructions on how to apply for a Protective Order. 4. College will provide written information to complainant on how to preserve evidence. 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. College will provide a “No trespass” directive to accused party if deemed appropriate. 	
--------------------------	--	--

D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Victims will also be provided with an explanation of the procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault and stalking. The College will make every effort to ensure victims and witnesses are treated with dignity and compassion throughout the criminal justice process.

In New Jersey, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

- To be informed about the criminal justice process.
- To be free from intimidation.
- To have inconveniences associated with participation in the criminal justice process minimized to the fullest extent possible.
- To make at least one telephone call from the police station provided the call is reasonable in both length and location called.
- To medical assistance if, in the judgment of the law enforcement agency, medical assistance appears necessary.
- To be notified if presence in court is not needed.
- To be informed about available remedies, financial assistance and social services.
- To be compensated for their loss whenever possible.
- To be provided a secure, but not necessarily separate, waiting area during court proceedings.
- To be advised of case progress and final disposition.
- To the prompt return of property when no longer needed as evidence.

- To submit a written statement about the impact of the crime to a representative of the county prosecutor's office which shall be considered prior to the prosecutor's final decision concerning whether formal criminal charges will be filed; and
- To make, prior to sentencing, an in-person statement directly to the sentencing court concerning the impact of the crime. This statement is to be made in addition to the statement permitted for inclusion in the persistence report.

Further, Raritan Valley Community College complies with New Jersey law in recognizing orders of protection, Temporary Restraining Orders (TRO), and Final Restraining Orders (FRO). The order will be provided to the Campus Safety Department and the Office of the Title IX Coordinator by the Family Court. A complainant may meet with the Campus Safety Department and the Division of Student Affairs to develop a Safety Action Plan, which is a plan to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: on campus escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services in conjunction with local law enforcement and the appropriate county services established in each county. The College may issue an institutional no contact order if deemed appropriate or at the request of the victim. To the extent of the victim's cooperation and consent, College offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint.

While the College's investigation is pending, the College will offer interim measures to protect the Complainant(s) and others. Interim measures may include but are not limited to: safety plan development (including escorts, special parking arrangements), no contact directives, interim suspension from campus, exam (paper or assignment) rescheduling, taking an incomplete grade in a class, transferring of class sections, alternative course completion options, changing transportation and working situations, assistance with the College disciplinary process, referrals to on-campus resources or reporting to police. The College will maintain as confidential any protective measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the protective measures. These measures can be offered regardless of whether or not the Complainant chooses to report the crime to Campus Safety or local law enforcement. If the College's investigation determines that a violation of the policy has occurred, the College will offer remedies to the Complainant, which may include, but are not limited to, the measures listed above. In addition, the College will provide written notification to victims about existing counseling, health, mental health, victim advocacy, legal

assistance, visa and immigration, student financial aid, and other services available for victims, both at the College and in the surrounding communities.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).

Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims nor store identifiable information regarding victims in the Campus Safety Department’s Daily Crime Log. Victims may request that directory information on file be removed from public sources by a request to the Campus Safety Department

On Campus Resources

The Advising, Counseling, Transfer Services Department is located on the 1st floor of Somerset Hall room L-029.

Counselors at RVCC

Counselor	Specialty
Gina Kuijlaars, LPC, CCFC Executive Director of Advising, Counseling & Transfer Services 908 – 526 – 1200 ext. 8641	<ul style="list-style-type: none"> Relationship Difficulties Anxiety and Depression Grief Counseling
Tierra Hall-Edward, LPC, LMHC – Assistant Director of Counseling Services	<ul style="list-style-type: none"> Anxiety, Depression Conflict Resolution General Mental Health
Bambi Kuhl, M.A., CSW Social Worker 908 – 526 – 1200 ext. 8427	<ul style="list-style-type: none"> General Assistance Sexual Abuse Stress/Time Management
Lauren Gmitter, L.S.W. 908 – 526 – 1200 ext. 8336	<ul style="list-style-type: none"> Sexual Assault Trauma Substance Abuse Protection
Jeffery Warren, M.S 908 – 526 – 1200 ext. 8947	<ul style="list-style-type: none"> Brothers-Helping-Brothers Transfer Counselor General Guidance Counseling

Off Campus Resources

Adult Protective Services (Board of Social Services) Provides services to vulnerable adults, 18 years of age and older, who are at risk of, or victims of abuse, neglect and/or exploitation.

