

## **I. The Annual Campus Security Report - Introduction**

Concordia College publishes this report in compliance with the ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*** (as amended in October 1998). The Clery Act requires institutions to prepare, publish, and distribute an annual security report containing specific information about campus security policies and campus crime statistics. The Concordia College Campus Safety Office is responsible for preparing and distributing this report in accordance with the Clery Act.

The Concordia Public Safety and Security Office works with many other departments and agencies to compile the information required for this report. Other campus offices such as the Residence Life, Student Life, College Services, etc., all provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. The Village of Bronxville Police Department also provides information concerning crime statistics for disclosure in the report. We encourage all members of the Concordia College community to use this report as a guide for safe practices on and off-campus. It outlines campus policies and provides important safety and crime prevention tips.

If you have any questions about this report please feel free to contact me at **914-337-9300 x2132** or e-mail [steve.bonura@concordia-ny.edu](mailto:steve.bonura@concordia-ny.edu).

Sincerely,  
*Steve*  
Stephen Bonura  
Manager of Public Safety and Security

## II. Reporting Crimes and Emergencies

To help provide a secure and safe environment, all members of the Concordia College community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe. Reporting may be accomplished by contacting the Public Safety and Security Office directly at **914-337-9300 x2132** or by dialing **2132** from any on campus phone or, after hours and weekends, contact the Security Desk at **914-337-9300 x2300** or by dialing **2300** from any campus phone. In the event of an emergency requiring police, fire or medical response, please call **9-911** from a campus phone. To contact the Bronxville Police Department non-emergency line, please dial **914-337-0500**.

Public Safety and Security is available 24 hours a day and will respond immediately to your location in the event of an emergency. Response time may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time a report is received. While responding to your emergency, Concordia Security may request the involvement of additional College personnel including a member from the Counseling Center, Health Center Staff, Maintenance personnel, Residence Life staff, and/or an outside police agency or other agencies if an incident requires manpower or specialized abilities beyond the capabilities of Public Safety and Security.

In addition, should you not want to report a crime to Public Safety and Security or the local police department, you may report a crime to the following areas:

Assoc. Dean for Student Development	Christopher Koutsovitis	Sieker Hall	914-337-9300 x2128
Director of Student Life	Tara Hanna	Sieker Hall	914-337-9300 x2154
Director of Counseling	Betty Geiling	Sieker Hall	914-337-9300 x2144
Director of Athletics	Ivan Marquez	Meyer Athletic Center	914-337-9300 x2443
Campus Pastor	Rev. Roy Minnix	Sieker Hall	914-337-9300 x2156

You can also make a voluntary, confidential report with the Public Safety and Security Office via telephone or by submitting an online form. (Please refer to the "Section IV-Reporting Crimes on a Voluntary, Confidential Basis" for further information).

## III. Timely Warning

In an effort to provide timely notice to the Concordia College community, and in event of a serious incident which may pose a threat to our community, the Public Safety and Security Office will issue "timely warning" crime bulletins in a manner that is timely and will aid in the prevention of similar crimes.

A warning will be issued when a crime occurs on or off campus that constitutes an ongoing or continuing threat to community members. The warnings are usually issued for the following crimes: arson, aggravated assault, criminal homicide, robbery, and sex offenses. They may also be issued for other crimes as deemed necessary.

Public Safety distributes “timely warning” bulletins in various ways. Once the College determines that an alert will be issued, Public Safety e-mails the announcement to the community. This warning may also be delivered through use of “Blackboard ConnectEd (Concordia’s emergency notification system), on-campus cable television interrupt, campus wide e-mails, voice mails on the college’s phone system, postings in residential halls and academic buildings or a combination of the above listed. It should be noted that an institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

#### **IV. Reporting Crimes on a Voluntary, Confidential Basis**

If you are a victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the manager or designee of the Concordia Public Safety and Security Office can file a report on the details of an incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Crimes can be reported in person without providing your name, via telephone, email or by completing an Anonymous Tip Form available online at: <http://www.concordia-ny.edu>.

#### **V. Preparation of the Annual Disclosure of Crime Statistics**

Concordia College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Manager of Public Safety and Security takes several steps to ensure required statistics are compiled correctly. Throughout the year, on a regular basis, members of the Public Safety and Security, Residence Life, and Student Life offices meet to discuss incidents occurring on campus. Statistics required for the Clery Act are compiled during these meetings. At the end of the year, the Manager of Public Safety and Security sends a Crime Statistic Report Form to other “campus security authorities” requesting information on any crime statistics reported to them during the previous calendar year. In addition, the manager solicits the required crime statistics from the Bronxville Police Department and all the statistics are reviewed to insure none of them have been "double reported".

