



# Stevens Institute of Technology





## From the Chief of Police

Thank you for taking the time to view the 2015 Annual Security and Fire Safety Report for the Stevens Institute of Technology.

Stevens Institute of Technology is committed to providing a safe and secure environment for students, faculty, staff and visitors. Providing a safe environment to our students while they enjoy their college experience and all of the wonderful opportunities that go along with college campus living and learning is our top priority. The Stevens Campus Police is staffed 24/7 and trained to handle all types of situations, from the routine call for assistance to serious emergencies. Our officers are fully certified by the New Jersey Police Training Commission and have full police powers within the State of New Jersey. In addition, our staff of 19 armed Police Officers is complimented by 2 dispatchers who assist in providing professional security services to the Stevens community. As the current President of the Hudson County Chiefs of Police Association (2014-2017), I work closely with other Police Chiefs from the surrounding community to ensure that we coordinate our public safety efforts and collaborate in bringing about new programs to serve our community.

The Stevens Institute of Technology campus is 58 acres and located in historic Hoboken, New Jersey. Situated along the Hudson River, the Stevens campus features a beautiful panoramic view of the New York City skyline and is the highlight of a city that hosts a vibrant community of local residents, businesses and visitors. Our approach to providing campus safety and security is one of community policing and partnership building within the Stevens community and with our host city. Stevens also focuses on emergency management operations in the unlikely event that an incident which may represent a serious or continuing threat to our community should occur.

We hope that you find the information in our annual security and fire safety report a great resource in making your stay at Stevens a safe one.

*Timothy J. Griffin*

Timothy J. Griffin  
Chief of Police

## Stevens Resources and Partners

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### For Emergencies

Campus Police	201.216.3911
Off Campus Emergency	911

### Health Care Resources

Stevens Health Services	201.216.5678
Student Counseling & Psychological Services	201.216.5177

### Non-emergency contact information

Campus Police	201.216.5105
Hoboken Police Department	201.420.2100
Hoboken Fire Department	201.420.2004
Hoboken University Medical Center	201.418.1000

### Drug and Alcohol Help Numbers

Alcoholics Anonymous	1-800-ALCOHOL
Alcohol Hotline	1-800-322-5525
Alanon	973-744-8686
Children of Alcoholics	201-659-0683
	201-218-9544
Drug & Alcohol Helpline	1-800-541-LIFE
Narcotics Anonymous	1-800-992-0401
NJ Drug Hotline	1-800-225-0196

### For Reporting Sexual Assaults; Resources

Title IX Coordinator	201.216.5679
Campus Police	201.216.3911
Hoboken Police Department	201.420.2100
Hoboken University Medical Center	201.418.1000
Hudson County Prosecutor's Office	201.915.1234
Stevens Health Services	201.216.5678
Student Counseling & Psychological Services	201.216.5177

## The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) – Preparation of the Clery Report at Stevens

The Clery Act requires colleges and universities to:

- publish three years of crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities (referred to in this Report as “Stevens geography.” The statistics must be gathered from campus police or security, local law enforcement, and other Stevens officials who have significant responsibility for student and campus activities;
- publish certain campus security policy statements;
- provide timely warning notices of those crimes that have occurred in Stevens’ geography and pose an ongoing threat to students and employees;
- record in a public crime log any crime that occurred on campus or within the patrol jurisdiction of Campus Police and is reported to Campus Police; and
- record in a public fire log a record of any fire that occurred in an on-campus student housing facility.

Stevens Campus Police are responsible for preparing and distributing this Report. The information contained within the Report includes statistical information gathered for the previous calendar year. We work with many other departments at Stevens, such as the Division of Student Affairs which includes the Dean of Students and the Dean of Residence Life, to compile the information contained in the Report. We also work with outside law enforcement agencies who have jurisdictional authority in areas off-campus.

We encourage members of the Stevens community to use this Report as a guide for safety resources both on and off campus.

Each member of the Stevens community receives an e-mail that describes this Report and provides its Web address for viewing. For more information or for a copy of this Report, contact Stevens Campus Police at 201.216.5105 or via email at [tgriffin@stevens.edu](mailto:tgriffin@stevens.edu).

## Stevens Campus Police

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### *Our Mission and Core Values*

*"To Protect and Serve the Stevens Community, secure its property, enforce the laws of the State of New Jersey, prevent, detect and deter crime and prepare the Stevens Community to respond to any unforeseen crisis in a manner that allows the Institution to continue to function"*

- **Pride** We possess a high sense of honor and tradition in carrying out our police duties and recognize that the service we provide others is a direct reflection upon Stevens and its time honored history.

- **Duty** We are committed to carrying out our duties to ensure that those we serve are afforded the most professional police services we can provide. We do our best to demonstrate our commitment to serve by placing the needs of others ahead of our own.
- **Professionalism** We constantly strive toward excellence through continuing training, education, innovative thinking and a commitment to updating and improving those tools that help us to help others. We treat those with whom we serve with respect, fairness and courtesy.

## **Stevens Police Authority and Jurisdiction Policies**

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### **Law Enforcement Authority**

Stevens Campus Police is staffed 24/7 and trained to handle all types of situations from routine calls for assistances to more serious emergencies. The officers are fully certified by the New Jersey Police Training Commission, and have full police powers within the State of New Jersey including the power of arrest in accordance with New Jersey law. In addition, the staff of 19 armed Police Officers is complimented by 2 dispatchers who assist in providing professional security services to the Stevens community.

### **Interagency Cooperation**

Stevens Campus Police is responsible for investigating alleged criminal acts that occur on-campus as well as on or near campus housing and facilities. Campus Police are also first responders within the City of Hoboken whenever mutual aid is requested in furtherance of the Hudson County Mutual Aid Agreement among all county law enforcement agencies. Campus Police are assisted in investigating crimes by the Hoboken Police Department and the Hudson County Prosecutor's Office whenever appropriate.

Stevens Campus Police also works closely with the Hoboken Police Department in cooperative efforts that benefit Hoboken and Stevens such as the Junior Police Academy and National Night Out for young teenagers and joint training initiatives. In addition, Stevens Campus Police enjoys a close working relationship with the Hudson County Prosecutor's Office, the Hudson County Chiefs of Police Association, the New Jersey State Police, and other local, county, state and federal law enforcement agencies. This cooperation allows for the sharing and dissemination of critical information among all of the agencies in order to maintain an informed and safe community. Stevens Campus Police have seven members assigned to the Hudson County Rapid Deployment Force where they receive extensive training in the areas of Civil Disobedience, Mass Transportation Security, Active Shooter Training and many other fields of training, and have been deployed around the State during numerous emergent situations.

# **Crime Reporting Policy Statement**

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## **Introduction**

Stevens Institute of Technology is committed to conducting its academic and administrative responsibilities in an ethical and lawful manner and in accordance with applicable laws, regulations and Stevens policies. Stevens depends on its faculty, staff and students to share in this responsibility through the timely reporting of suspected illegal activity.

Members of the Stevens community who engage in illegal activity are subject to disciplinary action, up to and including termination of employment or student status, and/or criminal prosecution. Stevens reserves the right to refer a matter to law enforcement for criminal prosecution.

All crime victims are strongly encouraged to report all crimes accurately and promptly to Campus Police, or to local police if the crime occurs off-campus. In the event that a crime victim is incapacitated, other members with knowledge of the crime are encouraged to immediately report it to Campus Police by calling 201-216-3911.

Except for confidential communications made to psychological counselors or physicians, all Stevens employees are instructed to report any suspected crimes. In addition to Campus Police officers and staff, certain Stevens administrators have a separate and additional responsibility under federal law to inform Campus Police of specified crimes witnessed by them or reported to them. These administrators are known as Campus Security Authorities (“CSAs”). A CSA is defined as “an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.” Stevens has identified its CSAs and has informed them of their responsibilities.

Stevens Campus Police is responsible for investigating all criminal matters that occur on Stevens on-campus properties and affiliated Greek Houses. Criminal matters that occur in non-campus facilities or housing or on public property in areas that are geographically affiliated with Stevens are handled by the relevant local police department often with assistance from Campus Police. Crime statistics that occur in both non-campus and public property areas are reported by Stevens based upon available information obtained from local police departments and are included in this Report for the two most recent years (but not all prior years).

## **Contacting Stevens Campus Police**

Complaints of suspected or actual criminal activity should be reported to Campus Police at 201-216-5105 or 201.216.3911. The primary concern of Campus Police is always safety. Reporting an incident to Campus Police does not mean that a victim must file criminal charges.

Accordingly, in most situations, the victim will be able to play a role in determining whether Campus Police (or some other law enforcement agency) conducts a criminal investigation. Depending on the nature of information reported to Campus Police, Stevens may have an obligation to further investigate, regardless of whether criminal charges are brought.

### **Policy Prohibiting Retaliation**

Stevens maintains a policy prohibiting retaliatory action against members of the Stevens community who disclose or report potential violations of law to Stevens or to public bodies; the policy is available at: [http://www.stevens.edu/provost/sites/provost/files/Whistle-Blower\\_Policy\\_10dec2010\\_0.pdf](http://www.stevens.edu/provost/sites/provost/files/Whistle-Blower_Policy_10dec2010_0.pdf)

### **Policy on Confidential Reporting of Crime; Confidential Reporting to Pastoral and Professional Counselors**

In addition to reporting to Campus Police, Stevens has several methods for individuals to report crimes and other serious incidents, including the ability to report on a confidential basis. To report crimes and other serious incidents on a voluntary and confidential basis (including an anonymous report of a sexual assault), any community member may complete a Voluntary and Confidential Reporting of Crimes Form. A person may choose to write a letter or note instead of filling out the form. Stevens Campus Police has placed drop-boxes at three locations where reports may be submitted. These boxes are located at the Howe Center Desk located in the Howe lobby, the Student Health Center and the Office of Student Counseling and Psychological Services. Campus Police routinely check these boxes for reports.

Confidential reports that provide sufficient detailed information for classification of an offense by Campus Police will be included in Stevens' crime statistics.

Pastoral and professional counselors are encouraged, as they deem appropriate, to inform persons they are counseling of the procedures allowing confidential reporting. These procedures allow survivors or witnesses to report crimes on a confidential basis. Campus "pastoral counselors" and campus "professional counselors," when acting as such are not considered a campus security authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics. A professional counselor is considered to be a Stevens employee whose official responsibilities include providing psychological counseling to students and who is functioning within the scope of his or her license or certification. A pastoral counselor is an adviser who provides pastoral counseling and religious services for Stevens students.

### **Compliance Hotline**

While not intended for reporting of crimes, Stevens also maintains a Compliance Hotline which may be used to file identified or anonymous reports of violations of law or Stevens' policies, <https://secure.ethicspoint.com/domain/media/en/gui/31028/index.html>. This Compliance Hotline should not be used in emergency situations; for all emergencies, call Campus Police or dial 911.

### **Security and Access to Campus Facilities, Including Campus Residences**

Stevens encourages an open campus environment with limited constraints to ensure the reasonable protection of all members of the community.

An automated card access control system is installed on exterior doors in many academic, housing and administrative buildings. All on-campus housing facilities require 24/7 swipe card access. For academic and administrative buildings, swipe access is on a timer which limits accessibility to the facility to certain hours of the day and evening, depending upon the facility

and the need for access by authorized persons. Stevens faculty, staff and students with a need to access a facility after hours must contact the appropriate department manager to request access.

All undergraduate residence halls are equipped with an electronic card access control system providing access to current students and authorized staff and faculty. Guests and other visitors may visit residence halls provided they have been authorized by a member of the community. Unauthorized guests are not permitted in the residence halls. Doors to student residences are locked 24 hours a day.

The fraternity and sorority houses owned by Stevens are equipped with electronic card access control system providing access to current students and authorized staff and faculty. Stevens off-campus housing facilities have specific security systems which are managed by the management/owner of the property.

### **Security Considerations in the Maintenance of Campus Facilities**

Stevens is committed to campus safety and security and exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Campus Police report unsafe conditions found on campus during regularly assigned patrols. Stevens encourages community members to report any instances of inadequate lighting or concerns about physical security to Stevens Campus Police at 201.216.5105.

### **Daily Crime Log Policy**

Stevens Campus Police maintains crime and fire logs at the Campus Police Headquarters at the Gatehouse on the southern end of campus, and these logs are open for public review. These logs are continuously updated and are available for inspection during business hours.

## **Campus Crime and Other Notifications**

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Stevens Campus Police is responsible in all instances for delivery of timely warning notices, crime alerts and other communications regarding emergency situations affecting the Stevens' community. Based on varying circumstances, Campus Police will work with senior administrators across campus to assess and evaluate situations and deliver effective and timely communications.

### **Timely Warning Notices**

Stevens Campus Police will issue a timely warning notice to the Stevens community in the event a situation arises on campus or in another part of Stevens geography that in the judgment of the Chief of Campus Police constitutes an ongoing or continuing threat to Stevens faculty, staff or students. The warning will be issued through the Stevens email system to students, faculty and staff.