908-526-8800

73 East High Street

Somerville, NJ 08876-0936

<http://www.co.somerset.nj.us/government/affiliated-agencies/social-services>

Catholic Charities Diocese of Metuchen, Family Service Center

Provides services to help victims and children of family violence in Somerset County

908-722-1881

540 Route 22 East

Bridgewater, NJ 08807

<https://ccdom.org/locations>

Domestic Violence Hotline – Safe + Sound Somerset

Provides assistance and information to individuals and families affected by Domestic Violence and Sexual Assault

866-685-1122 (24-hour Hotline)

866-685-1122 (25-hour Text Hotline)

Po Box 835

Somerville, NJ, 08876

Administrative Office 908-359-0003

<https://www.safe-sound.org/>

GenPsych- Outpatient Psychiatric, Substance Abuse Services

855-436-7792

380 Foothill Rd, Bridgewater, NJ 08807

<http://genpsych.com/locations/bridgewater/>

Richard Hall Community Mental Health Center

Community mental health center dedicated to the prevention, early detection and treatment of mental illness and serious emotional and behavioral problems

908-725-2800

500 N Bridge St, Bridgewater, NJ 08807

Robert Wood Johnson University Hospital Somerset

Support Groups Include:

Bereavement, Eating Disorders, Alcohol & Narcotics Anonymous, and More

908-685-2200

110 Rehill Avenue,

Somerville, NJ 08876

<https://www.rwjbh.org/rwj-university-hospital-somerset/>

Somerset County Psychiatric Emergency Screening Services Center & Suicide Hotline

908-526-4100 (24 Hour Hotline)

282 East Main Street

Somerville, NJ 08876

Somerset Treatment Services

Provider of outpatient substance abuse and HIV related illnesses 908-722-1232

118 West End Ave, Somerville, NJ 08876

<http://www.stscares.org/>

Somerset County Office of Victim Witness Advocacy

<https://www.co.somerset.nj.us/government/affiliated-agencies/prosecutor-s-office/victim-witness>

Somerset County Sexual Assault Response Team (SART): Merrill Mezzacappa, Assistant

Prosecutor: 908-231-7100

<https://www.co.somerset.nj.us/government/affiliated-agencies/prosecutor-s-office/victim-witness/services/sart>

Somerset County Prosecutor's Office

40 N. Bridge Street

Somerville, NJ 08876

<https://www.co.somerset.nj.us/government/affiliated-agencies/prosecutor-s-office>

Somerset Family Case Management Office

Parties may request Temporary and Final Restraining Orders

908-332-7700 ext. 13730

Somerset County Family Office

20 N. Bridge Street

PO Box 3000

Somerville, NJ 08876

<https://www.njcourts.gov/courts/family/familyvicinage/somerset-hunterdon-warren>

How to be an Active Bystander

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

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

Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, follow your instincts. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it

yourself. At parties, don't drink from the punch bowls or other large, common open containers.

13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a) **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - b) **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c) **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d) **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

E. Adjudication of Violations

Whether or not criminal charges are filed, the College or a person may file a complaint under the Sexual Misconduct and Violence policy alleging that a student or employee violated the College's policy on Sexual Misconduct and Violence.

Reports of all domestic violence, dating violence, sexual assault and stalking made to the Campus Safety Department will automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chooses to pursue criminal charges.

The College disciplinary process is consistent with the College's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, and are taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. College policy provides for:

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

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the College's policy against Sexual Harassment in order to remedy any hostile environment. All conduct proceedings

against students, however, will be resolved by following procedures set forth Student Code of Conduct.

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

Confidentiality

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

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct and Violation Policy occurred, will lead to the initiation of disciplinary procedures against the accused individual. College sanctions (Refer to Sanctions & Penalties for Violations in the Student Code of Conduct) may be imposed upon those determined to have violated this policy. The College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking.