By October 1<sup>st</sup> of each year, the Clery Act report and crime statistics are available on the Concordia website ([www.concordia-ny.edu/security](http://www.concordia-ny.edu/security)). Hard copies of the report may be obtained at the Public Safety and Security Office, located in Feth Hall, or in the Student Life office, located in Sieker Hall.

## **VI. Access Policy and Maintenance Considerations for Campus Facilities and Residence Halls**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The College encourages an open environment with limited constraints to ensure reasonable protection of all members of the community. Except for residence halls, most campus facilities are open during the weekday during business hours. Individuals who wish to access College buildings or property during non-business hours should contact the appropriate department administrator or the Public Safety and Security Office. All residence halls are equipped with an automated card access control system on the exterior doors that are used by students to enter their building. Security cameras are placed at each exterior entrance on all residence halls. Guests and other visitors may visit residence halls as long as they have been authorized by a member of the community. The security doors to student residence halls remain locked 24 hours a day.

Concordia College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Campus Security Officers conduct routine checks of lighting on campus during regular assigned duties. If lights are out or very dim or other hazardous conditions are found to exist, officers will initiate a service request from the Maintenance Department who will issue a work order for the appropriate repair the problem. We encourage community members to report any deficiency in lighting or potentially hazardous condition to College Services at **914-337-9300 x2129** or Public Safety and Security at **914-337-9300 x2132**.

As part of their regularly assigned duties, campus Security Officers and Maintenance Staff, check fire extinguishers, panic alarms, ADA doors, CCTV systems, One Card Access system, etc., and document their findings and complete a work order for any necessary repairs.

## **VII. Department Authority**

The Concordia College Public Safety and Security Office is located in the lower level of Feth Hall and provides protection and service to the Concordia community by foot and vehicular patrol 24 hours a day, 365 days a year.

The Public Safety and Security office staff consists of a Manager, six Campus Security Officers and 23 Student Security Desk Receptionists. They are charged with the responsibility of making sure College policies and procedures are obeyed and enforced.

The Public Safety and Security Office maintains a strong working relationship with the Village of Bronxville Police Department as well as other local public safety agencies and federal authorities.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Public Safety and Security Office or the appropriate police agency. Prompt reporting will assure timely warning notices and timely and accurate disclosure of crime statistics.

### **VIII. Policies and Procedures Encouraging Accurate and Prompt Reporting of all Crimes to College Public Safety and Security and Local Police**

All faculty, staff, students, and visitors are encouraged to report all safety related incidents to the Concordia College Public Safety and Security Office in a timely manner. All criminal activity observed on campus should be immediately reported to the Public Safety and Security Office or the Bronxville Police Department. By promptly reporting crimes, it will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

To report a crime or suspicious activity, please contact Public Safety and Security at **914-337-9300 x2132**. If it is an emergency that requires an immediate response from police, fire or EMS personnel, dial "911" or "9-911" from any campus phone.

To contact the Bronxville Police Department, who have jurisdiction covering the Concordia College campus, for a non-emergency issue please dial **914-337-0500**.

If you are unsure if what you have witnessed or experienced is a crime, please contact the Public Safety and Security Office at **914-337-9300 x2132** and we will assist you with your situation. As stated earlier, it is imperative that all crimes get reported in an accurate and timely manner to public safety or the local police agency.

### **IX. Pastoral and Professional Counselors (Crime Reporting)**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for the inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Counselors are defined as:

**Pastoral Counselor**

An employee of the institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

## **X. Security Awareness Programs**

At the beginning of each semester during orientation sessions, students are informed of services offered by the Concordia College Public Safety and Security Office. Students are told about crime on campus and in the surrounding area. Crime prevention programs and sexual assault prevention programs are offered on a continual basis.

Periodically during the academic year the Public Safety and Security Office, in cooperation with other College organizations and departments, present crime prevention awareness sessions on sexual assault, alcohol abuse, date rape drugs, theft prevention, etc. When a new employee is hired, the Office of Human Resources provides information on how to obtain a copy of the annual disclosure form.