## **Crime Alerts**

From time to time, Stevens Campus Police will issue a crime alert to inform the Stevens community of criminal activity in the vicinity of Stevens campus or other parts of Stevens geography. Crime alerts are issued through the Stevens email system to students, faculty and staff.

## **Additional Means of Communication**

Stevens Campus Police is also able to issue timely warning notices and crime alerts via text messaging to the campus community. These communications are sent to individuals who subscribe to the Everbridge campus-wide alert system. All students, faculty and staff are encouraged to sign up to receive these notices. See the Stevens Campus Police Website for further information, <https://www.stevens.edu/directory/campus-police>.

## **Emergency Response Plan**

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Stevens' Emergency Response Plan ("ERP") outlines policies and procedures for managing emergencies including those which may threaten the health and safety of the campus community or significantly disrupt Stevens' programs and activities. The ERP provides a structure for coordinating preparedness, response and recovery efforts for emergencies and disasters.

The ERP applies to a broad range of emergencies and other events that can impact the safety of the Stevens community and its constituents. The ERP is designed for major emergencies and is activated when an emergency reaches proportions beyond the capacity of routine departmental response procedures. Stevens Campus Police responds to the scene of all emergencies and begins to coordinate response efforts with other Stevens' resources and, if necessary, outside agencies.

The ERP provides a comprehensive approach: first responders initiate recovery efforts and coordinate operational functions at the scene of the emergency, while at the same time Stevens' executive management team is assembled and begins to define strategies to respond to the emergency, communicate with the community (both internally and externally), ensure that resources are available, and organize the overall response to secure the campus and its constituents and maintain business continuity.

Stevens continues to assess and make improvements to increase its readiness and ability to handle emergency situations. Communication during an emergency is critical and Stevens has a broad-based approach to communicating with students, faculty, and staff, including email, text messaging, social media, websites, and radio. Stevens' Emergency Management Team consists of administrative staff with expertise in responding to emergency situations as well as trained first responders. Together, they are responsible for the ERP and carrying out exercises in order to prepare for varying types of disasters.

## **Emergency Warning Siren**

The need to communicate emergency instructions during a crisis situation is central to the effectiveness of executing Stevens' ERP. In serious emergency situations which are based in a particular location, alarms located inside that location alert everyone in the location to evacuate. In more serious or wide-spread emergencies, the campus-wide emergency warning siren will be activated in order to immediately notify all members of the Stevens community within earshot that an emergency exists. Campus Police are responsible for determining when to communicate emergency instructions and for taking action to do so.

## **Crime Prevention Education and Awareness**

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Stevens Campus Police and the Division of Student Affairs stress the importance of crime prevention and safety for the Stevens community. Crime prevention lectures on personal safety, fire safety, firearms awareness, drunk driving and the safeguarding of personal property are presented to campus organizations and students groups throughout the year. During orientation sessions, sessions are offered on crime, fire prevention and drug and alcohol awareness. Stevens Campus Police routinely publishes useful crime prevention tips to the entire Stevens community and conduct informal lectures on residential safety and many other safety related topics to the many Greek communities, student clubs and organizations at Stevens.

### **Shuttle Bus Service**

Stevens provides shuttles that service the off-campus residential community, during the Fall and Spring semesters. Shuttles have reduced service over break periods and during the summer semesters. The full schedules are posted online at:

<https://www.stevens.edu/campus-life/transportation/stevens-shuttles>.

In addition to the shuttle service for students residing off campus, Stevens employs two additional shuttle lines to meet the needs of commuting students, faculty and staff during year-round. These shuttles run continuously every 15 to 20 minutes between campus and the Hoboken PATH/New Jersey Transit Lackawanna Station and the 8<sup>th</sup> St Light Rail Station. The schedules for these shuttles are posted at

<https://www.stevens.edu/campus-life/transportation/stevens-shuttles>.

### **Escorts to Off-Campus Housing**

During evening hours when the Stevens shuttles are not running and upon request, Stevens Campus Police will provide an escort ride to students who live off campus as they travel from campus to their residence. Stevens Campus Police is also available for escort services anytime a student feels that an unsafe condition exists.

## **Code of Conduct**

Stevens is dedicated to providing an environment that reflects its core values of honor, academic integrity, trust and mutual respect. The conduct of Stevens' undergraduate and graduate students is expected to reflect these values.

The Student Code of Conduct provides guidance concerning the kinds of behavior that are consistent with Stevens mission and values, and promote interactions appropriate in a higher education community. The Student Code of Conduct fosters a climate in which all students, faculty, and staff feel safe and valued. It is applicable in any university owned, operated, leased, controlled or affiliated property, and at university sponsored or officially sanctioned activities on or off campus.

While providing a safe and supportive environment, Stevens complies with state and federal laws and regulations, and also affords each student the opportunity to exercise certain liberties. In turn, students are expected to function as responsible and productive members of the Stevens community – these mutual expectations foster a productive and resourceful learning community.

## **Alcohol and other Drug Policies**

The abuse of alcohol and other drugs is a grave danger to Stevens and its educational mission, and to the well-being of the community as a whole. Because of our concern for the health and safety of our students and employees, our desire for an efficient and effective workforce, and our intent to comply with applicable federal, state and local laws regarding substance abuse, Stevens maintains a policy on alcohol and drug use, summarized below.

Stevens is committed to a drug-free environment. The possession, sale, use, or distribution of illegal drugs or narcotics is a violation of federal and state law. The unlawful manufacture, possession, distribution, dispensation, sale, or use of controlled substances (illegal drugs) or prescription drugs on the campus is prohibited and will not be tolerated. Any student found selling or distributing illegal drugs or narcotics will be reported immediately to Campus Police and will be held accountable based on Stevens' student conduct procedures as administered by the Office of Residence Life and the Dean of Students. Sanctions may include removal from Stevens housing, suspension or expulsion from Stevens.

Alcoholic beverages cannot be brought into or consumed on Stevens' premises, except in connection with authorized Stevens' events and in accordance with stated Stevens policies. No alcohol may be served at any Stevens function without the prior approval of the Office of University Events. The possession, sale, use or distribution of alcoholic beverages by individuals under the age of 21 is prohibited. The possession and use of alcoholic beverages by individuals who are 21 years of age at approved events and in their private rooms is permitted.

Common areas of Stevens housing may not be used for gatherings at which alcohol is served. No alcoholic games are allowed in Stevens housing including "beer pong" and "water pong." Kegs and beer balls are prohibited. No alcoholic beverages or containers are permitted in any room or in possession of residents under the age of 21, or in freshman/alcohol-free residence halls. No glass collections, bottle collections, beer cans, alcohol or drug paraphernalia – including posters – are allowed in Stevens' residential housing. Finally, to discourage excessive consumption, large quantities of beer, wine or hard liquor are prohibited in all student rooms. No individual

student may possess in their room more than six (6) 12 oz. bottles/cans of beer or .75 liter of wine or .75 liter of spirits at one time, provided the authorized occupants of the room are 21 and over.

Stevens strictly enforces these policies. Violators are subject to sanctions up to and including suspension, expulsion and/or arrest and prosecution.

### **Alcohol and Drug Education Programs**

All new students are required to participate in Alcohol.edu, an online education program, prior to arriving on campus. During orientation, new students attend an additional educational session on alcohol and drug abuse. All new members of fraternities and sororities are required to attend a new member education series which includes programming regarding responsible use of alcohol, the dangers of alcohol and other drug abuse and the requirements of Stevens' policies. Alcohol Awareness Week takes place during October of each academic year and includes an array of programs presented by the Office of Undergraduate Student Life, the Office of Residence Life, and Counseling and Psychological Services. Written materials regarding alcohol and drug use as well as information regarding resources available in the local community are available in the Office of Counseling and Psychological Services. As part of the University's student conduct process, students involved in an incident involving alcohol are required to take an online alcohol assessment and educational workshop through AlcoholEDU.

### **Notification of Missing Student Policy**

Stevens maintains a Missing Student Policy that applies to all Stevens Institute of Technology students living in Stevens housing (whether located on or off-campus). It is the policy of Stevens to respond to all reports that a student who resides in Stevens housing (whether located on or off-campus) is missing. Students are under no obligation to notify Stevens of time spent away from their residences; however, a student is defined as "missing" when their absence for a period of 24 hours is inconsistent with their established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures will be taken to determine whether or not the person is at their on- or off-campus place of residence, and whether or not anyone familiar with the person has seen or heard from the person or is aware of where they may be. Any member of the Stevens community who is concerned that a student is missing should contact Campus Police immediately at (201) 216.3911. Stevens Campus Police is responsible for investigating each report of a missing student and for determining whether the student is missing in accordance with this Policy.

Each student has the option to identify a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made by Campus Police that the student is missing. This contact may be added or updated annually when completing the online application for student housing. Only authorized campus officials and law enforcement officers acting in furtherance of a missing person investigation may access this information. Campus Police will coordinate with local law enforcement agencies no later than 24 hours after determining that a student is missing.

If the student is determined by Stevens Police to be missing, the Dean of Students will:

- Notify the student's confidential contact (if one is designated) that the student is missing not later than 24 hours after Campus Police determines that the student is missing.
- Notify the student's emergency contact person if a confidential contact for this purpose is not designated.
- If the missing student is under 18 years of age, and not emancipated, notify a custodial parent or guardian of the missing student not later than 24 hours after Campus Police determines that the student is missing.
- Inform other Stevens units, as needed, that the student is missing.
- Initiate other actions, as needed, in the best interests of the student.

### **Weapons on Campus**

All state and federal statutes as well as local ordinances regarding the possession of firearms and weapons, including air guns, and imitation firearms (both legal and illegal) apply on Stevens' campus. Members of the Stevens community charged with possession of a firearm or weapon on campus will be held accountable through the criminal justice system as well as Stevens student conduct process. Any person who possesses the legal authority to carry a concealed weapon within the State of New Jersey must report to the Chief of Campus Police immediately upon arrival to campus to request permission to carry a firearm on campus.

### **Title IX: Stevens Policy on Gender-Based and Sexual Misconduct, Relationship Violence and Stalking**

Stevens is committed to maintaining a safe learning, living and working environment, to educating its community members on issues of sexual assault, sexual harassment, sexual exploitation (together, "sexual misconduct"), relationship violence and stalking, and to pursuing disciplinary action against those who commit misconduct or retaliate against individuals who make a good faith report of such conduct. Students or employees who are determined by Stevens to have committed an act of sexual misconduct, relationship violence, stalking or retaliation in violation of Stevens' policies are subject to sanction, up to and including separation from the University.

Stevens' Policy on Gender-Based and Sexual Misconduct is set forth in its entirety in Appendix A to this Report and is fully incorporated as an integral part of this Annual Security and Fire Safety Report (the "Title IX Policy"). This Title IX Policy contains important information including procedures to follow if a crime of sexual assault, domestic violence, dating violence or stalking has occurred, information about confidential reporting and resources, and a description of the resources, options and assistance which will be available to students and employees who make a report under the Title IX Policy.

Stevens' Title IX Coordinator may be contacted to report an incident, ask a question or to access resources:

**Dr. Kristie Damell**

Associate Dean of Students and Title IX Coordinator  
10th Floor of the Howe Center  
Phone: 201-216-5679  
E-mail: Kristie.Damell@stevens.edu

In addition, Stevens has appointed a Deputy Title IX Coordinator who may also be contacted:

**Leslie Devine**

Director, Faculty & Staff Benefits & Compliance and Deputy Title IX Coordinator  
7th Floor of the Howe Center  
Phone: 201-216-5146  
E-mail: Leslie.Devine@stevens.edu

Stevens' Title IX website provides victims of sexual assault and individuals seeking information with access to on and off campus resources and provides information on Stevens policy and procedures as well as educational programs and awareness campaigns. This website can be accessed at <http://www.stevens.edu/titleix>.

**Responding to Sexual Misconduct**

Stevens treats allegations of sexual misconduct very seriously and has a system in place to assist survivors in obtaining medical treatment, counseling and police assistance. In addition, various forms of accommodations may be made to protect victims including changes in housing, "no contact" orders, and other types of residential and academic assistance. Stevens is committed to treating survivors with care, compassion and respect.

**Reporting Sexual Misconduct**

The safety and well-being of survivors are of paramount importance. Stevens strongly encourages survivors to contact trained professionals for emotional support, medical services and advocacy with reporting and/or the criminal justice system. Stevens staff will assist any complainant in notifying law enforcement authorities, if the complainant wishes. Stevens works closely with the Hudson County Sexual Assault Response Team (SART). SART can be contacted through the Stevens Campus Police.

**Stevens and Community Resources**

- Title IX Coordinator, Howe Center, 201.216.5679
- Stevens Campus Police Gatehouse, 201.216.5105
- Office of Residence Life, 7<sup>th</sup> floor Howe Center, 201.216.5128
- The Dean of Students, 10<sup>th</sup> floor Howe Center, 201.216.5699
- The Stevens Health Center, 1<sup>st</sup> floor, Jacobus Hall, 201.216.5678
- The Stevens Counseling Center 7<sup>th</sup> floor, Howe Center, 201.216.5177
- Hoboken Police Department, 201.420.2100
- The Hudson County Prosecutor's Office Sex Crimes Unit, 201.915.1234

## **Recommended Steps for Survivors of Sexual Assault**

***To get immediate medical treatment, call 201.216.3911 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. Since 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 infection and/or emergency contraception if appropriate.