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

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

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

Code of Student Conduct

Sexual Misconduct and Violence

Raritan Valley Community College affirms the rights of its students, faculty, and staff to live, work, and study in an environment free from violence and sexual misconduct (sexual assault, sexual harassment, dating/domestic violence, and sexual exploitation). Sex offenses; violate College regulations and criminal law. Any reported violation will be treated swiftly through established College disciplinary procedures and/or legal avenues. Reports of Sexual Misconduct and Violence can be reported to Campus Safety and/or The Division of Student Affairs. Confidential support services can also be obtained from our team of counselors within the Office of Advising and Counseling Services and from outside agencies.

Contact Information for the **Title IX Coordinator:**

Cheryl Wallace, Title IX Coordinator
Vice President for Human Resources & Compliance
Somerset Hall, S-220
908-526-1200 Ext. 8260
Cheryl.Wallace@raritanval.edu

The following can be expected for all cases/investigations that are designated a Title IX incident:

- The College will provide a timely and thorough investigation, and will treat all parties with respect before, during, and after the student conduct process.
- Cases of sexual misconduct or sexual harassment shall be resolved within a 60 day period once the incident has been reported.
- Once a decision has been rendered all of the involved parties will be informed of the decision.
- All involved parties have 5 Business Days to appeal the decision.
- If any involved party appeals, all other parties will be informed and will have the opportunity to review the appeal materials. The other involved parties, if they choose to do so, can submit a statement of response within 5 Business Days of receiving notice of the appeal.

Sexual Consent

Consent is defined as giving explicit permission to participate in any sexual act. Consent must be active, not passive; it cannot be implied or assumed. Each partner must knowingly give permission each and every time they engage in a sexual act.

Consent cannot be given if either participant is:

- Underage
- Incapacitated
- Mentally handicapped/ impaired
- Asleep
- Being threatened, forced or coerced.

1. Physical or verbal abuse or harassment that injures another person or threatens another person and/or creates a hostile environment for any member of the College community. Subcategories included under physical abuse and harassment also include the following:
 - Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
 - Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
 - Rape, defined as, the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - Stalking, defined as a person who purposely and repeatedly engages in a course of conduct directed at a specific member of the campus community that would cause a reasonable person to fear bodily injury or death to him or herself or a member of his or her family.
2. Harassment, intimidation or bullying in gesture; written, verbal or electronic communication that is motivated by actual or perceived characteristics such as race, color religion, gender, sexual orientation or disability as well as violations of the RVCC policy on Student Harassment, Intimidation and Bullying by students.
3. Any non-consensual physical contact of a sexual nature; voyeurism or making, attempting to make, viewing, transmitting, or attempting to transmit audio or video of any person(s) where there is an expectation of privacy with respect to nudity and/or sexual activity without the knowledge and consent of all participants subject to such recordings.
4. Initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.

Violations to the Code of Student Conduct either in the classroom, on campus, or with College-sponsored activities may result in specific sanctions including the following: written or verbal warning; probation, suspension, dismissal, or the imposition of such penalties as are found to be appropriate. Students who wish to challenge an accusation of Academic Dishonesty should speak to the Dean of Academic Affairs and may request a formal Disciplinary Review to adjudicate the matter.

Interim Suspension:

When it is determined that a student's continued presence at the College poses, a significant risk of substantial harm to the safety or security of themselves, others, or to property, a student may be suspended pending resolution of the disciplinary process.

An interim suspension means that the student cannot attend classes and must leave College property and remain off College property. The student may, within three (3) working days of the imposition of the suspension, petition the Vice President of Student Affairs for reinstatement.

The petition must be in writing and must include supporting documentation or evidence that the student does not pose, or no longer poses, a significant risk of substantial harm to the safety or security of themselves, others, or to property. A decision on such petition will be made without undue delay by the Vice President of Student Affairs or their designee.

Code of Conduct's application to off campus incidents:

The College reserves the right to take disciplinary action where off-campus offenses are involved and where the interests of the College as an educational community are clearly impacted. The determination of the applicability of the Code of Conduct in these cases will be made by the Vice President of Student Affairs or their designee.