All members of the community are continually reminded they must be responsible for their own security and security of others. This message is reinforced through programs offered by the department, the annual disclosure form, and in the "timely warnings" distributed to the campus community.

## **XI. Crime Prevention & Safety Programs**

**Campus Escort Program**

Campus Security Officers are available 24 hours a day to provide escort service to and from any location on the Concordia campus. Please be patient when calling as officers may be busy handling other calls. Escorts provided may be a "walking" escort.

**Student Orientation**

The Manager of Public Safety and Security meets with new students and their parents at orientation events. Topics discussed include, general safety tips, lost and found property, parking on campus, escort availability, building access and a question/answer segment from those in attendance.

### **Social Awareness**

Annual social awareness programs are offered through a cooperative effort of Student Life and the Counseling Center. These programs include the dangers of impaired driving, sexual assault awareness, depression as well as others.

## **XII. Monitoring Off Campus Criminal Activity**

Concordia College operates no off-campus housing or off-campus student organization facilities that would require the College to monitor off campus criminal activity. However, the Public Safety and Security office maintains a strong working relationship with all local area police departments and regularly exchanges information with them.

## **XIII. Possession, Use and Sale of Alcoholic Beverages**

Use, possession, sale, delivery or distribution of alcoholic beverages or their container, and/or items or equipment used in the preparation of alcoholic beverages, other than at events and in the location(s) which have been licensed and approved under the conditions of the College is strictly prohibited.

The College will also consider all individuals found in a location where an alcoholic beverage or drug is illegally present to be in possession of an alcoholic beverage/drug. This would include locations off campus (e.g. underage students drinking in a bar or at a house party). The College reserves the right to , as a condition of enrollment: 1) require an offender to enter a College drug or alcohol program, 2) require an offender to get a drug or alcohol assessment from a licensed agency and, if deemed appropriate, complete an approved rehabilitation program, and/or 3) ask participants of co-curricular activities to submit to drug testing, which may be at the student's own expense (failure to comply with this require will result in the participant being barred from further participation in that activity).

Alcohol includes beverages of lo-alcohol content (e.g. "near" beer, cooking sherry/wine). New York state law prohibits the consumption of alcohol by any person under the age of 21, whether consumed on or off campus. Drinking paraphernalia that contributed to over and mass consumption including beer pong tables, beer bongs, and other items that contain alcohol residue is also prohibited.

## **XIV. Possession, Use and Sale of Illegal Drugs**

Possession or use of illegal drugs or drug paraphernalia (e.g. hookahs, bongs, blow tubes, blunts, look-a-like drugs) is prohibited. This drug policy includes the possession of a prescription or

prescription drug not issued to the student, the inappropriate or unlabeled storage of prescription drugs; or furnishing ones prescription drug(s) to another person or persons. The College will also consider all individuals found in a location where an alcoholic beverage or drug is illegally present to be in possession of an alcoholic beverage/drug. This would include locations off campus (e.g. underage students drinking in a bar or at a house party). The College reserves the right to , as a condition of enrollment: 1) require an offender to enter a College drug or alcohol program, 2) require an offender to get a drug or alcohol assessment from a licensed agency and, if deemed appropriate, complete an approved rehabilitation program, and/or 3) ask participants of co-curricular activities to submit to drug testing, which may be at the student's own expense (failure to comply with this require will result in the participant being barred from further participation in that activity).

## **XV. Alcohol and Substance Abuse Information**

The abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to seek help:

### **Resources**

1. Employee Assistance Program
  - a. An employee assistance program is available to benefit eligible employees. This plan includes mental health and substance abuse benefits. This program is administered by Cigna Behavioral Health. Additional information regarding this program is available online at [www.cignabehavioral.com](http://www.cignabehavioral.com) or by calling 1-(866)-726-5267.
2. College Counseling Services
  - a. Personal counseling services are available in the Concordia Counseling Center for students. There is no charge for appointments with the Counseling Center staff.
3. Maxwell Institute, Tuckahoe, NY
  - a. Off campus resource for intervention and referral services for alcohol, tobacco and drug use. Maxwell Institute works with College counselors to develop a treatment program.
4. Concordia Student Guide

### **Programs**

Alcohol and drug education are also an integral part of student orientation. Issues associated with alcohol and drug use, dating violence, sexual assaults, and other transitional issues are talked about at this time.

The Student Life Office and the Counseling Center sponsor a variety of programs throughout the year that target issues associated with alcohol and drug abuse.