The examination should also include the collection of physical evidence for use in resolving a complaint or prosecution, if the survivor so chooses. Such evidence may increase the chances of successful prosecution, and its collection is therefore strongly encouraged. For this reason, survivors should not bathe, douche, or change clothes before seeking medical treatment. Forensic evidence is collected by a medical provider, usually in an emergency room, up to 96 hours following a sexual assault. Stevens' students can go to the Hoboken University Medical Center Emergency Room or any nearby hospital emergency room. The medical exam and collection of forensic evidence are done simultaneously. Even though a survivor may be unsure about reporting the incident to the police, many times, survivors later decide to report after they have had time to recover. Collecting forensic evidence makes it much easier to pursue a prosecution later. Toxicology testing for "date rape drugs" is most effective within 72 hours of an assault.

For questions regarding the collection of physical evidence, students should contact Stevens Campus Police or:

### **Hudson County Coordinator:**

Farkanda Farooqi, RN, FN-CSA

### **Contact Information:**

**201-232-6412**

[ffarooqi@hcpu.org](mailto:ffarooqi@hcpu.org)

### **Hudson County Prosecutor's Office**

Special Victims Unit, 555 Duncan Avenue

Jersey City, New Jersey 07305

201-915-1234

### **SART Sites:**

Hoboken University Medical Center, Hoboken, NJ

308 Willow Ave

Hoboken, NJ 07030

Christ Hospital, Jersey City, NJ

176 Palisade Ave

Jersey City, NJ 07306

## **Prevention and Awareness Programs and Bystander Trainings**

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**College 101 and “The Hook-Up”** are programs that are presented by Stevens to all incoming students during Freshman Orientation and address sexual assault, bystander intervention, healthy relationships, and risk reduction. College 101 is a play that is written and performed by members of the Stevens’ Resident Assistant staff and Orientation Leader team. This engaging and realistic performance not only tackles situations involving consent and sexual assault but also the consequences of alcohol and other drug use, LGBTQ+ awareness and sensitivity, and diversity. Following the performance, all incoming students participate in small group discussions led by trained student facilitators. Through the discussion, students have an opportunity to ask questions and engage in meaningful dialogue, and are provided resources for all of the situations that were presented in the performance. Additionally, students attend “The Hook-Up” program that combines the topics of consent, healthy relationships, bystander intervention, and sexual assault through open dialogue. The program reiterates the relevant message of respecting one another and keeping each other safe.

**Mandatory Online Title IX Training** is mandatory for all Stevens employees. Employees are required to complete an online Title IX training module through WeComply.

**Other Title IX Trainings** are offered throughout the year and facilitated by our Title IX team. Resident Advisors and Orientation Leaders are required to attend Title IX training as part of a more comprehensive training program annually or more frequently; fraternity and sorority leaders, peer health mentors, and other student groups also participate in Title IX training programs offered at various times throughout the year.

**Bystander Intervention** is addressed at Stevens through a bystander intervention working group comprised of students and staff members aimed at redesigning Stevens’ education programs and awareness campaigns. The group has introduced the Stevens’ bystander intervention campaign and training program – Don’t Stand By. Speak Up! “Speak Up!” was developed in response to student input regarding the issues they have encountered as students. Additionally, the group determined the facilitation method for the new training module, the logo design, and the advertising campaigns. All new freshmen received information on the “Speak Up!” program with details on how to intervene in various situations and were introduced to the program during “College 101.” Additionally, Resident Advisors, Orientation Leaders, and all NCAA athletic teams attended a one-hour training to address bystander intervention as it relates to sexual assault, alcohol, discriminatory language and depression.

**Awareness Programs and Campaigns** were presented throughout the year to educate the Stevens’ community about resources, risk reduction and healthy behaviors. Stevens joined national efforts through the “It’s On Us” campaign and the creation of a Stevens video that is utilized in trainings and available on the Stevens website at <https://www.stevens.edu/campus-life/diversity-and-inclusion/title-ix> and through programming that was overseen in all Stevens’ residence halls. Additionally, “Purple Thursday” took place in October, 2015, for domestic violence awareness month during which students, faculty and staff wore purple and took a pledge to stand up against violence against women. Stevens also hosted the first collaborative “Take Back the Night” with the City of Hoboken during sexual assault awareness month.

Together, the Stevens and Hoboken communities came together for a march and candlelight vigil.

Finally, the Stevens “Know More” campaign provides public service-type advertising throughout campus regarding healthy behaviors, consent and sexual assault, as well as information regarding Stevens’ Title IX Policy that is disseminated during every bystander intervention and sexual assault training. Our “Know Your Rights” brochure was designed to inform our students about Stevens’ Title IX Policy and resources, and is disseminated to all incoming students.

**Resident Advisors (RAs)** offer programs and information throughout the year regarding sexual assault, consent, and healthy relationships as well as provide resources for our residents. Stevens’ RAs attend a mandatory training twice a year facilitated by the Title IX staff.

### **Campus Sex Crime Prevention Act; Sexual Offender Policy**

Stevens is required by the Campus Sex Crimes Prevention Act to notify students and employees of the location of information pertaining to individuals who have been convicted of violent sex offenses or criminal offenses against minors. The website for New Jersey is <http://www.nsopw.gov>. Information regarding registered sex offenders may also be obtained from Stevens Campus Police.

### **Crime Statistics Reporting**

Stevens Campus Police collects crime statistics through a number of methods and reflects all data in a crime log. Crimes that occur on-campus are gathered by Campus Police through a review of calls and through CSA reports to Campus Police. Campus Police works to analyze each report within the classifications of the Uniform Crime Report (UCR) and relevant laws. Beginning in 2014, crimes that occurred at off-campus housing facilities and on public-property within Stevens’ geography have been reported to Stevens by the Hoboken Police Department. Stevens also requests crime statistics for any facility regularly used by Stevens pursuant to a written contractual arrangement by request to the local police department where the facility is located or through the New Jersey State Police. Statistics gathered as a result of these combined efforts are included in the 2014 and 2015 Crime Statistics. Prior to 2013, such data was not available to Stevens and is not included in this Report.

### **Stevens’ Geography**

Stevens reports incidents that occur at its on-campus and non-campus facilities, as well as crimes that occur on public property within Stevens’ geography. Stevens works closely with the Hoboken Police department and other law enforcement agencies to gather crime data reported to police for residence halls located both on campus and in non-campus locations, as well as public property adjacent to the Stevens campus. In many cases, incidents that occur on public property adjacent to Stevens campus do not involve members of the Stevens community, but are included in this report to be compliant with Clery requirements (see below for maps of campus and non-campus residences).

# Map of Stevens' Campus

(includes Fraternity and Sorority Housing, and certain Public Properties)

**STEVENS**  
INSTITUTE OF TECHNOLOGY  
THE INNOVATION UNIVERSITY

1 Castle Point on Hudson  
Hoboken, NJ 07030  
201-216-5000  
www.stevens.edu

**BUILDINGS AND FACILITIES:**

1. Edwin A. Stevens Hall and DeBaun Auditorium	12. Davidson Laboratory	27. Hevie House
2. Carnegie Laboratory	13. Gatehouse (Campus Police)	28. Alexander House
3. Lab Building	14. Griffith Building	29. Rueterholz Admissions Center
4. Burchard Building	15. Walker Gymnasium	46. Kenneth J. Allorfer Academic Complex
5. McLean Hall	16. Schaefer Athletic and Recreation Center	47. 607-514 Hudson St.
6. Babbio Center	17. Samuel C. Williams Library and Computer Center	50. 2 Ninth St.
7-9. Morton-Perce-Kiddo Complex	18. Jacobus Student Center	51. Center for Innovation in Engineering and Science Education
10. Rocco Technology Center	19. Wesley J. Howe Center and Visitors Information Desk	52. Pond House
11. Nicoll Environmental Laboratory		

**FRATERNITIES:**

30. Chi Phi - 803 Hudson St.	37. Phi Sigma Kappa - 837 Hudson St.
31. Chi Psi - 804 Castle Point Terrace	38. Sigma Phi Epsilon - 528-530 Hudson St.
32. Sigma Nu - 806 Castle Point Terrace	39. Lambda Upsilon Lambda - 831 Castle Point Terrace
33. Beta Theta Pi - 812 Castle Point Terrace	
34. Theta Xi - 805 Castle Point Terrace	
35. Delta Tau Delta - 809 Castle Point Terrace	
36. Alpha Sigma Phi - 903 Castle Point Terrace	

**SORORITIES:**

40. Theta Phi Alpha - 808 Castle Point Terrace
41. Phi Sigma Sigma - 835 Castle Point Terrace
49. Delta Phi Epsilon - 800 Castle Point Terrace

**RESIDENCE HALLS:**

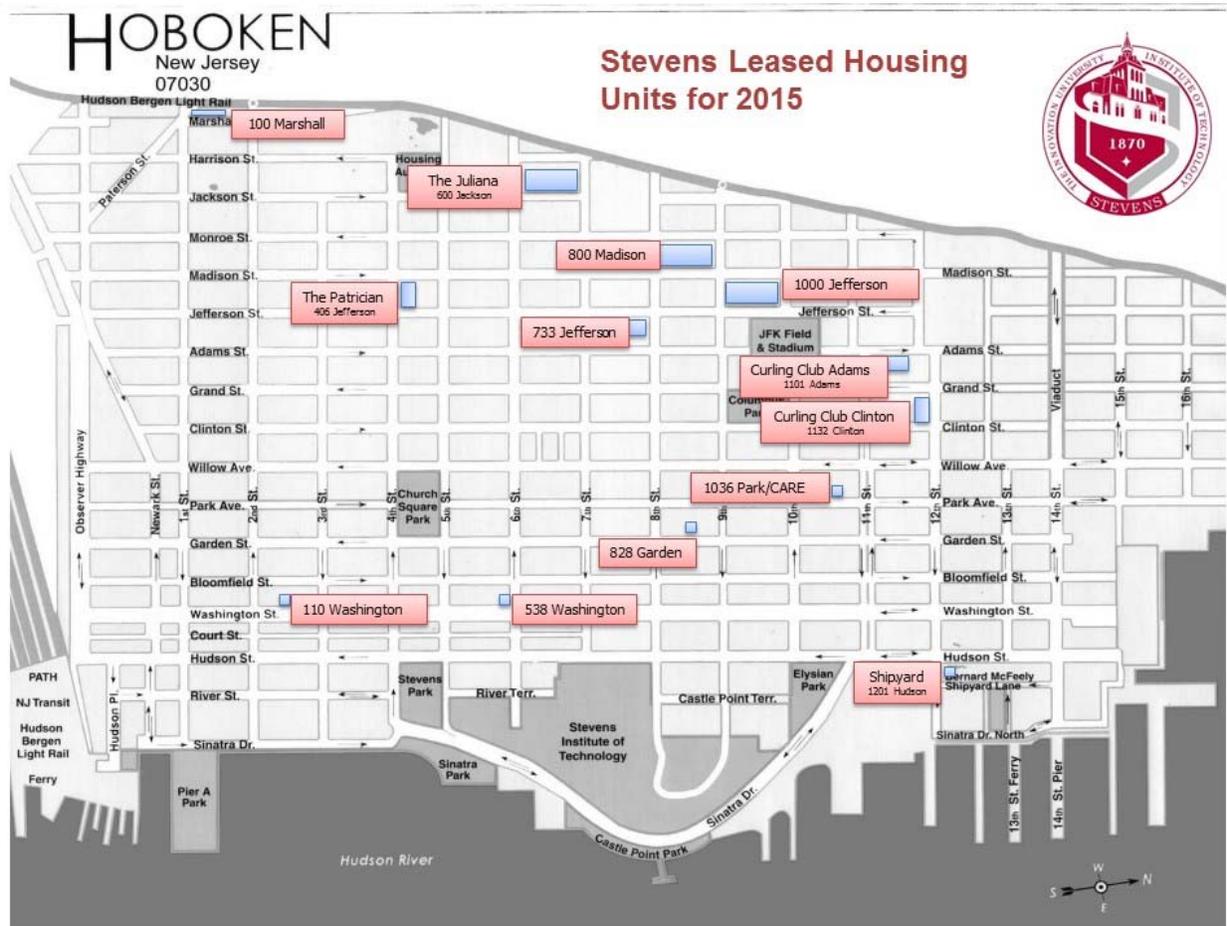
20. Davis Hall
21. Hayden Hall
22. Palmer Hall
23. Humphreys Hall
24. Jones Hall
25. Lore-El Center
26. Castle Point Hall

**RIVER TERRACE SUITES:**

42. 600 River Terrace
43. 602 River Terrace
44. Gibb House - 604 River Terrace
45. 606 River Terrace

Produced by mapinformation.com, October 2010

## Map of Stevens' Non-Campus Housing



**In addition, the following non-campus locations are covered by this Report:**

- Weehawken Softball Field at Waterfront Park (Women's Softball Team)  
1 Port Imperial Blvd., Weehawken, NJ 07086.
- Weehawken Field and Track at Waterfront Park (Men's and Women's Track & Field)  
1 Port Imperial Blvd, Weehawken, NJ 07086.
- Weehawken Bambino Baseball Field (Men's Baseball Team)  
972 Park Ave, Weehawken, NJ 07086.
- Equestrian Practice Facility (Women's Equestrian Team)  
401 Main Street, Three Bridges, NJ 08887.
- St. Peters Indoor Light Tennis Courts (Men's & Women's Tennis Teams)  
2641 John F. Kennedy Blvd, Jersey City, NJ 07306.