Disciplinary Procedures for Violations of the Code of Conduct

Accused student(s) are presumed to be not responsible for violations. Responsibility must be established by a preponderance of evidence. This standard requires that the Disciplinary Review Board or Conduct Officer must be persuaded that it is more likely than not that the allegations brought against the accused student are true

Where there is an alleged breach of the Code of Student Conduct by a student, the following procedures will be followed as part of the formal disciplinary process. Mid-year changes to the Code of Conduct will be reflected within the Student Conduct RVCC website.

1. In all cases, the Vice President or his designee shall ascertain whether the alleged breach of conduct is one that occurred inadvertently. If so, the breach may be resolved informally with no further action necessary.
2. After discussing with the student, if the Vice President or his designee determines there is a violation he shall advise the student that there has been a breach in the Student Code of Conduct.
3. The Vice President and the student may meet and agree to a resolution and resolve the matter without a Disciplinary Review.
4. If there is no mutually agreeable resolution, the matter will be referred to the Code of Conduct Disciplinary Review Board. The Disciplinary Review Board is comprised of five members of the campus community. It is made up of three students and two College employees either from the faculty, administration or staff.
5. Incidents involving Sexual Assault, Domestic Violence or other sensitive matters where a high level of privacy must be maintained may be comprised of specially trained College employees only. The Vice President will inform the student in writing that the matter has been forwarded to the Disciplinary Review Board.
6. At least five (5) business days prior to the Disciplinary Review before the Code of Conduct Disciplinary Review Board, the Chair will notify the student and Disciplinary Review Board members of the date, time and place of Disciplinary Review, and general procedures to be followed. The Vice President will advise the student and any witnesses.
7. Proceedings before the Code of Conduct Disciplinary Review Board shall be private and are not intended to be formal legal proceedings. The student may request that one support person be allowed with them in the Disciplinary Review, but they shall not

participate. A representative from within the College community shall be permitted to advise and assist students. The student may either seek out that representative or request assistance finding that representative at least five (5) business days prior to the Disciplinary Review. The Disciplinary Review shall provide a fair inquiry into the charges, with both parties afforded the opportunity to ask and respond to questions. The decision shall be based on the preponderance of the evidence.

8. After the Disciplinary Review, the Chair shall summarize the proceedings and the outcome in writing along with the Board's decision and sanction(s) imposed to all parties involved. The decision is forwarded to the Vice President of Student Affairs who will review and officially inform the student. This report will be placed on file in the Division of Student Affairs. Inquiries about the student's conduct from transfer Colleges and employers may include confirmation of a code violation.
9. Within 5 business days of the notification of the sanction, a student may submit a written appeal of the Disciplinary Review Board's decision to the Vice President of Student Affairs. See Appeals section of the Code of Student Conduct for additional information. The decision of the dean is the final appeal.
10. If a student fails to respond to disciplinary correspondence within a specified timeframe a decision of responsibility may be made based on the information available. Students will have the opportunity to appeal any such decisions.

Appeals:

Any student found responsible of a violation and any complaint party in cases of sexual misconduct, violence or other Title IX designated incidents, will have one appeal of the finding and/or sanction.

Students and complaint parties will be given 5 business days, from the date of their decision letter, to submit their appeal. Appeals are to be submitted to the Vice President of Student Affairs. Failure to submit an appeal by the appropriate deadline will render the decision final and conclude the process.

Appeals can be made on the following grounds:

1. **Unsupported Conclusion:** The decision made is not supported by the facts of the case.
2. **Procedural Error:** The disciplinary process was conducted unfairly and not in conformity with prescribed procedures. The error committed must be determined to have substantially impacted the fairness of the disciplinary process.
3. **Disproportionate Sanction:** The sanction imposed against the student was not appropriate for the offense committed.
4. **New Information:** There is new information available that was not available at the time of the disciplinary process and that is sufficient to alter the original decision.

Appeal Procedures:

During the appeal process the Vice President of Student Affairs will review the written sanction appeal and may or may not request an in-person meeting. A decision letter will be sent to all necessary parties at the conclusion of the appeal process. The Vice President of Student Affairs will do one of the following.

