



# WILLIAM PATERSON UNIVERSITY

**Annual Security and  
Fire Safety Report 2020**  
A Publication of the  
William Paterson University Police Department



## Welcome

The University Police and Public Safety Department welcomes you to William Paterson University. We are dedicated to providing all members of this community with a safe and secure environment. This *Annual Security and Fire Safety Report 2020* provides important information on a variety of topics related to safety on our campus, including annual campus crime and fire safety statistics.



The University Police Department is a full-service police department with state-certified police officers who are on duty 24 hours a day, seven days a week. Our mission is to provide a safe and secure environment throughout our campus, and to achieve this goal, we rely on the cooperation and participation of all members of the community. The members of University Police Department are proud to be part of the University community and we are focused on understanding and appreciating the diversity of our community while also enhancing safety and security.

We invite you to review this document, which is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics and the Higher Education Opportunity Act. You can find further information on our website at [wpunj.edu/police](http://wpunj.edu/police). If after reviewing the available information you have further questions or concerns, please feel free to contact the University Police Department by telephone at 973.720.2301. If you have an emergency, I encourage you to dial 911 from any phone.

Please also make sure you have opted into our Rave Mobile Safety system, which allows the University to push WP Alert messages to you via text, voice, email, Facebook, and Twitter in the event of an emergency. This system also includes the Rave Guardian App, which can be downloaded to your phone. This app includes a wide range of important safety features, including an emergency call button that will directly dial University Police, and a “chat” button that allows users to enter a two-way text chat with University Police. Callers can submit tips, photos, or other information via text to University Police in the event of a possible crime or other safety situation on campus.

We look forward to a wonderful year and wish you all personal success. Together we can ensure a safe and secure campus.

**Charles Lowe**

*Director of Public Safety and University Police*

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

(also known as the Clery Act)

The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have significant responsibility for student and campus activities.
- Issue campus alerts to provide the campus community with information necessary to make informed decisions about their health and safety. We issue a timely warning for any Clery Act crime that represents a serious or continuing threat to students and employees. We also issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- Make available for public inspection a daily public crime log of any crime that occurred on campus or within the patrol jurisdiction of the campus police and is reported to the campus police.

The University Police Department is responsible for preparing and distributing the annual report. The department works with other administrative departments and local law enforcement to compile the information incorporated into the report.

We encourage members of the University community to use this report as a guide for safe practices on and off campus. The report is available on the Web at [wpunj.edu/police/info](http://wpunj.edu/police/info). Each member of the University community receives an e-mail that describes the report and provides its Web address. For more information, contact the University Police Department at 973.720.2301.

## University Police Department Contacts

All offices are open Monday to Friday, 8:30 a.m. to 4:30 p.m. except the University Police area which operates 24 hours a day, seven days a week.

- Emergencies: 911
- Non-Emergencies: 973.720.2300 or 973.720.2301
- Office Information: 973.720.2200
- Community Policing and Student Patrol: 973.720.3004 or 973.720.3005
- Police Reports: 973.720.3006
- Violations Bureau: 973.720.2780
- Detective Bureau: 973.720.2689 or 973.720.6207
- [www.wpunj.edu/police](http://www.wpunj.edu/police)

If you are calling from a campus phone, only the last four digits of the phone numbers are required.

## University Police Department

William Paterson University police officers are on duty 24 hours a day, seven days a week.

All officers are commissioned by the State of New Jersey and have full police powers. William Paterson University police officers enforce New Jersey's code of criminal justice (Title 39, New Jersey's Motor Vehicles and Traffic Regulations, Title 2C) as well as University regulations.

All officers are under the jurisdiction of the State Attorney General as well as the Passaic County Prosecutor's Office. Thus, they are required to maintain the same police training mandated by the New Jersey State Attorney General's Office for all police officers. They are also held accountable for their actions based on the laws of the State of New Jersey and the guidelines of the New Jersey Attorney General's Office.

The department has a close working relationship with Wayne, Haledon, and North Haledon, the communities in which the University is located, as well as other surrounding towns, and provides and receives mutual aid when needed.

Under state and county guidelines, certain criminal investigations are conducted with the Passaic County Prosecutor's Office as well as the New Jersey Division of Criminal Justice.

The University Police are responsible for the accurate reporting of crimes, which are reported to the New Jersey State Police. Like all other police departments, the department follows the Uniform Crime Report Guidelines in regard to the accurate reporting of crimes.