Palisades Park Track  
200 Roosevelt, Palisades Park NJ, 07650.

(Men's and Women's Track & Field)

Jersey City Armory  
678 Montgomery Street, Jersey City, NJ 07306

(Men's and Women's Track & Field)

Centenary Equestrian Center  
220 Middle Valley Road, Long Valley, NJ 07853.

(Women's Equestrian Team)

## 2015 Crime Statistics

<i>Type of offense</i>		On campus	Residential facility	Non-campus building or property	Public property	Total
<b>Criminal Homicide</b>						
Murder/Non-negligent manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Sexual Assault</b>						
Rape	2015	2	2	1	0	5
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	1	0	0	0	1
	2014	0	0	1	0	1
	2013	0	0	0	1	1
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Sex Offenses</b>						
Forcible sex offenses	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Aggravated assault</b>						
	2015	0	0	1	1	2
	2014	0	0	0	0	0
	2013	0	0	1	0	1
<b>Burglary</b>						
	2015	2	0	2	0	4
	2014	0	0	7	0	7
	2013	7	5	1	0	13
<b>Robbery</b>						
	2015	0	0	0	0	0
	2014	0	0	0	0	0

	2013	0	0	0	0	0
<b>Motor vehicle theft</b>						
	2015	0	0	0	0	0
	2014	0	0	1	0	1
	2013	0	0	0	1	1
<b>Arson</b>						
	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Stalking</b>						
	2015	1	0	0	0	0
	2014	0	0	0	0	0
	2013	0	1	0	0	1
<b>Domestic Violence</b>						
	2015	0	0	2	1	3
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Dating Violence</b>						
	2015	0	0	0	1	1
	2014	0	1	0	0	1
	2013	0	0	0	0	0
<b>Hate Crimes</b>						
	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

**Arrests and Disciplinary Actions**

**Arrests - On Campus**

<b>Law Violation</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Illegal weapons possession	0	0	0
Drug law violations	1	4	3
Liquor law violations	0	0	0

<b>Arrests - On Campus - Residence Halls Law Violation</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Illegal weapons possession	0	0	0
Drug law violations	1	4	3
Liquor law violations	0	0	0

<b>Disciplinary Actions - On Campus Law Violation</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Illegal weapons possession	0	0	0
Drug law violations	18	28	31
Liquor law violations	44	41	44

<b>Disciplinary Actions - Residence Halls</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
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Illegal weapons possession	0	0	0
Drug law violations	18	28	31
Liquor law violations	38	31	43

<b>Arrests – Non-campus</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Illegal weapons possession	0	0	2
Drug law violations	4	0	0
Liquor law violations	2	0	0

<b>Disciplinary Actions – Non-campus Law Violation</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Illegal weapons possession	0	0	1
Drug law violations	0	0	2
Liquor law violations	7	7	10

<b>Arrests - Public Property Crime</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Illegal weapons possession	0	0	0
Drug law violations	2	0	9
Liquor law violations	0	0	0

<b>Disciplinary Actions – Public Property Law Violation</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

<b>Unfounded Crimes</b>		<b>2014</b>	<b>2015</b>
Total Unfounded Crimes		0	0

## Annual Fire Safety Report

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The Higher Education Opportunity Act of 2008 requires each academic institution to produce an annual report that provides fire-related statistics, fire safety policies and procedures for on-campus student housing. Stevens publishes this information as part of the Annual Campus Security and Fire Safety Report every year.

### Definitions

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning, or burning in an uncontrolled manner.

**Fire Drill:** A supervised and scheduled orderly evacuation of faculty, students and staff from a facility for the purpose of ensuring the safety of occupants during an actual emergency. Fire Drills are conducted at various times throughout the year to provide occupants with familiarity with a facility's fire safety features and avenues of egress.

**Fire Log:** A written log is maintained to chronologically record any occurrence of fire within a student housing facility. The log records the time and date that a fire occurred, as well as the general location and nature of the fire. The most recent seven (7) days of recordings are available for review. The most recent sixty (60) days of recordings are available for review within two (2) business days of a request.

**Fire-related death:** Any death occurring as a direct result of a fire occurring in an on-campus student housing facility, including any individual who dies within one (1) year of such incident.

**Fire-related injury:** Any injury sustained as a direct result of a fire occurring in an on campus housing facility which requires medical treatment at a medical facility.

**Fire Safety system:** Any devices, systems or combinations of systems designed and intended to detect fire, activate alarms, suppress or control fires. Such systems may include smoke detectors, heat detectors, sprinklers or other similar systems.

**Sprinklered Building:** A building in which all parts including dwelling units, common areas, refuse chutes and utility rooms are protected by an automatic wet sprinkler system.

**Partially Sprinklered Building:** Buildings in which only select areas are protected by an automatic wet sprinkler system.

**Smoke Detector:** A device intended to sound an audible alarm upon sensing products of combustion. A smoke detector may also activate a visible signal and may sound locally or transmit a signal to a central station.

**Property Loss:** Any damage to the structure and contents of an on campus housing facility as a direct result of an occurrence of a fire therein. Included in any assessment shall be any damage resulting from fire suppression efforts.

## 2015 Annual Fire Statistics

### Fire Safety Report for Residence Halls

Summary of Fires									
Name of Facility	2013			2014			2015		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Davis Hall	0	0	0	0	0	0	0	0	0
Humphreys Hall	0	0	0	0	0	0	0	0	0
Hayden Hall	1	0	0	0	0	0	0	0	0
Jonas Hall	0	0	0	0	0	0	0	0	0
Palmer Hall	0	0	0	0	0	0	0	0	0
Castle Point Apartments	0	0	0	0	0	0	0	0	0
River Terrace Suites	0	0	0	0	0	0	0	0	0
Lore-El Center	0	0	0	0	0	0	0	0	0
Alpha Sigma Phi	0	0	0	0	0	0	0	0	0
Beta Theta Pi	1	0	0	0	0	0	0	0	0
Chi Phi	0	0	0	0	0	0	0	0	0
Chi Psi	0	0	0	0	0	0	0	0	0
Theta Phi Alpha	0	0	0	0	0	0	0	0	0
Delta Tau Delta	0	0	0	0	0	0	0	0	0
Lambda Upsilon Lambda	0	0	0	0	0	0	0	0	0
Theta Xi	0	0	0	0	0	0	0	0	0
Sigma Nu	0	0	0	0	0	0	0	0	0
Phi Sigma Sigma	0	0	0	0	0	0	0	0	0
Phi Sigma Kappa	0	0	0	0	0	0	0	0	0
Sigma Phi Epsilon	0	0	0	0	0	0	0	0	0
Delta Phi Epsilon	0	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	0	0

## 2015 Actual Fires – Campus Housing

Location	Date of Fire	Time of Fire	Cause of Fire	No. of Injuries Requiring Treatment	No. of Deaths Related to Fire	Value of Property Damage by Fire
McLean Building	08/14/15	1:30pm	Lab Experiment Causes Fume Hood To Ignite	0	0	Less than \$100.00
Pierce Dining Hall	8/31/15	12:22pm	Sterno Can Tipped Over Igniting Tablecloth	0	0	Less than \$100.00

## Fire Safety Information for On-Campus Housing

### Fire Safety Policies for On-Campus Housing

Prohibited in the residence halls:

- Portable electrical appliances including electric heaters, air conditioners, hot plate burners and Halogen lighting equipment are prohibited in residence halls.
- Smoking is prohibited in all areas of all University residence halls. Smoking devices, including, but not limited to, pipes, bong, and hookahs, are not permitted in the residence halls.
- Open Flames including candles, incense, outdoor grills, or any other type of open flame or open coil device are prohibited in all University residence halls.

### Emergency Evacuation Procedures

Evacuation drills are coordinated by the Office of Residence Life (ORL), Campus Police and Environmental Health and Safety (EHS) as required under the New Jersey State Fire Code. The emergency response and evacuation procedures are announced and tested four times annually for residential buildings and once annually for all of the administrative buildings. Students learn the locations of the emergency exits and receive guidance about the direction they should travel when exiting each facility for a building evacuation and guidance about where they should assemble. ORL does not inform residents in advance about the designated locations for evacuations in accordance with New Jersey Fire Code. In both cases, on-site staff from both Campus Police and EHS will communicate information to students regarding the developing situation and evacuation protocols.

The purpose of the evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Stevens, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. The process also provides the Institute an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by Campus Police, EHS and the

University's fire alarm vendor to evaluate egress and behavioral patterns and ensure fire alarm systems are functioning properly. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements also are submitted to the appropriate departments and offices for consideration of its emergency response and evacuation procedures.

### **Fire Protection Equipment**

All of Stevens' student housing facilities are equipped with automatic fire detection and alarm systems. The equipment is continually monitored by a private monitoring company and Stevens personnel.

### **Fire Safety Inspections**

The Stevens Fire Safety Coordinator, Facilities Management and the Hoboken Fire Department inspect every building once a year. Residence Life staff conduct room inspections on a regular basis throughout the academic year to ensure students are complying with fire safety policies.

### **Programs for Fire Safety Education and Training Programs**

Stevens believes it is extremely important that residents familiarize themselves and their guests with all applicable fire safety procedures in campus buildings. Students are educated on the fire safety procedures for their residence halls and fire safety procedures for campus within the first ten days of each semester. Stevens Environmental Health and Safety Department, in collaboration with Residence Life and Student Life, has developed a robust training program to educate residents about fire safety, including the following:

- The Stevens Fire Safety Coordinator trains Resident Assistants in fire safety before the Fall semester
- The Hoboken Fire Department demonstrates a fire extinguisher simulator
- Resident Assistants provide fire safety training for residents under their supervision
- Residents are given a fire safety talk by the Fire Safety Coordinator at the end of each fire drill
- The Stevens Fire Safety Coordinator performs a training for the entire freshman class in fire safety practices during Freshman Public Safety Orientation
- Fire Safety articles appear regularly in the student newspaper (The Stute)
- A Fire Safety Training is given in each Greek House (Fraternity and Sorority) during the Fall Semester. Every session is customized to each home since each home has different physical features, fire escape systems, and fire safety systems. Greek House Residents are educated on the fire safety systems as well as any other fire safety concerns related to their specific house. At the end of each session the students return to their room and a controlled blindfolded evacuation drill is performed. The residents are instructed to take their time and count the doors and doorways to the exit. Students and campus personnel are on the stairs at control points for safety. This exercise demonstrates the challenges of evacuating during an actual fire event when vision may be limited

Residents who fail to comply fully with applicable fire safety procedures or who otherwise violate rules and regulations related to fire safety are subject to disciplinary action. Students who fail to abide by building emergency evacuation procedures are subject to disciplinary action.

In 2015, Stevens purchased and installed 150 "safe T sensor". These devices were installed throughout campus, including in every residence hall and fraternity/sorority house kitchen. The device has a small smoke alarm that attaches to the outside vent of a microwave oven and a ground fault outlet that plugs into the oven. In the event of a minor smoke condition, the detector trips the ground fault switch, effectively shutting off the microwave. Stevens has not had any alarms in the 150 areas with devices since their installation.

### **Procedures to Follow in Case of a Fire**

All persons occupying a University building must, without hesitation or prompting, vacate a University building or facility at the sound of a fire alarm or verbal instructions of University police or other University personnel to evacuate. Upon vacating the building, all persons are required to remain at a safe distance or take other specific action as determined by police or the University Fire Safety Coordinator. Once evacuated, the building shall remain under the control of responding fire and emergency response officials until determined to be safe, at which time occupants will be permitted to reenter the building or directed to take other action.

### **Collaboration with Hoboken Fire Department (HFD)**

Stevens values its relationship with local emergency responders. In an effort to improve communication and response, Stevens Environmental Health and Safety has developed Pre-Fire Plans. The Fire Safety Coordinator has distributed pre-fire plans for campus buildings (including Stevens-owned Greek Houses) to HFD which include building floor plans. These plans assist Fire Fighters in locating building access points and shut-offs for utilities and sprinklers, in order to provide an efficient and effective response. The Stevens Fire Safety Coordinator arranges building tours for HFD of all Greek Housing and Residence Halls. These tours familiarize firefighters with building layouts, fire hose connection locations, and other fire safety systems that may be utilized during a response.

### **Fire Safety Policies in Residences**

Residents are required to maintain reasonable standards of cleanliness to avoid fire hazards and must not obstruct sidewalks, entrances, passages, fire escapes, elevators, lobbies, stairways, corridors or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

- Flammable decorations
- Natural or artificial evergreens
- Electric heaters, air conditioners, hot plate burners
- Halogen lighting equipment
- Candles, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition

Students found in possession of prohibited items or who fail to evacuate during a drill or emergency are subject to disciplinary action and referral to a fire safety education workshop.