1. Affirm the finding and sanction originally determined.
2. Affirm the finding and modify the sanction if it is found to be clearly disproportionate to the gravity of the violation, precedent for similar offenses, and/or the accused student's prior disciplinary record.
3. Remand the case for a new Disciplinary Review only if the appeal demonstrates an issue that was so substantial it effectively denied the accused student or the complaint party a fair disciplinary process.

Disciplinary Files and Records Retention

The State of New Jersey's Records Retention Policy requires that disciplinary records be kept for a specific length of time after the conclusion of the case. Records may be kept for a minimum of one year up to an indefinite period, depending on the characteristics of the case. Disciplinary records may only be reported to third parties in accordance with College regulations and are subject to the Family Educational Rights and Privacy Act of 1974.

Compliance with the aforementioned provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g). Commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA)

Crime Statistics

Raritan Valley Community College - Main Campus Branchburg, NJ

Criminal Offenses	On Campus			Non-Campus			Public Property			Totals		
	'23	'22	'21	'23	'22	'21	'23	'22	'21	'23	'22	'21
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	1	0	0	0	0	0	0	0	0	1
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	2	0	0	0	0	0	0	0	0	2
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	1	1	0	0	0	0	0	0	0	1	1	0
Stalking	3	1	0	0	0	0	0	0	0	3	1	0
Liquor Law - Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law - Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Possession - Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law - Referrals	1	0	1	0	0	0	0	0	0	1	0	1
Drug Law - Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Possession - Referrals	0	0	0	0	0	0	0	0	0	0	0	0

Crime Statistics

Raritan Valley Community College – Main Campus Branchburg, NJ

Year Reported	Hate Crimes
2023	None
2022	None
2021	None

Year Reported	Unfounded Crimes
2023	None
2022	None
2021	None

Hate Crimes: Are criminal offenses with evidence the victim was intentionally selected because of the perpetrator’s bias against the victim. This includes any of the previous listed crimes and includes crimes for the following:

- Larceny/Theft
- Simple assault
- Intimidation
- Destruction/Damage/Vandalism of property

Bias Categories: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin and Disability.

Unfounded Crimes: A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination the report is false or baseless.

Note 1: Raritan Valley Community College does not have On-Campus Residential Housing.

Crime Statistics

South Branch Emergency Services EMS Training Center Clinton, NJ

Reporting Requirements for: No Reporting Requirements for 2023 (-)

Reporting requirements for: No Reporting Requirements for 2022 (-)

Reporting requirements for: January 19, to May 3, 2021

Criminal Offenses	On Campus			Non-Campus			Public Property			Totals		
	Year Reported	'23	'22	'21	'23	'22	'21	'23	'22	'21	'23	'22
Murder & Non-Negligent Manslaughter	-	-	0	-	-	0	-	-	0	-	-	0
Negligent Manslaughter	-	-	0	-	-	0	-	-	0	-	-	0
Rape	-	-	0	-	-	0	-	-	0	-	-	0
Fondling	-	-	0	-	-	0	-	-	0	-	-	0
Incest	-	-	0	-	-	0	-	-	0	-	-	0
Statutory Rape	-	-	0	-	-	0	-	-	0	-	-	0
Robbery	-	-	0	-	-	0	-	-	0	-	-	0
Aggravated Assault	-	-	0	-	-	0	-	-	0	-	-	0
Burglary	-	-	0	-	-	0	-	-	0	-	-	0
Motor Vehicle Theft	-	-	0	-	-	0	-	-	0	-	-	0
Arson	-	-	0	-	-	0	-	-	0	-	-	0
Dating Violence	-	-	0	-	-	0	-	-	0	-	-	0
Domestic Violence	-	-	0	-	-	0	-	-	0	-	-	0
Stalking	-	-	0	-	-	0	-	-	0	-	-	0
Liquor Law – Arrests	-	-	0	-	-	0	-	-	0	-	-	0
Drug Law – Arrests	-	-	0	-	-	0	-	-	0	-	-	0
Weapon Possession – Arrests	-	-	0	-	-	0	-	-	0	-	-	0
Liquor Law – Referrals	-	-	0	-	-	0	-	-	0	-	-	0
Drug Law – Referrals	-	-	0	-	-	0	-	-	0	-	-	0
Weapon Possession – Referrals	-	-	0	-	-	0	-	-	0	-	-	0