These statistics are reported to the Federal Bureau of Investigation.

The University answers to the United States Department of Education for the accurate reporting of Clery-related crimes. As such, the University is responsible for the accuracy of these reports and is subject to fines if not accurate.

As a result, procedures are in place for the review of all police reports, as well as reports made to all University offices that have been deemed to have significant responsibilities with the students of William Paterson University.

In addition to participating in all mandatory and optional training, the University Police host and participate in an annual on-scene simulated training in violent incident response. This training involves the use of campus buildings to conduct training for incidents such as response to an active shooter or hostage situation. Officers are supplied with realistic scenarios with armed actors and multiple victims. This training is conducted with the cooperation and participation of the surrounding police departments to familiarize neighboring police departments with the campus. This training allows all officers in our area to be equipped with the same training in order to work together cooperatively during an emergency situation. This training is conducted with the use of weapons containing simulated ammunition to make it as realistic as possible for officers responding to such an emergency.

## How to Report a Crime, Emergency, or Suspicious Activity

1. In an emergency, CALL 911 or press the emergency call button on the Rave Guardian Mobile App. To report suspicious activity or a crime that is not an emergency, call University Police at 973.720.2300, or internally at Ext. 2300.
2. Give your name, address, and phone number.
3. Report why you are calling.
4. Request medical assistance, if needed.
5. Provide as many details as possible:
  - Description of the activity being observed.
  - Description of the person(s) involved.
  - Location in which the person(s) was last seen or the direction in which they were traveling.
  - Description of any motor vehicle involved.
  - Information regarding presence of any weapons.
6. Stay on the phone until released by the officer receiving your call.

**Remember:** Be calm, speak slowly, and obtain the names and addresses of any witnesses. It is imperative that all crime and suspicious activity be reported to University Police promptly and efficiently so that the matter can be dealt with accordingly.

By working together, the University community and the police can reduce crime on campus, thus creating a safer environment for everyone.

All reports of criminal activities or emergencies are handled by the appropriate public safety personnel. You may report criminal activities or other emergencies 24 hours a day, seven days a week to the University Police Department at 973.720.2300.

Anonymous reporting of crimes or suspicious activity is also available on the University Police website. To access the anonymous reporting form, navigate to the University Police Department's homepage, enter the department services section, and click the "Anonymous Reporting Form" hyperlink.

Although we encourage that all crimes, emergencies, or suspicious activity be reported directly to University Police, in a situation where that is not possible, please report the incident to any William Paterson University staff or faculty members who are in the area.

## Emergency Notification Service

William Paterson University has entered into a contract with Rave Mobile Safety in order to provide Emergency Notification Services. This service is designed to send time-based notifications to thousands of people in minutes. Rave Mobile Safety allows the University to send personalized communications to our entire community via voice, text, email, and social media.

Notifications for unexpected events such as natural or man-made disasters, utility or technology outages, security threats, campus closures, or other events deemed campus emergencies will be recorded and sent by University officials utilizing Rave Mobile Safety. The service allows the University to be both reactive and proactive, with the ability to send notifications during and after an emergency. This program is provided as an opt-in service to all University students, faculty, and staff. Access to the opt-in service is through the WPCONnect portal located on the University homepage. Each individual can register up to 6 points of contact that will receive these important messages. The 6 points can include home phone, alternate phone, cell phone, University email, and personal email.

Rave is not only the University's Emergency Notification System (WP Alert). It also includes the Guardian App which allows students to communicate directly to University Police in an emergency situation.

The Guardian App allows students to communicate directly with University Police or their Guardians regarding their safety and/or situations they are witness to on campus.

The Rave Guardian Mobile App is available free of charge at the Google Play Store or Apple Store. A two-step verification process is required to enroll.

The Guardian App includes the following:

#### **Safety Timer**

- Ability to set a “Safety Timer” session. Once activated, “guardians” selected to be in the user’s virtual safety network can monitor the user’s status updates and location. Guardians are automatically notified at assigned check-in times. If the timer expires or the user initiates a panic call, Guardian automatically notifies trusted safety resources.

#### **Tips and Multimedia Messaging**

- Allows campus members to send text and photo content directly to University Police officials via secure cloud infrastructure. Campus safety officials can provide instruction or follow up to learn more. Tips can be sent anonymously or not.

#### **Emergency Call Button**

- Through the mobile device, a user can send an alert to University Police with one click, automatically providing student information and GPS location.