These topics and social issues are also discussed through required coursework for all incoming students.

## **XVI. Sexual Assault Prevention Programs**

Sexual assaults continue to be a very serious problem facing many campuses today as the crime often goes underreported. The Residence Life staff annually presents theatrical skits at new student orientation to educate students on sexual assault and prevention.

Students also learn about sexual assault, alcohol abuse, etc., in First Year Seminar classes.

## **XVII. If You Are a Victim of a Sexual Assault**

If you are a victim of a sexual assault, please contact the Public Safety and Security Office immediately by calling **914-337-9300 x2132** and/or the Bronxville Police Department at **914-337-0500**. If you have been a victim of sexual assault, **do not wash or change clothes**, valuable evidence could be lost. Hair fibers, semen, saliva, and anything containing DNA can be helpful in solving the case. A sexual assault victim should report the incident to the Public Safety and Security Office and/or Bronxville Police Department, even if the victim does not want to press charges. This will allow the investigators to gather important evidence should the victim later change his/her mind.

During the investigation, a representative from Office of Student Life will be contacted and will provide support to the victim(s) during the investigation of the incident. The victim(s) may choose to pursue the investigation through the criminal justice system and/or the College judicial system. A College representative will guide the victim(s) through the available options and support the victim(s) in his or her decision.

Various counseling options are available from the College through the Health Center as well as the Counseling Center. If the victim is uncomfortable contacting the Public Safety and Security Office or the Bronxville Police Department, they can notify a member of The Office of Student Life, Residence Life or Counseling Center for assistance. College personnel will assist the victim upon request in notifying the appropriate authorities. Students, who are victims of a sexual assault, will receive information regarding counseling opportunities on and off campus. Students can contact the Counseling Center at **914-337-9300 x2144** for further information. Concordia College will assist the victim of a sexual assault in changing their academic and living situation upon request, if the change is reasonably available.

Both the victim(s) and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. This does not constitute a violation of the *Family Educational Rights and Privacy Act* (FERPA). The outcome of a disciplinary proceeding means only the institution's final determinations with respect to the alleged sex offense and any sanction that is imposed against the accused.

An accused person found to be responsible for committing a sex offense may be subject to College sanctions. The following sanctions may be imposed, Loss of Privileges, Disciplinary Probation, Discretionary Sanctions, Organizational Sanction, Status Withdrawal, Involuntary Medical/Psychological Withdrawal, Interim Suspension, Residence Hall Suspension, Residence Hall Expulsion, College Suspension, College Expulsion, Revocation of Admission and/or Degree and/or Withholding Degree.

## **XVIII. Campus Sex Crimes Prevention Act**

In 1997, the State of New York enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims and the general public. Provisions within the law require the New York Department of Corrections (DOC) to maintain a database of registered sex offenders. Information stored in the database is accessible on a limited basis by victims, neighborhood watch programs and the general public. Additionally, DOC provides special notification to law enforcement about offenders that they feel have a high probability to re-offend and who are scheduled to be released from prison or a mental health institution.

New York law does not require community notification for all offenders released from prison or a mental health facility. The overall purpose of a community notification is to specifically highlight those cases that may pose a significant risk to the community.

The Campus Sex crimes Prevention Act of 2000 (CSCPA) is a federal law enacted on October 28, 2000. The CSCPA requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education in that state where the offender resides, as well as notice of each change of enrollment or employment status at the institution. This information will then be made available by the state authorities to the local law enforcement agency that has jurisdiction where the institution is located.

In order to allow you to make informed decisions, and heighten awareness of the potential for convicted sex offenders to come in contact with you, I urge you to view the following web sites: The first place to seek information is the New York Department of Corrections Sex Offender Registry. In addition to allowing citizens to search for information on those who may be registered offenders, the site explains the Registry and Sex Offender Program.  
<http://offender.doc.state.ny.us/public/>

The second site, sponsored by a private organization, can help you determine your proximity to offenders with maps and information about the current registered location of offenders. The

maps it provides are especially helpful if you don't know the neighborhood street names in relation to your location. <http://www.familywatchdog.us/>

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

## **XIX. Alcohol & Controlled Substance Policy**

Concordia College recognizes its duty to uphold existing State and Federal laws and inform students and staff about the Drug-Free Schools and Communities Act of 1989. Concordia is a drug-free school and workplace and the College cannot protect any member of the community who violates the law. To this end, students must be aware of the following relevant laws:

1. All students, employees, and visitors are specifically forbidden to use, possess, or distribute illegal drugs (Title 21 US code 801, et. seq and New York State Public Health Law, 3306) or to be under the influence of drugs while on College property (New York State Penal Law 240.40). With the exceptions noted below, the same applies to alcohol. Offenders will be subject to legal and/or disciplinary action by the College. Sanctions will be consistent with local, state, and federal laws and will range from a disciplinary reprimand or a requirement to complete a rehabilitation program up to suspension, expulsion, or referral for prosecution.