Crime Statistics

South Branch Emergency Services EMS Training Center

Clinton, NJ

Year Reported	Hate Crimes
2023	-----
2022	-----
2021	None

Year Reported	Unfounded Crimes
2023	-----
2022	-----
2021	None

Hate Crimes: Are criminal offenses with evidence the victim was intentionally selected because of the perpetrator’s bias against the victim. This includes any of the previous listed crimes and includes crimes for the following:

- Larceny/Theft
- Simple assault
- Intimidation
- Destruction/Damage/Vandalism of property

Bias Categories: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin and Disability.

Unfounded Crimes: A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination the report is false or baseless.

Note 1: The Clinton First Aid & Rescue Squad was designated a Non-Campus for reporting purposes under the Clery Act.

Note 2: Raritan Valley Community College does not have On-Campus Residential Housing at the Clinton First Aid & Rescue Squad.

Crime Statistics
Hunterdon County Polytech School
Flemington, NJ

(-) No Reporting Requirements for 2023

(-) No Reporting Requirements for 2022

(-) No Reporting Requirements for 2021

Criminal Offenses	On Campus			Non-Campus			Public Property			Totals		
	'23	'22	'21	'23	'22	'21	'23	'22	'21	'23	'22	'21
Murder & Non-Negligent Manslaughter	-	-	-	-	-	-	-	-	-	-	-	-
Negligent Manslaughter	-	-	-	-	-	-	-	-	-	-	-	-
Rape	-	-	-	-	-	-	-	-	-	-	-	-
Fondling	-	-	-	-	-	-	-	-	-	-	-	-
Incest	-	-	-	-	-	-	-	-	-	-	-	-
Statutory Rape	-	-	-	-	-	-	-	-	-	-	-	-
Robbery	-	-	-	-	-	-	-	-	-	-	-	-
Aggravated Assault	-	-	-	-	-	-	-	-	-	-	-	-
Burglary	-	-	-	-	-	-	-	-	-	-	-	-
Motor Vehicle Theft	-	-	-	-	-	-	-	-	-	-	-	-
Arson	-	-	-	-	-	-	-	-	-	-	-	-
Dating Violence	-	-	-	-	-	-	-	-	-	-	-	-
Domestic Violence	-	-	-	-	-	-	-	-	-	-	-	-
Stalking	-	-	-	-	-	-	-	-	-	-	-	-
Liquor Law – Arrests	-	-	-	-	-	-	-	-	-	-	-	-
Drug Law – Arrests	-	-	-	-	-	-	-	-	-	-	-	-
Weapon Possession – Arrests	-	-	-	-	-	-	-	-	-	-	-	-
Liquor Law – Referrals	-	-	-	-	-	-	-	-	-	-	-	-
Drug Law – Referrals	-	-	-	-	-	-	-	-	-	-	-	-
Weapon Possession – Referrals	-	-	-	-	-	-	-	-	-	-	-	-

Crime Statistics
Hunterdon County Polytech School
Flemington, NJ

Year Reported	Hate Crimes
2023	No Reporting Requirements
2022	No Reporting Requirements
2021	No Reporting Requirements

Year Reported	Unfounded Crimes
2023	No Reporting Requirements
2022	No Reporting Requirements
2021	No Reporting Requirements

Hate Crimes: Are criminal offenses with evidence the victim was intentionally selected because of the perpetrator’s bias against the victim. This includes any of the previous listed crimes and includes crimes for the following:

- Larceny/Theft
- Simple assault
- Intimidation
- Destruction/Damage/Vandalism of property

Bias Categories: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin and Disability.

Unfounded Crimes: A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination the report is false or baseless.

Note 1: Hunterdon County Polytech was designated a Non-Campus for reporting purposes under the Clery Act.

Note 2: Raritan Valley Community College does not have On-Campus Residential Housing at the Hunterdon County Polytech school.