#### **Safety Profiles for Faster Emergency Response**

- Student-created safety profiles contain details such as residence and medical condition information that are automatically presented to campus safety officials during an emergency call for faster, more precise response.
- Student safety profiles are available during emergencies, on and off campus, to University Police and Smart911-enabled 911 centers nationwide.

## **Emergency Notifications**

The Jeanne Clery Act requires that William Paterson University immediately notify the campus community upon confirmation of an immediate threat of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus.

A significant emergency can be defined as an immediate threat to the health or safety of students or employees. This would include all hazards, such as a terrorist attack, natural disaster, or environmental or other significant emergency. Although the Emergency Notification Policy is part of the Jeanne Clery Act, these notifications are for any incident that is deemed

an emergency and not just for crimes specifically mentioned in the Clery Act.

If such a situation is confirmed by University Police, the Director of Public Safety and University Police or his/her designee will be notified immediately and will in turn contact the Vice President of Administration and Finance or his/her designee to authorize an activation of the Rave Mobile Safety system without delay. A broadcast notification will be sent via text message to all members of the University, or to the specific segment of the University’s populations that will be affected by the emergency, who have signed up for this notification. The message will be posted to the University’s Facebook and Twitter pages. In addition, a voice mail notification and a University-wide email may also be sent. All employees, resident students, and commuter students who were notified by the original message will be included in follow-up messages.

This notification would only be delayed if issuing it would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Also, if such a notification is issued, a timely warning, via email, telephone, or cell phone may be issued explaining the same circumstances.

If an emergency notification is issued, adequate follow-up information will subsequently be issued such as an “all clear” message or updates about continuing steps that will be taken to respond to an emergency, such as class cancellations.

An annual test of the emergency notification procedure is conducted by the University Police. The results of this test and our emergency response procedures will be publicized utilizing the University’s Daily Announcement email system. In addition, this announcement will include hyperlinks that will provide guidance for students, faculty, and staff regarding what to expect and how to react in the event of an emergency.

## **Timely Warning Notices**

The purpose of this policy is to outline procedures that William Paterson University will use to issue a “timely warning” in compliance with the Clery Act.

In the event of an alleged Clery Act crime occurring on campus, on public property within or immediately adjacent to the campus, or in or on non-campus buildings or property controlled by the University that in the judgment of the Director of Public Safety and University Police or his/her designee in consultation with the Vice President of Administration and Finance, or his/her designee, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The need to issue such a warning will be decided on a case-by-case basis considering all the



WP Pre-Police Academy Students

facts surrounding a crime, including the nature of the crime, the continuing danger to the campus community, and the risk of compromising law enforcement efforts. Notices also may be issued for other crimes as determined necessary by the Director of Public Safety and University Police or his/her designee in consultation with the Vice President of Administration and Finance, or his/her designee.

The warning will be issued through the University email system to students and employees. The University may also post a notice on the University website. In such instances a copy of the notice may also be posted in buildings on campus where appropriate.

As always, anyone with information warranting a timely warning should report the circumstances to the William Paterson University Police Department by phone at 973.720.2300 or in person at the Public Safety Building. The building is located on University Drive and can be reached via Entry No. 1 on Pompton Road; it is the first building on the left.

## Emergency Evacuation Procedures

Exit signs and evacuation plans are posted in every building on campus. You should become familiar with the exit routes and evacuation plans before an emergency occurs. In the event of an emergency, please remain calm, gather only what clothing would be required for the current weather conditions, and exit the building. ***Do not use elevators in times of an emergency!***

Upon exiting the building, evacuation/fire wardens, as well as resident assistants and resident directors in campus residence halls, will be there to assist and ensure the evacuation is safe and complete. Please report to these individuals, who will direct you to a safe area. This will allow for a head count to be taken, during which time you could advise your loved ones that you are not in danger if such notification seems reasonable.

University Police will immediately notify the campus community or appropriate segment of the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. If University Police decide to notify a segment or segments of the campus community, the choice of this/these segment(s) will be made based on the potential for the emergency to affect the individuals who are selected.

Emergency response is the responsibility of the University Police. Should the situation demand further response, mutual aid is provided by surrounding towns as well as the Passaic County Sheriff's Department. Depending on the situation, University Police will provide additional direction using the Rave Guardian system, personal communication, or the University's homepage. The University Police Department will decide on the content of these messages and initiate the notification system. If a different location is required for your safety, they will coordinate that move.