### **Plans for Future Improvements in Fire Safety**

Stevens regularly reviews fire safety programs and procedures to ensure that they are compliant and effective, and makes regular investments in Stevens' fire safety infrastructure. We are also

reviewing and revising our student orientation program to provide fire safety information to students efficiently and effectively.

## Stevens On-Campus Housing

Building Name	Monitored Fire Panel	Fully Sprinklered	Smoke Alarms	CO Detectors	Fire drills annually.	Evacuation Maps	Fire Extinguishers
Humphrey Hall	Yes	Yes	Yes	Yes	4	yes	yes
Hayden Hall	yes	yes	yes	yes	4	yes	yes
Jonas Hall	yes	yes	yes	yes	4	yes	yes
Palmer Hall	yes	Yes	yes	yes	4	yes	yes
Castle Point Apt	yes	yes	yes	yes	4	yes	yes
600 River Ter.	yes	yes	yes	yes	4	yes	yes
604 River Ter.	yes	Yes	Yes	Yes	4	Yes	Yes
Lore-El 802CPT.	yes	Yes	Yes	Yes	4	Yes	Yes
903 CPT.	yes	Yes	Yes	Yes	4	Yes	Yes
812 CPT.	yes	Yes	Yes	Yes	4	Yes	Yes
801 Hudson	yes	Yes	Yes	Yes	4	Yes	Yes
808 CPT.	yes	Yes	Yes	Yes	4	Yes	Yes
809 CPT.	yes	Yes	Yes	Yes	4	Yes	Yes
831 CPT.	yes	Yes	Yes	Yes	4	Yes	Yes
805 CPT.	yes	Yes	Yes	Yes	4	Yes	Yes
806 CPT.	yes	Yes	Yes	Yes	4	Yes	Yes
835 CPT.	yes	Yes	Yes	Yes	4	Yes	Yes
837 Hudson	yes	Yes	Yes	Yes	4	Yes	Yes
530 Hudson	yes	Yes	Yes	Yes	4	Yes	Yes
Davis Hall	yes	Yes	Yes	Yes	4	Yes	Yes
1036 Park Ave	Yes	Yes	Yes	Yes	4	Yes	Yes
110 Wash.St.	Yes	Yes	Yes	Yes	4	Yes	Yes

## APPENDIX A

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### **Policy on Gender-Based and Sexual Misconduct**

**Including Discrimination, Sexual Violence, Sexual Harassment,  
Relationship Violence, Stalking, and other forms of Gender-Based or Sexual Misconduct**

**Approval Authority:** Administrative Council  
**Responsible Executive:** Vice President for Enrollment Management and Student Affairs  
**Responsible Offices:** The Division of Enrollment Management and Student Affairs and the Division of Human Resources  
**Effective Date:** Originally Effective November 19, 2013; Revised October 20, 2015

#### **I. GENERAL POLICY STATEMENT:**

Stevens Institute of Technology (“Stevens” or the “University”) is committed to equality of opportunity and creating a campus climate that supports, nurtures, and rewards educational and career advancement on the basis of ability and performance. Accordingly, it is the policy of the University not to discriminate on the basis of sex, gender identity or expression, or affectional or sexual orientation. Stevens is further committed to maintaining a safe and nondiscriminatory learning environment that is free of gender-based and sexual misconduct, including sexual violence, sexual harassment, relationship violence, and stalking.<sup>1</sup> This Policy has been drafted to comply with the requirements of Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §§ 1681 et seq. and its implementing regulations, 34 C.F.R. Part 106, which prohibit discrimination on the basis of sex in educational programs or activities receiving federal financial assistance. Sex discrimination under Title IX includes sexual harassment and sexual violence. This Policy has also been drafted to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by relevant provisions of the Violence Against Women Reauthorization Act of 2013 (VAWA).

This Policy protects and applies to all students, faculty and staff at Stevens, as well as third-parties. It applies to conduct occurring on Stevens’ property or in the context of an off-campus University-sanctioned program or activity, including study abroad, internship programs and cooperative educational programs. This Policy also applies to other off-campus conduct that has continuing effects on campus or in off-campus University-sanctioned education programs or activities and implicates Stevens’ obligations under Title IX.

All members of the Stevens community<sup>2</sup> are responsible for compliance with this Policy and are encouraged to immediately report misconduct covered by this Policy to the Title IX Coordinator or Deputy Title IX Coordinator whether it takes place on- or off-campus. In addition, all faculty members and all staff members listed at Section

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<sup>1</sup> Discrimination, sexual violence, sexual harassment, sexual exploitation, stalking, and relationship violence are specifically defined within this Policy. In general, sexual misconduct is a broad term that refers to all of the prohibited behaviors under this Policy.

<sup>2</sup> For the purposes of this Policy, the “Stevens community” or “campus community” is a broad term that refers to all employees, students, visitors, volunteers, contractors and others who spend time on campus or who participate in University-sanctioned programs and activities off-campus.

V.B. of this Policy are **required** to immediately report allegations of misconduct to the Title IX Coordinator or Deputy Title IX Coordinator, regardless of whether the Complainant<sup>3</sup> intends to make a report.

The University will seek to maintain the privacy of all persons involved with reporting, investigating and resolving complaints under this Policy. Confidential assistance may be obtained only by speaking with professionals who are mandated by law to protect confidentiality. On campus, these professionals include the counselors at Student Counseling and Disability Services and any physician employed by the University (in the context of a doctor-patient relationship). Information shared with these confidential resources will not be shared with the University without consent of the patient/client, unless there are special circumstances such as an imminent risk of harm to self or others or suspected abuse of a minor under the age of 18. Additional information regarding confidentiality and privacy is provided in Section III of this Policy.

A Complainant has the option to report or decline to report incidents of misconduct to local law enforcement authorities and the University will assist Complainants in contacting law enforcement if requested. The University has an independent duty to conduct a prompt and equitable review of an allegation of misconduct, notwithstanding the existence of any pending criminal investigation.

Retaliation against anyone involved in making a report, participating in the report or investigation process, or otherwise providing information regarding allegations of misconduct is prohibited by this Policy and will not be tolerated. Any retaliation occurring at any time during or after the complaint process should be reported and will be investigated by the University under the same processes and standards outlined in this Policy. Anyone found to have engaged in retaliation shall be subject to discipline, including potential dismissal from University employment or matriculation.

The University has established a “Title IX Coordinator” role with centralized oversight responsibility for Title IX matters at Stevens, including the coordination of the University’s response to reports. Dr. Kristie Damell is the Title IX Coordinator and has ultimate responsibility for Title IX matters generally and primary responsibility for overseeing complaints and reports relating to Stevens’ students. Leslie Devine is the Deputy Title IX Coordinator and will be the primary person responsible for overseeing complaints and reports relating to employees. Dr. Damell and Ms. Devine are also responsible for the coordination of educational programs for students, faculty, and staff to promote awareness and prevention of gender-based and sexual misconduct.

**Dr. Kristie Damell**

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**Leslie Devine**

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**This Policy supersedes all other student and employee policies with respect to discrimination on the basis of sex, gender identity or expression, affectional or sexual orientation; sexual violence; sexual harassment; relationship violence; stalking; and other forms of gender-based or sexual misconduct.** In the event that a set of facts involves an allegation of misconduct covered by this Policy and conduct covered by other University policies, the entire matter will be reviewed under this Policy in a manner that does not delay the investigation and resolution.

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<sup>3</sup> For the purposes of this Policy, “Complainant” refers to the individual who has been the subject of misconduct whether or not this person has made a report. “Respondent” refers to the individual(s) who has been accused of the misconduct. Complainant and Respondent may be referred to individually as a “party” and collectively as “parties.”

While this Policy is tailored to gender-based and sexual misconduct, Stevens also maintains policies prohibiting discrimination and harassment on the basis of other legally-protected characteristics including, without limitation, the Discrimination and Harassment Policy which is available on Stevens' website at: [http://www.stevens.edu/provost/sites/default/files/Discrimination\\_and\\_Harassment\\_Policy\\_9mar2010p.pdf](http://www.stevens.edu/provost/sites/default/files/Discrimination_and_Harassment_Policy_9mar2010p.pdf)

This Policy will apply to any report received by the University after the effective date of this Policy, regardless of when the misconduct is alleged to have occurred.

## **II. DEFINITIONS:**

This Policy prohibits a broad range of behaviors, all of which may be classified as misconduct. Gender-based and sexual misconduct can be committed by individuals of any sex, and can occur between individuals of the same sex or different sexes. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

In determining whether the alleged conduct constitutes misconduct under this Policy, consideration will be given to the totality of circumstances involved in the incident, including the nature of the conduct and the context in which the alleged incident occurred. Misconduct which violates this Policy includes the behaviors described below:

- A. Discrimination:** The treatment of members of a certain sex or other protected group more or less favorably on the basis of their sex or other protected characteristic or the establishment of an institutional policy or practice that has a disparate impact on members of a certain sex or protected group.
- B. Sexual Violence:** Sexual contact against the will or without the consent of the other person. This includes sexual contact by the use or threat of force or coercion, without effective consent, or where the other individual is incapacitated. A number of acts fall into the category of sexual violence, including acts that are forcible or non-forcible and including penetrative acts as well as sexual touching or disrobing not involving penetration.
- C. Sexual Harassment:** Unwelcome conduct of a sexual nature or on the basis of sex, including unwelcome sexual advances, requests for sexual favors, acts of sexual violence, or other verbal, non-verbal or physical conduct, when one of the following conditions is present:
  - Submission to or rejection of the conduct is either an explicit or implicit term or condition of employment, instruction, evaluation of academic work, or participation in any University academic program, activity or benefit;
  - Submission to or rejection of the conduct by an individual is used as a basis for evaluation in making academic or personnel decisions or decisions regarding participation in a University activity; or
  - The conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or denies an individual's participation in or benefit from any educational experience, working conditions or campus living conditions by creating an intimidating, hostile or offensive environment when viewed from a subjective and an objective perspective.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. For example, a single instance of sexual violence may be sufficiently severe to constitute sexual harassment. Additionally, conduct does not have to be directed at a particular person to constitute harassment.

Examples of sexual harassment, if sufficiently severe, persistent or pervasive, include, but are not limited to:

- Pressure for sexual activity, sexual favors or a romantic or intimate relationship;
- Unwelcome touching of a person's body, hair or clothing;

- Verbal abuse or hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group based on gender or sex;
- Unwelcome jokes, comments or questions about gender or sex (including favorable comments about someone's gender, body, clothing, appearance);
- Asking about a person's sexual activities or interests;
- Repeatedly asking for a date or making other romantic or sexual advances after the person has said "no";
- Nonverbal behavior, such as making sexual gestures with hands or through body movements;
- Displaying sexually discriminatory or explicit posters or pictures; and
- Electronic and other forms of communications including e-mail, text messaging and internet use, that violate this Policy.

**D. Sexual Exploitation:** An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. An act of sexual exploitation is prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

- Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Non-consensual streaming or distribution of images, photography, video, or an audio recording of sexual activity or nudity without the knowledge and consent of all parties involved;
- Prostituting another individual;
- Exposing one's genitals in non-consensual circumstances;
- Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**E. Physical Violence:** A purposeful action intended to hurt another person. Examples include, but are not limited to, kicking, punching, hitting with or throwing an object, or biting. When these acts occur in the context of relationship violence or when the behavior is perpetrated on the basis of sex, gender, or sexual orientation, the conduct will be resolved under this Policy.

**F. Stalking:** Engaging in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for her, his, or others' safety or to suffer substantial emotional distress. Stalking may include physical conduct, traditional forms of communication such as letter-writing and phone calls, and may also include cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used. All allegations of stalking are covered by this Policy regardless of whether the stalking is sexual or gender-based.

**G. Relationship Violence:** Relationship violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. Any of the other types of prohibited conduct described in this Policy may also constitute relationship violence. Domestic violence and dating violence are forms of relationship violence and are defined below:

1. **Domestic Violence:** An act of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common or expects to share a child in common if one of the parties is pregnant, by a person who is a present or former household member of the victim, by a person similarly-situated to a victim under state domestic violence laws, or by any other person against a victim who is protected from that person's acts under the state domestic violence laws.

2. **Dating Violence:** Violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (Dating violence qualifies as “Domestic Violence” under New Jersey law.)

**H. Retaliation:** Any adverse action, including acts or attempts to retaliate or seek retribution against a Complainant, Respondent, or any individual or group of individuals involved in a good faith report, a complaint, investigation and/or resolution of an allegation of misconduct under this Policy. Retaliation can be committed by any individual or group of individuals (not just a Respondent or Complainant). Retaliation may take many forms including, without limitation, threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others that would discourage a reasonable person from engaging in activity protected under this Policy.