New York State Penal Law 260.20 (d) (4) states it is illegal for persons under the age of 21 to purchase or possess alcoholic beverages with the intent to consume; individuals under the age of 21 to purchase or attempt to purchase alcoholic beverages through fraudulent means; individuals to furnish alcohol to anyone less than 21 years of age; individuals to sell, deliver, or give away alcoholic beverages to any intoxicated person or anyone under the influence of alcohol regardless of the person's age.

Any person who operates a motor vehicle while intoxicated or while his or her ability to operate such vehicle is impaired by the consumption of alcohol or by drugs, in violation of Vehicle and Traffic Law 1192, is subject to suspension or revocation of driving privileges in the State as well as a fine and possible imprisonment for up to 15 days and/or a monetary fine between \$250.00 and \$350.00, plus a 90-day license suspension.

Services are available on campus to help the College community with problems related to alcohol or other drug abuse. For information regarding services on campus, contact the Counseling Center at ext. 2144. Students may also call Alcoholics Anonymous (914-949-1200) or the Drug Abuse Information Line (1-800-522-5353).

In compliance with the aforementioned laws, possession and/or consumption of illegal substances are strictly prohibited on campus. The following regulations are in effect at all times:

1. The possession and use of alcoholic beverages shall not infringe upon the rights and wishes of fellow students, nor offend or ignore the Christian obligation to practice moderation in all things. This prohibits the act of binge drinking, possession of large quantities of alcohol, or participating in drinking games that require large amounts of alcohol to be consumed in a short period of time (i.e. beer pong, flip-cup, and quarters).

2. Students in whose rooms alcoholic beverages are being used must have reached the legal drinking age of 21 and shall bear responsibility for restricting use to students/guests/visitors who have reached the age of 21.
3. Drinking is not allowed in rooms of underage students, nor in hallways, lounges, or common areas.
4. A student in whose room alcoholic beverages are being consumed shall assume full responsibility for his or her own behavior and that of guests and visitors, as well as for the condition of his or her room, the areas adjoining this room, and for the areas outside the residence adjacent to the room.
5. Social gatherings in the residence hall room of a student who has reached the legal drinking age of 21 must meet the following criteria:
  - a. The occupant(s) of the room, as host(s), must strictly enforce drinking age restrictions.
  - b. No money shall be charged for entering a room or for any other purpose.
  - c. The maximum number of persons allowed in the room at one time is 10.
  - d. Kegs and beer balls of any size are not permitted in the residence halls.

Students shall at all times follow the direction of the RCs, Faculty in Residence, and RAs regarding the control of noise and the termination of gatherings. Particular care must be exercised if the use of alcoholic beverages interferes with the regular restraints practiced by students.

Violations of the College's Alcohol & Other Drug Policy are taken very seriously. Sanctions normally include monetary fine and/or campus work and/or other suspension of privileges as indicated in the Student Code of Conduct. For repeat offenders, sanctions are increased and include possible suspension from campus. Parents of first-time offenders may be notified depending on the circumstances; parents of repeat offenders are notified.

Abusive use of alcohol is not only harmful to the individual but may interfere with the life of the campus community and the rights of others. Those students whose use of alcoholic beverages is considered abusive require special counseling and care. Abusive use of alcohol may be defined as a second alcohol related incident. In this case, or if a fellow student, faculty member, or member of the Residence Life staff suspects a student has a drinking problem, the student shall be referred to the Director of Counseling. If the student does not follow through with counseling or referral, immediate suspension from the College will occur until counseling is started/resumed.

## **XX. Medical Alcohol Amnesty Policy**

### **Purpose**

The purpose of the policy is to facilitate access and remove barriers to students who require medical assistance in alcohol related emergencies, and to provide the opportunity for caring, non-punitive interventions in response to such incidents.

