



The College of New Jersey

Section:	IV.1.2
Title:	Safe Campus Policy
Effective Date:	February 26, 2013
Approved By:	Board of Trustees
Responsible Unit:	Office of Campus Police Services (609-771-2171, tcnjpd@tcnj.edu)
History:	
Related Documents: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (“Clery Act”); TCNJ Annual Security and Fire Safety Report.	

I. INTRODUCTION

The purpose of this policy is to ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). This is a federal law that requires the College to collect crime reporting information from Campus Security Authorities (“CSA”). CSA’s are required to report so that the College can provide appropriate notification to the campus community if there is a crime posing an ongoing threat to the safety of College members; police can investigate the reported crime, if warranted, and the College can disclose accurate crime statistics as required by the Clery Act. The Clery Act requires that the College annually publish crime and fire safety statistics and distribute them to all students and employees. A full text of this report is available at <http://campuspolice.pages.tcnj.edu/communitystudentresources/stats/>.

II. DEFINITIONS

Campus Security Authorities – Campus Security Authorities are employees who have significant responsibility for student or campus activities or who have security responsibilities as part of their jobs. At TCNJ, Campus security authorities are represented by, but not limited to, the following departments: Campus Police, the Vice President for Administration, Provost/Vice President for Academic Affairs, Vice President of Human Resources, Vice President for Student Affairs, Residential Education and Housing, Differing Abilities Services, Athletics, Alcohol and Drug Education Program (ADEP), and Anti-Violence Initiatives.

Clery Act Crimes: murder and manslaughter, sex offenses, robbery and burglary, aggravated assault, motor vehicle theft, arson, hate crimes. Please refer to the full text of the Annual Security and Fire Safety Report for definitions of these crimes.

III. POLICY

It is the policy of TCNJ to ensure our campus community is informed of all incidents that may impact their safety and security. The campus community is encouraged to report all crimes, whether actual, attempted, or suspected, and all emergency situations to the Office of Campus Police Services or any other campus security authority.

The College compiles and discloses statistics of reports of the types of crimes specified in the Clery Act for the campus and immediately adjacent areas. In addition, the College makes an annual report to the Department of Education with statistics of Clery Crimes for the last three years, along with other policy statements addressing campus security and safety.

The College further complies with the Clery Act by issuing warnings of Clery Crimes that may be an ongoing threat to the campus in a timely manner. This will ensure that individuals take steps to protect themselves and to assist in the prevention of similar crimes.

The Office of Campus Police maintains a daily crime log which is available to the public. This log maintains a listing of all crimes reports to campus security. The Office of Campus Police also maintains a daily fire log available to the public of incidents occurring in on-campus student housing.

A. Timely Warning/Emergency Notifications:

In order to effectively distribute safety information, TCNJ disseminates Timely Warnings and Emergency Notifications. The alerts are disseminated as soon as pertinent information is available.

Timely Warnings provide the time, location, and type of crime committed on campus. The information provided is designed to promote safety and allow for individuals to take precautionary measures.

Emergency Notifications are issued without delay upon confirmation that there has been a significant emergency or dangerous situation that occurs on campus involving an immediate threat to the health or safety of students or employees. These threats include but are not limited to: natural disaster, violent crime, or environmental danger. The incident will conclude with an overview of the crisis resolution.

The Office of Campus Police Services shall maintain a crime log that is available upon request for viewing by the campus community and the general public at any

time. The Office of Campus Police Services reserves the right to exclude information that may involve a criminal investigation or confidential matter from public dissemination.

Any incident involving an active criminal investigation may require approval of the appropriate prosecutor's office prior to release of information to the general public or the community.

There are incidents that occur at or near an off-campus facility, even if public property, that may require that a timely warning be given to the campus community. If the incident represents a continuing threat to the community, according to the Clery Act a timely notice may be given to the campus community.

B. When to Release a Timely Warning/Emergency Notification

A timely warning will be released to the campus community for any incident that "represents a serious or continuing threat to the students and employees" of the College. The incidents that **require** a timely warning are Clery Act crimes. Any other incidents that represent a serious or continuing threat to the community should also have a timely warning issued for them. Additionally, the College may notify the community of criminal activity that does not pose a serious or ongoing threat, such as petty thefts.

Timely warnings do not necessarily need to be issued immediately but will be released as soon as reasonably possible when the facts of the incident have been established and correct information is able to be disseminated. Only in rare exigent circumstances would a timely warning be released immediately. The release may cause additional problems that can compound the initial event; therefore, careful examination of the timing of a release is critical. If it is an active criminal investigation that involves the appropriate prosecutor's office, that office needs to be consulted before any release is disseminated.

C. Method For Collecting Timely Warning/Emergency Notification Information:

Information may be received from several different sources, including campus police, local police, prosecutor's office, or any other law enforcement agency. Additionally, crimes or incidents may be reported to College officials as enumerated under the sexual assault policy and, even though the crime or incident may not be investigated due to the victim's wishes, a timely notice may still be required.

D. Who is Authorized to issue a Timely Warning/Emergency Notification:

Timely warnings should be released, in most instances by the Vice President for Advancement or his/her designee, in consultation with the Vice President of Administration and the Office of Campus Police Services. In emergency situations,

the Director of Campus Police, or his designee, may issue the timely warning for the safety of the community. If the incident relates to a criminal investigation involving the prosecutor's office, they shall assume responsibility for the timing of the community notification in consultation with College officials.

E. How the Timely Warning/Emergency Notification is Released:

A timely warning/emergency notification can be issued in many ways, including without limitation one or more of the following:

1. Alert on TCNJ web pages
2. Novell alert to all networked computers
3. Mass e-mail
4. Text messaging, voicemail, personal e-mail
5. Instant messaging
6. Hotline
7. Updates to the Critical Incident Web Page
8. Listservs
9. Bullhorns
10. Public Address system

The communication systems employed will depend upon the specific circumstances of the incident.

F. Missing Student Policy

The College requires that every student who resides on campus, regardless of their age, must identify a contact strictly for missing person's purposes. That person shall be the first contact person in the event that the student would be officially reported missing during his or her tenure at the College. This information will be maintained confidentially, and will only be provided to authorized campus officials. It will be disclosed to law enforcement personnel in furtherance of a missing person investigation.

If a residential or professional staff member has reason to believe that a resident student's absence is contrary to their normal behavior, the Office of Campus Police Services shall be notified immediately and will initiate an investigation. The College has 24 hours after receiving the report to initiate specific emergency notification procedures. However, the College can initiate emergency procedures before 24 hours has passed.

When the student is under the age of 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

The Office of Campus Police will accept without delay any report of a missing person. Any report of a missing student to a College Security Authority will immediately be forwarded to that The College of New Jersey Office of Campus Police. Reports of missing persons will be expeditiously investigated. The Office of Campus Police Services will be the lead investigative agency when in receipt of a missing persons report, unless another law enforcement agency assumes primary responsibility. When possible, a liaison will be established to support the missing student's family and to assist in the investigation.

IV. RELATED DOCUMENTS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) ("Clery Act"); TCNJ Annual Security and Fire Safety Report.

V. HISTORY