## **I. Related Definitions**

1. **Consent:** The voluntary, uncoerced agreement through words and/or actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly chooses to participate. Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force; when coercion is present; or when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation or where the person is incapable of giving consent due to age, intellectual limitations, or other disability. Important points regarding consent include:
  - Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
  - Consent is not implicit in a person's manner of dress.
  - Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
  - Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Either party may withdraw or modify consent at any time. Withdrawal of consent must be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
  - Consent to one act does not constitute consent to another act.
  - Consent to an act with one person does not constitute consent to an act with any other person.
  - Consent on a prior occasion does not constitute consent on a subsequent occasion.
  - The existence of a prior or current relationship does not, in itself, constitute consent.
  - An individual who is incapacitated is unable to give consent to sexual activity.
  - In the State of New Jersey, the age of majority is 18. Under state law, consent cannot be given by minors under the age of 13, and can only be given by a minor under the age of 16 if the other party is less than four years older than the minor.
2. **Incapacitation:** Incapacitation is the state in which a person's perception or judgment is so impaired that he or she lacks the cognitive capacity to make or act on conscious decisions. It is the inability (temporarily or permanently) to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes sexual violence. In evaluating sexual violence allegations, an investigator will consider whether a Respondent should have been aware of the Complainant's incapacitation based on

objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Respondent's position.

The use of drugs or alcohol (voluntarily or involuntarily) can cause incapacitation, however, consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and other drugs varies from person to person; warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's decision-making ability, awareness of consequences, ability to make informed judgments, and capacity to appreciate the nature and the quality of the act.

In general, sexual contact while under the influence of alcohol or other drugs is risky behavior. It is especially important that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other person's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity. Being intoxicated or impaired by drugs or alcohol is never an excuse for misconduct and does not diminish one's responsibility to obtain informed and freely given consent.

3. **Force:** Force is the use or threat of physical violence or intimidation to overcome a person's freedom of will to choose whether or not to participate in sexual activity. For the use of force to be demonstrated, there is no requirement that a Complainant resist the sexual advance or request. However, resistance by the Complainant will be viewed as a clear demonstration of the absence of consent.
  4. **Coercion:** Coercion is the improper use of pressure to compel another person to initiate or continue sexual activity against his/her will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. Examples of coercion include threatening to disclose personal information such as one's sexual orientation, gender identity or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.
- J. Other Forms of Misconduct:** Other forms of gender-based or sexual misconduct are also covered by this Policy. Examples of such misconduct may include, but are not limited to, actions that are degrading and/or abusive. In addition, this Policy prohibits misconduct of this nature that constitutes a crime or is otherwise unlawful under New Jersey law. See Section V.E.2 below.
- K. Electronic Communications and Social Media:** Electronic communications and social media may be conduits for misconduct covered by this Policy. Discrimination, harassment, threats of violence, or stalking occurring over electronic communications and social media are prohibited by this Policy whether or not they utilize Stevens' electronic equipment, servers, or e-mail resources.
- L. Relationships between Stevens' Students and Stevens' Employees:** The University has a Non-Fraternization Policy, which **prohibits** amorous or sexual relationships between Stevens' employees and any student under their supervision (graduate or undergraduate), as well as any amorous or sexual relationship between an employee and an undergraduate student, regardless of whether a supervisory relationship exists. Stevens also strongly discourages employees from engaging in amorous or sexual relationships with graduate students even where there is no supervisory relationship. This policy is available at [http://www.stevens.edu/provost/sites/default/files/NonFraternization\\_Policy\\_6feb2012p.pdf](http://www.stevens.edu/provost/sites/default/files/NonFraternization_Policy_6feb2012p.pdf).
- M. Bystander Intervention:** A "bystander" is anyone who observes conduct that is a violation of this Policy. The University encourages bystanders to step in and offer assistance where they feel that it is safe for them to do so. Some effective options for bystander intervention may include: (1) indirect or direct intervention when safe to do so, (2) enlisting the assistance of friends, (3) contacting law enforcement, and/or (4) seeking assistance from a person in authority. Other effective options might include: (1) dissuading a person from getting in a car or going off alone with someone who is belligerent or too forward in their

physical contact (especially if either person is intoxicated or otherwise impaired), (2) removing a person from a risky situation by inviting them to another location, and (3) remaining with a person until the potential aggressor has left or the person is in a safe place. As discussed in Section V.A.2 below, concern about potential rules violations should not deter reporting by bystanders or others.

### **III. STATEMENT REGARDING PRIVACY AND CONFIDENTIALITY:**

The University is committed to protecting the privacy of all individuals involved in a report of misconduct under this Policy consistent with the need for a thorough review by the University of the allegation. All employees who are involved in the University's Title IX response, including investigators and adjudicators, receive specific training and guidance about safeguarding private information. Privacy and confidentiality have distinct meanings under this Policy.

**Privacy:** Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those individuals who "need to know" in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be instructed by the University to be discreet and respect the privacy of all individuals involved in the process.

**Confidentiality:** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the permission of the individual. Those campus and community professionals who are able to preserve the confidentiality of communications include physicians, mental health providers, ordained clergy, and rape crisis counselors. These individuals will not breach confidentiality unless special circumstances exist such as an imminent risk of harm to the individual or others or suspected abuse of a minor under the age of 18 or as otherwise permitted or required by law.

**Individuals who wish to seek confidential assistance may do so by speaking with professionals who are mandated by law to protect the confidentiality of a disclosure. On campus, these professionals include the counselors at Student Counseling and Disability Services or any physician at the Student Health Center or employed by the University (in the context of a doctor-patient relationship). Please see Sections IV.B and C below for additional information regarding confidential resources. University employees who are not designated as confidential resources under this Policy are required to promptly share a report of misconduct covered by this Policy with the Title IX Coordinator or Deputy Title IX Coordinator, as described in Section V.B.**

Where a Complainant makes a report to a Stevens' employee who is not designated as a confidential resource under this Policy, but requests that a name or other identifiable information not be shared with the Respondent or that no formal action be taken, the University will balance this request with its obligations to provide a safe and non-discriminatory environment for all Stevens' community members and to provide fair and impartial process that includes notice and an opportunity to respond before action is taken against a Respondent. The Title IX Coordinator is responsible for evaluating requests for confidentiality. In making this determination, the Title IX Coordinator will consider, among other factors, whether the Complainant has requested anonymity, whether the Complainant wants to participate in an investigation, the severity and impact of the alleged misconduct, whether the misconduct was committed with a weapon, the respective ages of the parties, whether the Complainant is a minor under the age of 18, whether the Respondent has admitted to the misconduct, whether the Respondent has a history of committing such misconduct, whether there have been other complaints about the same Respondent, whether the Respondent is alleged to have threatened further misconduct, whether the misconduct was committed by multiple perpetrators, whether the report reveals a pattern of misconduct (e.g., at a given location or by a particular group), the existence of independent evidence, and the extent of prior remedial methods taken with the Respondent.

The University will take all reasonable steps to investigate and respond to the complaint consistent with the request for anonymity or request not to pursue an investigation or disciplinary action, but its ability to do so may be limited based on the nature of the request by the Complainant. The University will seek to address any barriers to proceeding, including retaliation, and will inform the Complainant that Title IX prohibits

retaliation and the University will take strong responsive action to protect the Complainant. Where the University is unable to take action consistent with a request of the Complainant, the University's chosen course of action will be communicated to the Complainant.

If a report of misconduct discloses a serious or continuing threat to the campus community, the University will issue a timely notification to the community to protect the health and safety of the community as required by the Clery Act. The timely notification will not include any personally identifying information about the Complainant. The University may also share non-personally identifying information about reports received in aggregate form, including data about outcomes and sanctions. At no time will the University release the name of the Complainant to the general public without the express consent of the Complainant or as otherwise permitted or required by law.

All University proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act ("FERPA"), the Clery Act (as amended by VAWA), Title IX, state and local law, and University policy.

#### **IV. RESOURCES:**

The University is committed to treating all members of the community with dignity, care and respect. Any individual affected by behaviors prohibited by this Policy, whether as a Complainant, a Respondent or a third party, will have access to support and counseling services through the University. The University recognizes that deciding whether to make a report and choosing how to proceed can be difficult decisions. The University encourages any individual who has questions or concerns to seek the support of campus and community resources, including confidential resources. These professionals can provide information about available resources and procedural options and assistance to either party in addressing a matter covered by this Policy.

##### **A. Emergency Response:**

1. Stevens Campus Police have resources available to help students and employees. Campus Police are located at the Gate House located at the south entrance to campus across from the Babbio Center. The emergency number is 201-216-3911.
2. The Hoboken Police Department is located at 106 Hudson Street in Hoboken and can be reached by dialing 911 in an emergency.

##### **B. Student Health and Emotional Well-Being (Confidential Resources):**

1. *Student Health Center:* Stevens has an on-campus Student Health Center located on the 1st Floor of Jacobus Hall. The Student Health Center also facilitates connecting students with off-campus medical providers. Additional information about such medical services is available on the Health Center webpage: <http://www.stevens.edu/sit/health> (Physicians are a confidential resource when acting within a physician-patient relationship.)
2. *Student Counseling Services:* Stevens has an office of Student Counseling and Disability Services, located on the 7th floor of the Howe Center, which provides on-campus personal counseling services to students. This office also facilitates connecting students with off-campus therapists. Additional information about counseling services is available on the following webpage: <http://www.stevens.edu/sit/counseling>. (Counselors are a confidential resource when acting within a counselor-client relationship.)
3. The *Hoboken University Medical Center* is located at 308 Willow Avenue in Hoboken and can provide urgent medical services. (Physicians are a confidential resource when acting within a physician-patient relationship.)

4. *External Abuse Resources and Hotline Services:* The Student Health Center and Student Counseling and Disability Services webpages provide links to various confidential abuse resources and hotline services, including the Hudson County Rape Crisis Center Hotline, the Hudson County Sex Crime Unit and domestic violence hotlines. See also additional resources listed on [www.stevens.edu/titleix](http://www.stevens.edu/titleix)

**C. Employee Health and Emotional Well-Being (Confidential Resources):**

1. *The Hoboken University Medical Center* is located at 308 Willow Avenue in Hoboken and can provide urgent medical services. (Physicians are a confidential resource when acting within a physician-patient relationship.)
2. *Employee Assistance Program ("EAP"):* CIGNA's "Life Assistance Program" is available to Stevens' employees and consists of a variety of counseling and support services, as well as other resources and referral services. All services are available 24 hours a day, 365 days per year. The Program may be reached at 1-800-538-3543 or via the web at [www.cignabehavioral.com/cgi](http://www.cignabehavioral.com/cgi). (The EAP is a confidential resource.)

**D. Title IX Coordinator:** In addition to the confidential resources listed above, the University's Title IX Coordinator and Deputy Title IX Coordinator are trained to support individuals affected by gender-based or sexual misconduct. While not bound by confidentiality, these resources will maintain the privacy of an individual's information within the limited circle of those involved in the Title IX resolution process. Dr. Kristie Damell is the Title IX Coordinator and has ultimate responsibility for Title IX matters generally and primary responsibility for overseeing complaints and reports relating to Stevens' students. Leslie Devine is the Deputy Title IX Coordinator and will be the primary person responsible for overseeing complaints and reports relating to employees. Dr. Damell and Ms. Devine are also responsible for the coordination of educational programs for students, faculty, and staff to promote awareness and prevention of gender-based and sexual misconduct. If you are unsure which person to contact based upon the facts involved in a particular situation or if you have general inquiries about the application of Title IX, please feel free to contact either Dr. Damell or Ms. Devine to discuss the situation.

**Dr. Kristie Damell**

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**Leslie Devine**

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**E. Assistance with Administrative and Legal Concerns:** Where a student has questions about how changes to enrollment status may impact financial aid, immigration status, or other administrative matters, the Title IX Coordinator can connect the student to the appropriate resources on campus. For example, an affected student may wish to take a reduced course load or a leave of absence. Stevens has staff members who can explain, for example, how financial aid and loan repayment terms or immigration authorizations may be affected. Concerns about such issues should not be a barrier to reporting misconduct or seeking needed accommodations. The Title IX Coordinator can provide referrals to victim advocacy or legal assistance options in the community.