Crime Statistics

Somerset County Emergency Services Training Academy Hillsborough, NJ

Reporting Requirements for: No Reporting Requirements for 2023: (-)

Reporting Requirements for: January 19, to May 3, 2022

Reporting Requirements for: January 19, to May 3, 2021, and September 1, to December 13, 2021

Criminal Offenses	On Campus			Non-Campus			Public Property			Totals		
	'23	'22	'21	'23	'22	'21	'23	'22	'21	'23	'22	'21
Murder & Non-Negligent Manslaughter	-	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	-	0	0	0	0	0	0	0	0	0	0	0
Rape	-	0	0	0	0	0	0	0	0	0	0	0
Fondling	-	0	0	0	0	0	0	0	0	0	0	0
Incest	-	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	-	0	0	0	0	0	0	0	0	0	0	0
Robbery	-	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	-	0	0	0	0	0	0	0	0	0	0	0
Burglary	-	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	-	0	0	0	0	0	0	0	0	0	0	0
Arson	-	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	-	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	-	0	0	0	0	0	0	0	0	0	0	0
Stalking	-	0	0	0	0	0	0	0	0	0	0	0
Liquor Law – Arrests	-	0	0	0	0	0	0	0	0	0	0	0
Drug Law – Arrests	-	0	0	0	0	0	0	0	0	0	0	0
Weapon Possession – Arrests	-	0	0	0	0	0	0	0	0	0	0	0
Liquor Law – Referrals	-	0	0	0	0	0	0	0	0	0	0	0
Drug Law – Referrals	-	0	0	0	0	0	0	0	0	0	0	0
Weapon Possession – Referrals	-	0	0	0	0	0	0	0	0	0	0	0

Crime Statistics

Somerset County Emergency Services Training Academy Hillsborough, NJ

Year Reported	Hate Crimes
2023	-----
2022	None
2021	None

Year Reported	Unfounded Crimes
2023	-----
2022	None
2021	None

Hate Crimes: Are criminal offenses with evidence the victim was intentionally selected because of the perpetrator’s bias against the victim. This includes any of the previous listed crimes and includes crimes for the following:

- Larceny/Theft
- Simple assault
- Intimidation
- Destruction/Damage/Vandalism of property

Bias Categories: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin and Disability.

Unfounded Crimes: A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination the report is false or baseless.

Note 1: The Somerset County Emergency Services Training Academy was designated a Non-Campus for reporting purposes under the Clery Act.

Note 2: Raritan Valley Community College does not have On-Campus Residential Housing at the Somerset County Emergencies Services Training Academy.

Crime Statistics

FirstEnergy Corporation (JCP&L)

Phillipsburg, NJ

Reporting Requirements for: January 18, to May 2, 2023

Reporting Requirements for: January 19, to May 3, 2022 and August 31, to December 12, 2022

Reporting Requirements for: January 19, to May 3, 2021 and September 1, to December 13, 2021

Criminal Offenses	On Campus			Non-Campus			Public Property			Totals		
	'23	'22	'21	'23	'22	'21	'23	'22	'21	'23	'22	'21
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law – Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law – Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Possession – Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law – Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law – Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Possession – Referrals	0	0	0	0	0	0	0	0	0	0	0	0

Crime Statistics

FirstEnergy Corporation (JCP&L) Phillipsburg, NJ

Year Reported	Hate Crimes
2023	None
2022	None
2021	None

Year Reported	Unfounded Crimes
2023	None
2022	None
2021	None

Hate Crimes: Are criminal offenses with evidence the victim was intentionally selected because of the perpetrator’s bias against the victim. This includes any of the previous listed crimes and includes crimes for the following:

- Larceny/Theft
- Simple assault
- Intimidation
- Destruction/Damage/Vandalism of property

Bias Categories: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin and Disability.

Unfounded Crimes: A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination the report is false or baseless.

Note 1: The FirstEnergy Corporation building was designated a Non-Campus for reporting purposes under the Clery Act.

Note 2: Raritan Valley Community College does not have On-Campus Residential Housing at the FirstEnergy Corporation building.

2024 ANNUAL SECURITY REPORT

REPORT COMPLETE