Evacuation drills are conducted in every residence hall twice during each semester. Drills are conducted in all other campus buildings once a year. During these drills, if you notice anything that may cause a safety concern during a real evacuation, please notify the fire warden or resident director in charge of the drill. These drills are also evaluated by trained William Paterson University staff for further improvement of the evacuation policy and procedure. Evacuation drills are not announced and are conducted with the assistance of evacuation wardens who act as liaisons with the responding police units.

### Upon discovering a fire:

If a building needs to be evacuated due to a fire,

1. Activate the nearest pull station to sound the building alarm. If the alarm fails to work, shout "fire" several times.
2. **CALL 911** to report the fire.
3. Report the exact location of the fire; details should include building, floor, area, and intensity.

### Evacuation procedures:

- A. Feel the closed door of your room. If it feels hot, the hallway is filled with deadly gases. **DO NOT OPEN THE DOOR**, but go to your window and wait for rescue. If the door is cool, **CLOSE YOUR WINDOWS** before opening the door slowly.
- B. Upon leaving the room, leave the lights on and the door **CLOSED**. Be sure to take your coat and key with you.

C. If you cannot leave the room:

1. Open the windows if there is smoke; if there is no smoke, leave the windows closed to prevent outside smoke from being drawn into the room.
2. Seal cracks around the door with towels, damp if possible.
3. If you are trapped, attract attention by hanging an object from the window—the brighter the color, the better. If outside smoke is drawn in, close the window, leaving the object hanging.

D. If smoke is severe, place a wet cloth over your nose, and **REMEMBER** to stay close to the ground. There is usually less smoke on the floor

E. When you are evacuating a building:

1. Walk at a brisk pace, but **DO NOT RUN**.
2. **DO NOT USE ELEVATORS.**
3. Follow the posted specific corridor instructions as to proper exit route and assembly point.
4. Move in a single file along the wall upon which the exit is located. Once outside the building move at least 75 ft. to 100 ft. away from the building.
5. Do not re-enter the building until instructed to do so by a University official or fire warden.
6. Account for your presence; advise a warden or other responsible party that you have safely evacuated the facility.

## Evacuation Wardens

Evacuation wardens have been selected from the University staff and are people who would normally be on duty and are assigned to assist with the safe evacuation of students, visitors, and employees. **PLEASE FOLLOW THE EVACUATION PLAN THAT HAS BEEN ESTABLISHED FOR YOUR BUILDING.**

Once you have been evacuated, University Police may direct you to a secondary location, such as the Recreation Center or another similar location on campus. The purpose is to ensure your safety and account for your temporary placement. In the event of a general evacuation order you may be directed to use only certain exits throughout campus.

If University Police recommend evacuation of students, faculty, and staff from the campus, the following are suggested routes:

### North

1. Exit the campus via Gate 6
2. Turn left onto Belmont Ave./Passaic County 675

3. Make a slight left onto High Mountain Rd.
4. At the traffic circle, continue straight to stay on High Mountain Rd.
5. Turn right onto Colonial Rd.
6. Turn right onto the New Jersey 208 North ramp
7. Merge onto NJ-208 North
8. Take the Interstate 287 North exit toward Interstate 87 N/Mahwah/N.Y. Thruway
9. Merge onto I-287 North

### South

1. Exit the campus via Gate 1
2. Continue through intersection onto Ailsa Ave.
3. Turn left onto Central Ave.
4. Turn slight left onto Katz Ave.
5. Turn left onto Redwood Ave.
6. Turn right onto Totowa Ave.
7. Turn left onto Maple St.
8. Turn left onto Wayne Ave.
9. Turn left onto McBride Ave.
10. Turn right onto Spruce St.
11. Turn left onto Oliver St.
12. Merge onto NJ-19 South
13. Use the left 2 lanes to take the Garden State Parkway South exit
14. Merge onto Garden State Parkway South South

### East

1. Exit the campus via Gate 6
2. Continue onto West Overlook Ave.
3. Continue onto Linda Vista Ave.
4. Continue onto Terrace Ave.
5. Turn left onto Linda Vista Ave.
6. Continue onto North Haledon Ave.
7. Continue onto Rea Ave. Ext.
8. Turn left onto North Watchung Ave.
9. Turn left onto Goffle Rd.
10. Slight right onto Douglas Ave.
11. Merge onto NJ-208 South
12. Continue onto NJ-4 East