## V. REPORTING AND RELATED CONSIDERATIONS:

### A. Reporting Considerations:

1. *Timeliness of Report:* Complainants and others are encouraged to report misconduct covered by this Policy as soon as possible in order to maximize the University's ability to respond effectively. The University does not, however, limit the timeframe for reporting. If the Respondent is no longer a student or employee, the College will still seek to meet its Title IX obligation by providing reasonably available remedial measures, assisting the Complainant in identifying external reporting options, and taking steps to address any ongoing effects of the conduct.
2. *Rules Violations Should Not Deter Reporting:* Stevens' primary concern is safety. Complainants and bystanders should report incidents covered by this Policy regardless of whether rules violations may have been involved. Use of alcohol or drugs never makes a Complainant at fault for sexual violence and should not deter reporting by Complainants, bystanders, or other knowledgeable parties. To encourage reporting, an individual who reports misconduct or participates in the resolution of a report under this Policy, either as a Complainant or a third-party witness, will not be subject to disciplinary action by the University for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or drug use.
3. *Statement Against Retaliation:* Retaliation is a violation of University policy. The University recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Respondent or third party may also be the subject of retaliation by another individual, including the Complainant. Retaliation against anyone involved in filing a good faith report, participating in the report or investigation process, or otherwise providing information regarding allegations of misconduct is prohibited by this Policy and will not be tolerated. Any retaliation occurring at any time during or after the complaint process should be reported and will be investigated by the University under the same processes and standards outlined in this Policy. Anyone found to have engaged in retaliation shall be subject to discipline, including potential dismissal from University employment or expulsion.
4. *Obligation to Provide Truthful Information:* All Stevens community members are expected to provide truthful information in any report or proceeding under this policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an allegation of misconduct is prohibited and subject to disciplinary action. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.
5. *Reports Involving Minors:* Under New Jersey law, every person is a mandatory reporter of child abuse. Any member of the Stevens community who has reasonable cause to suspect abuse of a minor under the age of 18 must make a report to the Title IX Coordinator, Deputy Title IX Coordinator or Campus Police, who will facilitate a report to local law enforcement and the New Jersey Department of Children and Families.
6. *Preservation of Evidence:* A Complainant is advised to seek immediate medical treatment and preserve physical evidence following an incident of misconduct even if s/he has not decided whether s/he wishes to pursue any action against a perpetrator of misconduct. This will help to ensure that a Complainant receives proper care and preserves his/her opportunity to support a disciplinary or criminal action at a later time. Stevens' medical personnel, Campus Police and the Hoboken University Medical Center can assist Complainants in preserving evidence.

**B. Reporting at Stevens:** Complainants or anyone else who is aware of the occurrence of an incident covered by this Policy are encouraged to report the incident as soon as possible to the Stevens' Title IX Coordinators and/or to Stevens' Campus Police.

1. *Obligation to Report by Certain University Employees:* All faculty members and any staff member who is (a) a member of Stevens' Campus Police or otherwise has a responsibility for campus security; (b) charged with significant responsibility for student affairs and/or campus activities or programs, including but not limited to student housing, student discipline, athletics, extra-curricular activities, Greek life, or student employment; (c) a member of the Human Resources department; or (d) in a supervisory or managerial role with respect to students or employees and is informed of an allegation of misconduct covered by this Policy is, in each case, required to immediately file a report with the Title IX Coordinator or Deputy Title IX Coordinator. Reports from University employees to the Title IX Coordinator or Deputy Title IX Coordinator must include all relevant facts and details, including the names of the alleged perpetrator (if known), the person who experienced the conduct, and others involved in the incident, as well as any dates, times and locations. Certain University employees who serve in a privileged professional capacity (i.e., physicians, mental health counselors and others who are statutorily prohibited from reporting) are excluded from this reporting requirement, except where reporting is required by law.

2. *Campus Reporting Options:*

a. **Title IX Coordinator and Deputy:**

**Dr. Kristie Damell**

Associate Dean of Students and Title IX Coordinator

10th Floor of the Howe Center

Phone: 201-216-5679

E-mail: [Kristie.Damell@stevens.edu](mailto:Kristie.Damell@stevens.edu)

**Leslie Devine**

Director, Faculty & Staff Benefits & Compliance and Deputy Title IX Coordinator

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Phone: 201-216-5146

E-mail: [Leslie.Devine@stevens.edu](mailto:Leslie.Devine@stevens.edu)

b. **Stevens Campus Police:** Reports can also be made directly to Stevens' Campus Police. Campus Police can be reached at 201-216-5105 or at the Gate House located at the south entrance to campus across from the Babbio Center. The emergency number is 201-216-3911.

c. **Anonymous Reporting:** Anonymous reports or requests for resources may be made through the University's EthicsPoint Compliance Hotline at 855-277-4065 or online through <https://secure.ethicspoint.com/domain/media/en/gui/31028/index.html>. EthicsPoint allows the University to request information from a reporter and provide updates to the reporter on an anonymous basis. Reports made via EthicsPoint will be forwarded to the Title IX Coordinator. EthicsPoint is not an emergency service. For emergency service, reporters should call Stevens' Campus Police or local law enforcement authorities.

3. *Study Abroad:* Students on study abroad experiences should report misconduct covered by this Policy directly to the local faculty or administrator in charge of the study abroad program and to the Stevens Title IX Coordinator or Campus Police.

**C. Reporting to Off-Campus Police:**

1. A Complainant has the option to report or decline to report the incident to the appropriate local law enforcement authorities and the University will assist the Complainant in contacting law enforcement if requested. A Complainant who wishes to report an incident to local law enforcement may seek assistance from the Title IX Coordinator, Deputy Title IX Coordinator, or Campus Police.
2. In cases involving potential criminal conduct, Stevens will determine, consistent with its obligations under federal, state and local law, whether appropriate law enforcement or other authorities should be notified.

**D. Inquiries or Complaints about the Application of Title IX:** Inquiries or complaints about the application of Title IX may be directed to Stevens' Title IX Coordinator, Deputy Title IX Coordinator, and/or to the United States Department of Education's Office for Civil Rights.

New York Office  
Office for Civil Rights  
U.S. Department of Education  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
Telephone: 646-428-3900  
Email: OCR.NewYork@ed.gov

**E. Intersection with Other Laws and Law Enforcement:** All Stevens community members have a responsibility to adhere to University policies and local, state and federal law. Behavior that violates this Policy may also violate the laws of the locality in which the incident occurred.

1. *Law Enforcement Investigation Does Not Relieve University's Title IX Obligations:* A criminal investigation into an allegation of misconduct does not relieve or substitute for the University's duty to conduct its own prompt review of a complaint. Accordingly, the University will not wait for the conclusion of a criminal investigation or proceeding to begin its own investigation and resolution of an alleged violation. Furthermore, because the standards for criminal proceedings differ from those used in University disciplinary actions, conduct that may not be subject to criminal action may still be addressed through the University's disciplinary process. A finding of "not guilty" in a criminal matter does not necessarily preclude a finding of responsibility for violating this Policy. At the request of law enforcement, Stevens may agree to defer its fact-gathering until after the initial stages of a criminal investigation. Stevens will nevertheless communicate with the Complainant regarding Title IX resources and procedural options, and the implementation of interim measures to ensure safety and well-being. Stevens will promptly resume its fact-gathering as soon as law enforcement has completed its initial investigation.
2. *New Jersey Law:* The NJ Law Against Discrimination prohibits discrimination on the basis of sex, gender identity or expression, and affectional or sexual orientation. In addition, sexual and/or relationship violence is a crime. Sexual offenses are described in the New Jersey Criminal Code and may be found at Title 2C, Chapter 14. Assault and stalking may be found at Title 2C, Chapter 12. New Jersey's Prevention of Domestic Violence Act (which also covers dating violence) is available at Title 2C, Chapter 25.
3. *Study Abroad:* Students who are studying abroad should be aware that they are subject to this Policy as well as the laws of the host country, which define what constitutes sexual violence or other offenses.

**VI. INVESTIGATION AND RESOLUTION OF A COMPLAINT:**

- A. Prompt, Equitable and Impartial Investigation and Response:** Any reported conduct that may be in violation of this Policy will be investigated and addressed in a timely manner by trained individuals who are free from any conflicts of interest which may affect their judgment in the application of the Policy. Upon receipt of a report, Stevens will take immediate steps to assess the conduct, impose interim measures, and determine the appropriate course of action. The investigation will be initiated by a written notice of investigation, which will include the names of the parties, a brief description of the alleged conduct, and the potential policy violations. The investigator may amend the potential charges as part of the investigative process.

The University will designate a trained investigator, who may be a University employee or a trained investigator from outside of the University community. Any investigator used by the University must receive annual training on issues related to misconduct and on how to conduct an investigation that protects the safety of all individuals involved. The investigator will conduct a prompt, thorough, fair and impartial initial investigation of the complaint in the manner s/he deems necessary.

It is the responsibility of the University, not the parties, to gather relevant evidence, to the extent reasonably possible. The investigator will be responsible for interviewing the Complainant and Respondent (separately); interviewing potential witnesses; collecting relevant documentation and physical evidence, including documents, communications between the parties, and other electronic records as appropriate; creating a timeline; and preparing a written report documenting the complete investigation. The parties to the complaint each will have an equal opportunity to be heard and identify witnesses and other evidence and will be kept informed of the status of the investigation as deemed appropriate.

Stevens will provide timely notice of any meeting or proceeding at which the party's presence is contemplated by these procedures. Stevens will also provide timely and equal access to any information that will be used during voluntary or formal resolution and related meetings or proceedings.

- B. Timelines:** While the length of an investigation will depend on a variety of factors including the nature and scope of the allegations, the number of parties and witnesses and the availability of parties and witnesses, the University will seek to conclude the investigation within twenty-five (25) working days of the notice of investigation. The University will seek to resolve the complaint, exclusive of any appeals, within sixty (60) working days of the notice of investigation.

The University may determine that circumstances warrant extending the timelines for investigation and resolution of a report for good cause. Such circumstances may include the unavailability of a party or key witnesses due to holidays or other breaks. In such cases, the University will simultaneously notify parties in writing of the status of the report, the revised timelines for its investigation and/or resolution and the reason for delay.

- C. Standard of Review:** The standard of review that the University will use when reviewing a complaint and making related determinations is the standard of "preponderance of the evidence." This means that the University will decide whether it is "more likely than not," based upon the information provided, that the Respondent is responsible for the alleged violation(s).

**D. Determinations of Relevancy:**

1. *Relevancy Generally:* Information that is irrelevant, more prejudicial than probative, or immaterial may be redacted. Similarly, the investigator may redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party's general reputation for any character trait, including honesty. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character.
2. *Medical or Counseling Records:* Medical and counseling records of a Complainant and Respondent are privileged confidential records that individuals are not required to disclose.

However, these records may contain relevant and material information and a party may voluntarily chose to share such records with the investigator. Any records provided by a party will be available for review by the other party.

3. *Prior Sexual History of a Complainant:* A Complainant's prior sexual history will never be used as evidence of character or reputation, and will only be considered during an investigation under limited circumstances. For example, where there is a current or ongoing relationship between the Complainant and the Respondent, and the Respondent alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of this Policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the complainant with other individuals is typically not relevant and will only be permitted if it is probative of a material fact, for example, to explain an injury or physical finding.
4. *Pattern Evidence by a Respondent:* In gathering information, the investigator may also consider other reports of, or findings of responsibility for, similar conduct by the Respondent to the extent such information is relevant and available. Such information may be relevant to prove motive, intent, absence of mistake, pattern or another material fact. For example, where there is evidence of a pattern or conduct similar in nature by the Respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the determination of responsibility and/or assigning of a sanction. Where there is a prior finding of responsibility for a similar act of misconduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and/or assigning of a sanction.

Any party seeking to introduce information about prior sexual history or pattern evidence should bring this information to the attention of the investigator at the earliest opportunity. Where a sufficient informational foundation exists, the investigator will assess the relevance, form, and reliability of the information and determine if it is appropriate for inclusion in the report.

- E. Advisor of Choice:** If desired, parties may elect to have one advisor of their choosing present during any investigative interviews, meetings, or other related proceedings under this Policy. This advisor may be but need not be an attorney. This advisor may not speak or otherwise participate in the proceeding. The advisor's function is solely to observe, provide support, and provide guidance or advice to the party [outside of the proceeding]. Stevens may remove or dismiss advisors who do not abide by the restrictions on their participation or who are otherwise disruptive. The advisor may not be someone who is otherwise a witness in the investigation. Adversarial hearings, including confrontation, cross-examination by the parties, and advocacy by attorneys or other advocates, are neither appropriate nor permitted during the investigation or resolution process. The advisor must meet with Title IX Coordinator (or designee) in advance of any participation in any meeting or proceedings to understand the expectations of the role, privacy, and appropriate decorum.
- F. Obligation to Participate by University Employees:** The University expects all members of the faculty and staff to cooperate fully in the investigation of complaints. Any faculty or staff member who is the subject of, a potential witness regarding, or the recipient of a report of misconduct covered by this Policy and refuses to cooperate in an investigation is subject to discipline up to and including termination of employment.
- G. Interim Steps:** Upon receipt of a report of misconduct, and at any time prior to or during the investigation, reasonable and appropriate interim steps may be taken to protect the safety and well-being of members of the University community or to eliminate the reported hostile environment. Interim steps may be both remedial (designed to address the Complainant's well-being and continued access to educational and employment opportunities) or protective (involving action against a Respondent). Remedial measures are available regardless of whether the Complainant chooses to pursue any action under this policy.

Depending on whether the situation involves students or employees, such steps may include, but are not limited to the following range of remedial and protective interim steps: restricted access to campus facilities; reassignment in University housing; academic modifications (e.g., rescheduling of exams and assignments, providing alternative course completion options or a change in class schedule, or transferring sections, including the ability to drop a course without penalty); academic support services; job modifications; no-contact orders; assistance in obtaining a civil protection order; access to medical or counseling services and assistance in setting up initial appointments, both on and off campus; interim suspension or leave; facilitating a meeting with law enforcement to discuss safety planning and law enforcement options; a change in work schedule or job assignment; a change of office or work space; providing an escort to ensure safe movement between classes, work and other activities; assistance in resolving concerns about immigration status, visas or financial aid; and any other remedy which can be tailored to the involved individuals to achieve the goals of this policy.

