

BERKELEY COLLEGE  
New York City Downtown Campus  
Security Report – Calendar Year 2008

The Campus Operating Officer (Kristin Rowe), together with the campus Security Guard and the Office of Advisement have primary responsibility for safety and security on campus. A Security Guard is provided by building management Monday through Friday from 6am through 10:30pm; Saturdays from 7:30am to 5:30pm. The Campus Operating Officer's office is located on 43<sup>rd</sup> Street, and her office phone number is 212-986-4343 extension 4147. The phone number for the Security Guard is 212-372-4446 extension 4531. The Office of Advisement is located on the third floor and the office phone number is 212-372-4446 extension 4532.

The security guard is not armed and not empowered to arrest, but works closely with the New York City police department which may be reached by dialing 911 or 212-586-6832.

If you become aware of a crime, observe a suspicious person, or are a victim yourself, the first contact you make should be to promptly report all emergencies to the police. Additionally, please report all incidents or suspicious activity to either the Security Guard or the Campus Operating Officer.

Reports to College personnel involving bodily injury (including sex offenses), theft, or an ongoing threat to campus security will be reported to the New York City police department. Reports not involving bodily injury (including sex offenses), or theft will usually be investigated internally. Police reports are public records under state law. If you are the victim of a crime and do not want to pursue action within the public criminal justice system, you may still want to consider making a confidential report with the College. With your permission, the Campus Operating Officer or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

Campus 'Professional Counselors', when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

### Timely Warnings

In the event that a situation arises, either on or off campus, that in the judgment of the Campus Operating Officer, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued in one or a combination of the following methods: text message to registered cell phones, electronic e-mail to Berkeley College email addresses, our website ([www.berkeleycollege.edu](http://www.berkeleycollege.edu)), telephone, voice mail to registered cell phones, our Blackboard intranet (<https://my.berkeleycollege.edu>), media announcements, and portable public address equipment. In the event of an emergency, Berkeley College's Information Line (1-800-446-5400) will become an Information Hotline Number that will provide information to the general public.

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Annual Disclosure of Crime Statistics

The College's Chief Compliance Officer prepares this report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act. The full text of this report is available to students on Blackboard (log on to <https://my.berkeleycollege.edu> click on Student Development and Campus Life Organization>Key Policies and Reports>Campus Crime and Security Reports) and to employees on the B.A.R.N. The report is also available in hard-copy upon request to any prospective student (see Admissions Representative) or prospective employee (from Human Resources).

Campus crime, arrest, and referral statistics include those reported to designated campus officials (including but not limited to the Campus Operating Officer, Office of Advisement, and Security Guard) and local law enforcement agencies. Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification via College email.

Campus crime data are also available from the United States Department of Education website: <http://www.ope.ed.gov/security>.

Campus Access & Maintenance

Campus buildings are open to the public during regular operational hours (Monday through Thursday 7am to 10pm; and Friday 8am to 1pm). After that time the building is locked.

There are closed-circuit cameras throughout the building, monitoring activity in elevators, stairwells, and other rooms and offices on campus. The cameras are monitored regularly and digitally recorded 24 hours per day, seven days per week.

The campus is equipped with an emergency lighting system, and burglar and fire alarms.

Maintenance personnel inspect the entire campus and buildings regularly to discover and correct health, safety, or maintenance problems. Security-related maintenance problems (e.g. doors, windows, locks) in need of repair should be reported to the Campus Operating Officer or Advisement Office.

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Campus Crime Statistics

<b>Jeanne Clery Disclosure of Campus Security Policy &amp; Campus Crime Statistics Act Report</b>			
	<b>2008</b>	<b>2007</b>	<b>2006</b>
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible & Non Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>Weapons Possession</b>			
	<b>2008</b>	<b>2007</b>	<b>2006</b>
Referred for Disciplinary Action	0	0	0
Arrests	0	0	0

<b>Drug Abuse Violations</b>			
	<b>2008</b>	<b>2007</b>	<b>2006</b>
Referred for Disciplinary Action	0	0	0
Arrests	0	0	0

<b>Liquor Law Violations</b>			
	<b>2008</b>	<b>2007</b>	<b>2006</b>
Referred for Disciplinary Action	0	0	0
Arrests	0	0	0

Note 1: Referrals for disciplinary action include incidents where no arrest occurred but the matter was referred for internal student or employee disciplinary action.

Note 2: There were no reported hate crimes for the years 2008, 2007, or 2006.

Note 3: The campus does not have any on- or off-campus student housing or off-campus student organizations.

Informational Programs Addressing Security Awareness

Student orientation programs are offered to all new students each quarter. These orientation programs include a review of policies and rules related to conduct and behavior expected of students. Orientation includes presentations and information on topics such as drug and alcohol

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abuse, sexual assault and date-rape crimes, and on-campus as well as off-campus counseling opportunities.

Employee orientation programs are offered to all new employees each month. At these programs, Human Resource personnel inform employees about the Berkeley Associate Resource Network (B.A.R.N), which is an electronic information database that contains copies of the annual Campus Crime & Security Reports. Employees are also informed during orientation about the Human Resources organization on Blackboard, which contains information on topics such as drug and alcohol abuse, employee conduct, grievance procedures, ethics, and sexual harassment. All employees are also required to complete an on-line virtual orientation program which links employees directly to these resources.