## Policy

The Medical Alcohol Amnesty Policy (MAAP) is a key component of Concordia College's comprehensive approach to reducing the harmful consequences caused by the excessive consumption of alcohol. The MAAP represents the College's commitment to informed decision-making and promotion of healthy behaviors when faced with alcohol-related emergencies. In order to achieve these goals, the MAAP mandates that discretion be exercised, as permitted under Concordia College's Conduct Code, as follows:

1. Students are expected to contact Residence Hall Staff or Public Safety and Security when they believe that assistance for an intoxicated/impaired student is needed (\*see Contact Protocol below).
2. At the discretion of the Public Safety and Security and Residence Life, the Departments will assist intoxicated individuals by facilitating transport to medical facilities.
3. In cases of concern for the health and safety of an individual, students should utilize one of the following options: notifying Resident Life Staff, notifying Public Safety and Security Staff, or by calling 911 (9-911 from campus phone) for assistance by Eastchester Rescue Squad - then notify Public Safety and Security or Resident Hall Staff.
4. Students seeking assistance for the consumption of alcohol will not be referred through the College's student conduct system (see #6 below). However, a student will not be granted protection under this policy if campus officials (e.g. Residence Hall Staff, Public Safety and Security) intervene beforehand.
5. Students who seek emergency assistance on behalf of a person(s) experiencing alcohol-related emergencies will not be referred through the College's student conduct system (see #6 below). However, a student will not be granted protection under this policy if campus officials (e.g. Residence Hall Staff, Public Safety and Security) intervene beforehand.
6. Students may be required to participate in an appropriate alcohol assessment and/or educational program depending upon their involvement in the situation. Failure to comply will invalidate protection under this policy.
7. Records of all requests for assistance under this policy shall be maintained by the Office of the Assoc. Dean for Student Development. Participation in any program as a result of this policy shall **not** be noted on the student's conduct record.
8. This policy does not preclude disciplinary action regarding other violations of the College Conduct Code, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this policy does not prevent action by local and state authorities.
9. Nothing in this policy shall prevent an individual who is obligated by state or federal law to do so from reporting, charging or taking other action related to the possible criminal prosecution of any student.

\* Contact Protocol: If Residence Hall Staff are notified, they will notify Public Safety and Security for assistance while caring for the student. If Public Safety and Security is notified and the student is a resident or commuter student, they must notify the Director of Student Life at the first available opportunity.

## **XXI. Missing Student Policy**

In compliance with the "Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)" Missing Student Notification Policy and Procedures, it is the policy of the Office of Public Safety and Security to actively investigate any report of a missing resident who is enrolled at Concordia College – New York (hereafter College) and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Student Handbook.

For purposes of this policy, a student may be considered to be a "*missing person*" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Each resident, on or before checking into his/her assigned room, is required to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the resident is reported missing. In the event the resident is under the age of 18 or is not emancipated, the College is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the College community has reason to believe that a student is missing, Public Safety and Security should immediately be notified. Upon receiving notification, Public Safety and Security, through the Assoc. Dean for Student Development, will make reasonable efforts to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, locating the resident's vehicle, and calling his/her reported cell phone number. As part of the investigation, the College reserves the right to contact the individual(s) whom the student has identified as his/her emergency contacts person(s) to help determine the whereabouts of the resident.

If, upon investigation by Public Safety and Security and concurred by the Assoc. Dean for Student Development, that the resident has been determined to be missing for at least 24 hours, the following will occur. A Student Life representative will contact the resident's designated emergency contact and Public Safety and Security will contact the Bronxville Police Department and request a missing person report initiating a police investigation. Investigation will continue in collaboration with law enforcement officers as appropriate.

## XXII. Clery Act Crime Definitions

### **Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions**

Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol. 64, No. 210). The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

### **Crime Definitions from the Uniform Crime Reporting Handbook:**

**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.

**Criminal Homicide-Manslaughter by Negligence** The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter** The willful (non-negligent) killing of one human being by another.

**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 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 which 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 a 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; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**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) , and including joyriding)

**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 to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin,

codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbituates, benzedrine).

**Liquor Law Violations** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing 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. (Drunkenness and driving under the influence are not included in this definition.)

### **Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

**Sex Offenses-Forcible** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Forcible Rape-** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy-** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object-** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling-** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses-Non-forcible** Unlawful, non-forcible sexual intercourse.