Requests for changes to academic, living, transportation, or working situations, or other protective measures or accommodations should be made to the Title IX Coordinator or Deputy Title IX Coordinator. The Title IX Coordinator will maintain the privacy of any interim measures provided under this policy to the extent possible. The University will maintain consistent contact with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented measure.

#### **H. Resolution of a Complaint:**

**Stevens will resolve complaints of misconduct according to the following procedures in a manner that is fair, prompt and impartial:**

1. *Title IX Assessment:* In every report of misconduct under this Policy, the Title IX Coordinator will make a prompt assessment of the existence of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of individuals and the campus community.
2. *Informal Resolution:* Where the Title IX Coordinator concludes that Informal Resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to eliminate the conduct, prevent its recurrence and address its effects. Participation in Informal Resolution by a Complainant is voluntary, and a Complainant can request to end Informal Resolution and pursue an investigation or other action at any time. Informal Resolution includes non-disciplinary interventions (e.g., education, counseling, mediation, changes in housing and/or academic accommodations, administrative actions). Informal Resolution is typically used when a Complainant requests anonymity, does not consent to participation in an investigation, or the alleged conduct, even if it does not rise to the level of a policy violation, suggests the need for remedial, educational or preventive action. Depending on the form of Informal Resolution used, it may be possible for a Complainant to maintain anonymity. If the Respondent is asked to participate in Informal Resolution, the Respondent has the right to decline or to end this type of process at any time and begin a formal proceeding. Mediation will not be used to resolve complaints of sexual violence. The Title IX Coordinator will maintain records of all reports and conduct referred for Informal Resolution, which will typically be completed within sixty (60) days of the initial report.
3. *Formal Resolution:* Should an informal resolution be inappropriate or unattainable, the matter will be reviewed under the following process:
  - a. The investigator will conduct interview(s) with parties and witnesses;
  - b. The investigator will review party and witness statements and other evidence presented;

- c. The investigator will issue a written report to the parties summarizing the witness statements and other evidence presented without rendering any conclusions so that both parties have an opportunity to respond to the evidence collected, including correcting factual errors;
  - d. The parties will have an equal opportunity to correct and/or respond to the evidence set forth in in the report;
  - e. The investigator will review any party responses and make a determination whether University policies have been violated according to the “preponderance of the evidence” standard described above;
  - f. The investigator will issue written findings to the parties which include the investigator’s determination as to whether University policies have been violated;
  - g. If there has been a finding of responsibility on the part of the Respondent, each party will have an opportunity to provide an impact/mitigation statement that will be considered by the University administrator who will determine the appropriate disciplinary sanctions. The University administrator may also elect to meet with the parties;
  - h. If there has been a finding of responsibility on the part of the Respondent, the relevant University administrator will determine the disciplinary sanctions and/or other remedies.
  - i. As a general matter, the relevant University administrator who will determine appropriate sanctions will be (i) the Assistant Vice President for Student Affairs or another designee of the Vice President for Enrollment Management and Student Affairs for matters involving student Respondents and (ii) the Senior Director of Human Resources or another designee of the Vice President of Human Resources for matters involving faculty or staff Respondents.
4. *Disciplinary Sanctions:* The specific sanctions imposed by the University may differ depending on the circumstances of the matter being addressed. In general, however, sanctions imposed upon Respondents determined to have violated this Policy are at the discretion of the University. Sanctions imposed upon students can include a range of sanctions including, warning, censure, education, counseling, disciplinary probation, loss of privileges, suspension or expulsion from a residence hall or Greek housing, suspension or expulsion from University premises, and/or suspension or expulsion from the University’s academic programs. Any of these forms of sanction may be supplemented with additional required actions by the Respondent. Sanctions imposed on employees can include a range of sanctions including, warning, censure, education, counseling, disciplinary probation, paid or unpaid suspension of employment, demotion, or termination of employment. The imposition of sanctions will take effect immediately and will not be stayed pending the resolution of any appeal.
5. *Other Remedies:* Where possible, Stevens will take steps to eliminate the recurrence of any discrimination, violence, harassment or other misconduct, prevent its recurrence and to address the effects on the Complainant and others. Examples of such remedies may include the provision of counseling opportunities, academic services, escort services, and/or training for members of the Stevens community, as well as making modifications to class scheduling and/or housing assignments. Requests for changes to academic, living, transportation, or working situations, or other protective measures or accommodations should be made to the Title IX Coordinator or Deputy Title IX Coordinator.
6. *Notification to Parties:* Stevens will simultaneously notify each party in writing of the outcome of the complaint. “Outcome” includes the University’s determination of whether the

alleged misconduct occurred, the sanction imposed on the Respondent, and the rationale for each. The Respondent will also be informed of the details of any sanctions, the date by which any requirements must be satisfied, and the consequences of failure to satisfy the requirements.

7. *Appeals:*

a. Grounds for Appeal: Dissatisfaction with the outcome is not grounds for appeal. The limited grounds for appeal are as follows: (1) new evidence is available that could affect the adjudication that was unavailable at the time of the adjudication; (2) procedural error(s) that had a material impact on the fairness of the investigation or adjudication; and (3) the sanctions imposed were grossly disproportionate to the violation committed.

b. *Appeal Procedures where the Respondent is a Stevens' Student:*

- i. Both parties have the right to appeal the findings (as provided in (a) above), disciplinary decision and/or the resulting sanction(s) to the Vice President for Enrollment Management and Student Affairs (an impartial decision-maker). The person appealing the findings, disciplinary decision and/or sanction(s) must submit a letter of appeal in writing to the Vice President for Enrollment Management and Student Affairs within five (5) working days of receiving the disciplinary decision and sanction(s).
- ii. The Vice President for Enrollment Management and Student Affairs will review the disciplinary file and the appeal letter and may elect to meet with the parties.
- iii. Within fifteen (15) working days of receipt of the appeal, the Vice President for Enrollment Management and Student Affairs will render a decision using the preponderance of the evidence standard and will simultaneously inform the parties of the decision in writing.
- iv. The options available to the Vice President for Enrollment Management and Student Affairs are to: (a) affirm the findings, disciplinary decision and/or the sanction(s); (2) modify the findings, disciplinary decision and/or sanction(s); or (3) in the event of significant new evidence, order a new adjudication process based on the totality of the evidence.
- v. The decision by the Vice President for Enrollment Management and Student Affairs is final. No further appeals are available. A copy of the appellant's letter will be placed in the parties' files.

c. *Appeals Procedures where the Respondent is a Stevens' Employee:*

A Complainant or Respondent may file a written request for reconsideration of an adjudication in which the Respondent is an employee to the Vice President for Human Resources or designee, who in either case must be an impartial decision-maker, within five (5) working days of notification of the outcome of the complaint. The Vice President for Human Resources (or designee) will review the matter and the appeal letter and may elect to meet with the parties. Within fifteen (15) working days of receipt of the appeal, the Vice President for Human Resources or (designee) will render a decision and simultaneously inform the parties in writing. The decision

by the Vice President for Human Resources (or designee) shall be final except that, following such decision of the Vice President for Human Resources (or designee), certain specified employees may take the additional actions provided below. A copy of the appellant's letter will be placed in the parties' files.

- i. *Tenured and Tenure-Track Faculty* who have received a proposed sanction of dismissal or suspension without pay are entitled to request that the charges be reviewed according to the procedures set forth in Section 3.9.2.2 of the Faculty Handbook. This additional review process is not for the purpose of re-evaluating whether the misconduct occurred but rather for determining whether the finding of misconduct justifies the discipline imposed.
- ii. *Bargaining Unit Employees* may resort to the grievance procedures of the applicable collective bargaining agreement. This additional review process is not for the purpose of re-evaluating whether the misconduct occurred but rather for determining whether the finding of misconduct justifies the discipline imposed.

8. **Student Employees:** In the event that the Respondent is both a student and a Stevens' employee, the complaint will be processed according to the student procedures contained in this Policy.

9. **Resolution Where the Respondent is Neither a Stevens Student Nor Employee:** Complaints against individuals who are not members of the Stevens' community (e.g., contractors, vendors, or other visitors to Stevens' campus) will be investigated and Stevens will take steps to remedy the misconduct and support the Complainant in reporting the misconduct externally. While Stevens' ability to impose sanctions against a person who is neither a student nor an employee may be limited, such sanctions will be considered and, if appropriate, imposed on such person (e.g., ban from campus, notifying the Respondent's employer of the misconduct). In addition, where appropriate, Stevens will take steps to prevent the recurrence of any discrimination, violence, harassment or other misconduct and to correct the effects on the Complainant and others.

I. **Records:** The Title IX Coordinator will retain records of all reports, allegations and complaints, regardless of how the matter is resolved. A complaint against a student which is resolved by the Title IX Coordinator or Deputy Title IX Coordinator's initial assessment or informal resolution will not be part of a student's conduct file or academic record. Affirmative findings of responsibility in matters resolved through formal resolution will be part of a student's conduct record. Such records shall be used in reviewing any further conduct or in developing sanctions. The University reserves the right to include any records regarding complaints against non-student employees in the employee's personnel file.

J. **Expectations of Parties:** Participants in proceedings under this Policy should expect the following:

1. The right to be treated with respect, dignity, and sensitivity throughout the process.
2. If the party is a student, the ability to seek support services at or through the University (e.g., on- and off-campus counseling, mental health or other student services for victims of misconduct covered by this Policy). If the party is an employee, the ability to use Stevens' employee support programs.
3. If the party is a student, the right to protection under the Family Educational Rights and Privacy Act ("FERPA"), a federal law that protects the privacy of student education records.
4. The right to file a complaint on campus and to avail oneself of the process for doing so including, but not limited to, the following: an adequate, reliable, prompt and impartial

investigation of complaints; an equal opportunity to present relevant witnesses and other evidence; and an equal opportunity to file an appeal.

5. The right to file a complaint with the appropriate local law enforcement authorities and to obtain assistance from the University in doing so.
6. The right to request and receive reasonable modifications to academic, living, transportation, or working situations, or other protective measures or accommodations.
7. The right to be simultaneously notified of the outcome of the complaint in writing, including the result of any appeals.

## **F. TRAINING, PREVENTION AND EDUCATION**

The University provides training to students and employees to ensure they understand this Policy and the topics and issues related to maintaining an education and employment environment free from harassment and discrimination. The University is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming as part of their orientation, and returning students and current employees receive ongoing training and related education.

## **G. CONCLUSION**

Stevens is committed to equality of opportunity and maintaining a safe learning environment that is free of gender-based and sexual misconduct including sexual violence, sexual harassment, relationship violence and stalking. All members of the Stevens community are responsible for compliance with this Policy and are encouraged to report misconduct covered by this Policy whether it takes place on or off-campus. In addition, all faculty members and all staff members listed at Section V.B. of this Policy are **required** to immediately report allegations of misconduct to the Title IX Coordinator or Deputy Title IX Coordinator, regardless of whether the Complainant intends to make a report. This Policy supersedes all other student and employee policies with respect to sex discrimination, gender-based discrimination, affectional and sexual orientation discrimination, sexual violence, sexual harassment, relationship violence, stalking and other forms of gender-based or sexual misconduct. Inquiries or complaints about the application of Title IX may be directed to Stevens' Title IX Coordinator, Deputy Title IX Coordinator, and/or to the United States Department of Education's Office for Civil Rights ("OCR"). The contact information for OCR may be found at Section V.D of this Policy.

## APPENDIX B

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### **Definitions of Reportable Crimes in the Campus Security Act**

The following are definitions of crimes that are reportable under the Clery Reporting Requirements.

#### **Murder and non-negligent manslaughter**

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

#### **Negligent manslaughter**

The killing of another person through gross negligence.

#### **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 a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a felony; breaking and entering with intent to commit a larceny; housebreaking and safecracking; and all attempts to commit any of the aforementioned acts.

#### **Motor vehicle theft**

The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

#### **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 or possession of intoxicating liquor; maintaining unlawful drinking places; 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**

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, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### **Weapon law violations**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

### **Offense Definitions Relating to Hate/Bias-Related Crime**

A **hate crime** is a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

In addition to the offenses mentioned above, there are also four additional criminal offenses related to Hate Crimes, they are: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. The following are definitions of Hate/Bias crimes that are reportable under the Clery Reporting Requirements:

#### **Larceny**

Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

#### **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**

Is 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.

## APPENDIX C

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### **Definitions of reportable crimes in the Campus Security Act**

The following definitions come from the FBI's Uniform Crime Reporting Program and the Violence Against Women Reauthorization Act of 2013, S.47, 113th Cong. (2013). Sexual assault. An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual 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 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.

**Fondling** is defined as the touching of the private 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** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

**Domestic violence.** A felony or misdemeanor crime of violence committed—

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. By 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
5. By any other person against whom an adult or youth victim is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
2. 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.

**Stalking.**

1. 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.
2. For the purposes of this definition—
  - (a) Course of conduct means two or more acts, including, but not limited to, acts that 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.
  - (b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - (c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.