### Weapons

No one is permitted to carry a weapon on campus premises. Violators of this policy will be subject to disciplinary action, up to and/or including suspension, dismissal, termination of employment, and/or referral to appropriate legal authorities.

### Data Security

Berkeley's computer systems and associated hardware and peripherals are to be used for educational purposes only. The use of computers and the Internet are privileges which may be limited or revoked at any time. Computer usage may be monitored so students and employees should not have an expectation of privacy. Students, faculty, and staff have a responsibility to use computers and the Internet ethically and lawfully, and Berkeley reserves the right to report any suspected illegal activity to the appropriate authorities.

Any attempts to circumvent PC/Network security, damage or tamper with any of Berkeley's electronic resources, including software, hardware, network infrastructure, virus propagating, and sustained high volume network traffic, may result in disciplinary action including suspension, dismissal, or termination of employment. Internet access is provided in all Berkeley College labs, residence hall rooms, and offices. The College has installed systems that attempt to block offensive material, and restrict access to sites that have been known to monopolize network bandwidth, or violate copyright laws. The Student Electronic Information Policy can be viewed on Blackboard: log on to <https://my.berkeleycollege.edu> click on Student Development and Campus Life organization>Key Policies and Reports>Student Electronic Information Policy. The Employee Electronic Information Policy can also be viewed in Blackboard: log on to <https://my.berkeleycollege.edu> click on Human Resources organization> Policies >Data Security Policy.

### Alcoholic Beverages & Illegal Drugs

Berkeley College strictly prohibits the possession, use, or distribution of illicit drugs and the possession, consumption, or distribution of alcohol on college property or at any college related activity. The sale or possession of any controlled substance including marijuana is illegal under

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both federal and state law, and such laws are strictly enforced by College authorities. A list of federal, state, and local laws pertaining to Drug and Alcohol Abuse, as well as a list of support programs, is available on Blackboard: students log on to <https://my.berkeleycollege.edu> click on Student Development and Campus Life organization>Key Policies and Reports>Alcohol & Drug Abuse Laws and Programs; associates log on to <https://my.berkeleycollege.edu> click on Human Resources organization>Policies >Drug & Alcohol Abuse.

Violators of the drug and alcohol abuse policy will be subject to disciplinary action which may include, but is not limited to: suspension, expulsion, termination of employment and/or referral to outside authorities.

### Sexual Offenses

Sexual assault is a crime prohibited by state law. Sexual assault includes any forcible sexual act directed against another person forcibly and/or against that person's will; or not forcibly but the victim is incapable of giving consent. Sexual assault also includes non-forcible sexual acts that are unlawful as incest or statutory rape. Sexual assault will not be tolerated at Berkeley College.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College strongly advocates that a victim of sexual assault report the incident in a timely manner, either directly to local police or to a College official, such as the Campus Operating Officer or the Security Guard. Time is a critical factor for evidence collection and preservation.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and/or College disciplinary proceedings. The Campus Operating Officer or other designee from the College will guide the victim through the available options and support the victim in his/her decision. College personnel will also assist the student in notifying local authorities, if the student requests assistance in this regard. The College will change a student's academic arrangements after an alleged sex offense if those changes are requested by the victim and are reasonably available. Counseling options are available to victims, either internally from our Professional Counselors, or externally through various agencies and organizations.

Campus disciplinary actions in cases of an alleged sexual offense entitle both the accused and the accuser to have others present during a disciplinary proceeding, and both the accused and the accuser will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Sanctions imposed by the institution following a disciplinary proceeding may include but are not limited to: counseling requirements, suspension, expulsion, and changes to campus privileges.

In accordance with federal regulations, the College is informing you that registered sex offenders are listed on the internet at <http://www.criminaljustice.state.ny.us/nsor/>.

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Sexual Harassment

It is Berkeley's policy to prohibit any act of sexual harassment on the part of faculty, administrative staff, or students. Sexual harassment is also a violation of federal and state law. For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behaviors of a sexual nature. Any student who believes he/she has been sexually harassed should report the incident(s) immediately to a College official. Any employee who believes he/she has been sexually harassed should report the incident(s) immediately to a supervisor, the Human Resources Department, or to the Ethics Hotline via the link available in the Human Resources organization in Blackboard.

The College seeks to eliminate sexual harassment through education at orientation programs and by encouraging students, staff and faculty to report concerns or complaints. Prompt corrective actions will be taken to stop sexual harassment whenever it occurs. Students or employees who violate the College's policy against sexual harassment are subject to disciplinary actions, up to and including dismissal or termination.

Additional information and hotline assistance are available at:

National Hotlines:

Drug Abuse Hotline	800-662-4357
CDC AIDS Information	800-342-2437
National Runaway Hotline	800-621-4000
Missing & Exploited Children	800-843-5678
Youth Crisis Hotline	800-448-4663

New York City Resources:

Ambulance & Police 24 Hours	911
Crime & Rape Victim Hotline	212-577-7777
Suicide Help Line	212-532-2400
Teen/Adult Domestic Violence	800-621-HOPE
Emotional and Substance Abuse	800-LIFENET
NYC DOH AIDS Hotline	800-TALK HIV
Center for Substance Abuse	800-62 HELP
Al Anon Family Group	800-356-9996
Poison Control Center	800-764-7661
Youth Crisis Hotline	800 Hit-Home