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

**Statutory Rape** - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Hate Crimes** Crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

*Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.*

### **Hate Crimes—Additional Crimes added in the Higher Education Opportunity Act of 2008**

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

- **Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- **Purse-snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. Shoplifting: The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- **Theft from Building:** A theft from within a building which is either open to the general public or where the offender has legal access.
- **Theft from Coin Operated Machine or Device:** A theft from a machine or device which is operated or activated by the use of coins.
- **Theft from Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories"):** The theft of articles from a motor vehicle, whether locked or unlocked.
- **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- **All Other Larceny:** All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

Source-*Uniform Crime Reporting Handbook*, 2004; U.S. Department of Justice

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

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm 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/Vandalism of Property (Except "Arson"):** 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.

Source-*Hate Crime Data Collection Guidelines*, October 1999; U.S. Department of Justice

## XXIII. Crime Statistics

These statistics have been compiled in accordance with definitions taken from the Federal Bureau of Investigations (FBI's) *Uniform Crime Reporting Handbook(UCR)*, as required by *Clery Act* regulations.

The data relates to all reported crimes occurring on the College's campus, including it's residence halls, off-campus buildings or property owned by the College and any public property immediately adjacent to the campuses. It also includes crimes reported by local law enforcement agencies having primary law enforcement jurisdiction.

## XXIV. Annual Fire Safety Report

**General Procedures:** General fire evacuation procedures include the following directions for occupants of any College building. If the fire alarm system is activated, Central Stations receives the signal. Central Stations immediately contacts the Eastchester Fire Department, then contacts a College representative. Occupants of all floors will immediately evacuate the building at the sound of the fire alarm system. In the event a fire occurs the Concordia community is advised to do the following:

1. Remain calm and go to the nearest stairwell, walk on the right side. Walk, do not run. Do not use elevators they will not be in service during a fire alarm condition. Exit out of the building. Go to the Rally Point.
2. Pull the nearest red manual pull station (usually on the wall near stairwells and exits). This will activate the building's fire alarm system.
3. Report the fire (regardless of size) to Public Safety and Security at 914-337-9300 x2300. Give the following info:
  - a. Your Name
  - b. Location of fire (Building name, Room # or area)
  - c. Injured people
4. Assist in the evacuation of the building. Give any disabled occupant info to Bronxville Police or the Eastchester Fire Department upon exiting.
  - a. Close all doors when leaving rooms. If your room door is hot to the touch and smoke is beginning to filter into your room; place a wet towel under the door or seal it with tape. Wave a sheet or large garment out the window. Wait for assistance from the Eastchester Fire Department.
  - b. Keep low and crawl in any smoke filled areas.
  - c. Do not re-enter the building until the all clear has been announced, this occurs after the Eastchester Fire Department gives their all clear.

**Residence Halls:** Public Safety and Security Staff and the Residence Life Staff will assist in the complete evacuation of the building and control the occupants in the assembly area until the emergency has been abated.

**Academic Buildings:** Public Safety and Security Staff and any designated fire wardens present in the building will assist in the complete evacuation of the building and control the occupants in the assembly area until the emergency has been abated.

**Fire Drills:** During any given calendar year there are several fire drills conducted and documented. Eight formal fire drills were conducted during the 2009 calendar year, and several dozen evacuations in residence halls were documented fire alarm events. After action reviews were also documented in order to train, educate and improve upon evacuation times with Public Safety and Security and Residence Life staff.

**Policies on Portable electrical appliances, smoking and open flames:** Smoking, candles and open flames are prohibited in Concordia College residence halls. No portable electrical appliances, hot plates, fireworks, firearms, electric heaters, or halogen lamps are allowed in Concordia housing.

**Student Housing Evacuation:** A policy involving the mandatory evacuation of each residence hall upon fire alarm activation is in effect. A community citation is issued to all residents that fail to evacuate, whereby the judicial process may levy fines and sanctions for each violation.

**Fire Safety Education:** Various training and educational seminars are conducted during the summer orientation sessions with students. Residence Assistants and Residence Counselors are the first group of students to undergo annual fire safety training. Locations of Rally points, evacuation procedures, and fire safety tips are all delivered by the Public Safety and Security Staff. Residence Assistants are trained on how to extinguish a small fire with a variety of extinguishers after a classroom session on fire extinguisher use. The Manager of Public Safety has direct responsibility for fire alarm systems, maintenance, inspections, testing and the overall fire safety program.

**Contact points for reporting fires:** There are several methods in which a student, faculty, staff or other person within Concordia's community can report a fire. If you wish to report that a fire has occurred please contact one of the following individuals or departments; College Services, Public Safety and Security, and Residence Life.

- a. Manager of Public Safety and Security 914-337-9300 x2132
- b. Manager of College Services 914-337-9300 x2130
- c. Director of Support Services 914-337-9300 x2131
- d. Director of Student Life 914-337-9300 x2154

**During an emergency:** Please call 9-911 in order to report the fire. A variety of other methods can be used to report a fire, whether it is outside a residence hall (i.e. mulch fires) or within the confines of a building.

- a. Elevator phones - call button goes directly to Central Stations Operator.
- b. Any Concordia phone – call 9-911 to directly report a fire to the Eastchester Fire Dept., give proper street address when talking to a fire dispatcher.
- c. Call x2300 which is the non-emergency number for Public Safety and Security, calls are taken in the order that they are received.

**Future improvement plans:** Future improvements for fire safety include the following measures:

- a. Mandatory Fire Safety 101 course for all in-coming freshman.
- b. Fully sprinkled residence halls across campus (67% of all residence halls are currently sprinkled).
- c. Upgrading of older (10-15 year life cycle) fire alarm systems in order to maintain current technologies.

**Fire Statistics (Residence Halls):**

- a. The residence halls statistics for the period of January through December 2009 can be found on the Chart on the last page of this report.
- b. No arsons were reported for the year of 2009, therefore no arsons need to be reported in the crime statistics.

**Description of Residence Hall Fire Alarm Systems:** All residence halls are equipped with stand alone fire alarm systems that are then connected through a dedicated wide area fiber optic network. The network is supported by a proprietary central monitoring station which is backed-up with emergency power at each fire alarm panel. These fire alarm systems are also backed up with battery power at each building, and contain all monitoring of sprinkler, suppression, detection and relay devices. There are smoke detectors in every bedroom and 24/7 monitoring that meets, or in most cases exceeds the National Fire Alarm Code requirements.

**Description of Residence Hall CO Detectors:** Battery operated Carbon Monoxide detectors are placed in residence hall bedrooms, common areas, and hallways where there is a CO source in the building. The placement of these detectors follows the requirements of the recently enacted Amanda's Law. The devices are checked and tested semi-annually and batteries are replaced when the unit signals low battery.

**CONCORDIA COLLEGE – NEW YORK**

<b>OFFENSE</b>	<b>YEAR</b>	<b>Residential Facilities</b>	<b>Campus Property</b>	<b>Public Property</b>	<b>Total</b>
HOMICIDE	2007	0	0	0	0
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
SEX OFFENSES	2007	0	1	0	1
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ROBBERY	2007	0	0	0	0
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
AGGRAVATED ASSAULT	2007	1	1	0	2
	2008	1	1	0	2
	2009	0	0	0	0
	2010	0	0	0	0
BURGLARY	2007	2	2	0	4
	2008	1	1	0	2
	2009	0	1	0	1
	2010	0	0	0	0
MOTOR VEHICLE THEFT	2007	0	0	0	0
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARSON	2007	0	0	0	0
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
HATE CRIMES	2007	0	0	0	0
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
LIQUOR LAW VIOLATIONS (Referred for disciplinary actions)	2007	0	32	0	32
	2008	28	30	0	30
	2009	23	23	0	23
	2010	12	12	0	12

DRUG LAW VIOLATIONS (Referred for disciplinary actions)	2007	0	4	0	4
	2008	3	3	1	7
	2009	5	5	0	5
	2010	1	1	0	1
<b>ARRESTS</b>					
LIQUOR LAW ARRESTS	2007	0	0	0	0
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
DRUG LAW ARRESTS	2007	1	1	0	2
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	2007	0	0	0	0
	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

### CONCORDIA COLLEGE – NEW YORK

<b>Annual Residence Hall Fire Statistics 2010</b>							
<b>Residence Hall</b>	<b># of Fires</b>	<b># of Deaths</b>	<b># of Injuries</b>	<b>Value of Property Damage</b>	<b>Date</b>	<b>Explanation</b>	<b>Corrective Action(s)</b>
Bohm Hall	0	0	0	0			
Koepchen Hall	0	0	0	0			
Ressmeyer Hall	0	0	0	0			
Rippe Hall	0	0	0	0			
Romoser Hall	0	0	0	0			
Sieker Hall	0	0	0	0			