## West

1. Exit the campus via Gate 4
2. Turn right onto Passaic County 504/Pompton Rd.
3. Use the left 2 lanes to turn slightly left onto Ratzel Rd.
4. Turn left onto Valley Rd.
5. Use the left 2 lanes to turn left onto Riverview Dr.
6. Turn left onto Vreeland Ave.
7. Turn right onto the Interstate 80 West ramp
8. Merge onto Interstate 80 West

## Crime Prevention Tips

William Paterson University is an academic community of more than 12,000 people. The campus covers 380 acres of land in three different municipalities: Wayne, Haledon, and North Haledon. As in all communities, crime is a potential threat to any member of the University community. To help reduce vulnerability to crime, you should consistently practice preventative measures, such as the following:

1. **Be aware that you are a potential victim of a crime.**
2. **Immediately notify the University Police Department if any person(s) or activity arouses your suspicion.**
3. **Avoid walking alone at night unless necessary.**
4. **If you must walk around campus, make sure to protect yourself:**



- Use well-lit, commonly traveled routes.
- Avoid shortcuts and dark isolated areas.
- Walk purposefully, know where you are going, and project a no-nonsense image.
- Avoid potentially dangerous situations.
- Download the Rave Guardian Mobile App on your phone and open it for access to the emergency call button.
- Have your door keys ready; carry them in your pocket.
- Park under parking lot lights.

### 5. Protect yourself in your room:

- Lock your door, even when you intend to return shortly and/or you are just going “down the hall.” It takes a thief 10 seconds or less to enter your open room and remove your belongings.
- Lock or secure doors and windows when you are alone or asleep.
- Do not leave messages on your door indicating that you are away and when you will return.
- Do not allow strangers into your residence hall.
- Do not lend your key to anyone.
- Do not prop doors open.

### 6. Protect your automobile:

- Always lock your car door.
- Do not leave tempting valuables visible in the vehicle.

### 7. Do not leave property unattended.

## Safe Walk

Safe Walk is a campus escort service. Upon request, a member of the University Police Department’s Student Patrol will walk you to your destination. This service is available during the academic year from Monday through Thursday, 8:00 p.m. to 12:30 a.m., by calling 973.720.7400.

## Crime Victim’s Bill of Rights

- To be treated with dignity and compassion by the criminal justice system.
- To be informed about the criminal justice process.
- To be free from intimidation.
- To have inconveniences associated with participation in the criminal justice process minimized to the fullest extent possible.

- To make at least one telephone call, provided the call is reasonable in both length and location called.
- To provide medical assistance if, in the judgment of the law enforcement agency, medical assistance appears necessary.
- To be notified if presence in court is not needed.
- To be informed about available remedies, financial assistance, and social services.
- To be compensated for their loss whenever possible.
- To be provided a secure, but not necessarily separate, waiting area during court proceedings.
- To be advised of case progress and final disposition.
- To prompt return of property when no longer needed as evidence.
- To submit a written statement about the impact of the crime to a representative of the County Prosecutor's Office before a final decision is made by that office whether or not to file criminal charges.
- To make, prior to sentencing, a statement in person and directly to the sentencing court concerning the impact of the crime.

## In Case of Emergency (ICE)

The University Police Department recommends using "in case of emergency," or ICE numbers, in personal cell phones. Students should store emergency contact telephone numbers, such as family or friends, in their cell phones under contact headings such as ICE, ICE1, ICE2, etc. ICE contacts can be utilized by emergency responders to call these contacts immediately should someone become sick or injured.

## If a Violent Incident Should Occur

- Do not attempt to deal with the situation yourself.
- Attempt to remove yourself from the immediate danger if possible.
- Try to remain calm. Once you have removed yourself from the apparent danger, secure your location and remain where you are until given further direction by University Police or other authorities.
- If you are unable to remove yourself from the dangerous situation and are still in the building where the incident is occurring, lock the door of your residence, academic room, or other facility. Remain there until notified by University Police.
- Identify objects that you could use to defend yourself and deter the threat from pursuing you at that location. If you are unable to remove yourself from

the imminent threat and danger, be prepared to engage in combat with the aggressor to neutralize the immediate threat to your life. While such action is a personal decision, active resistance to deliberate life-threatening actions can improve chances for survival. Many commonly available articles can be used as weapons or missiles to disrupt or deter an attacker, including shoes, keys, bookbags, belts, pencils, books, telephones, etc.

- If you see or hear something that suggests to you that a gun or other weapon is involved, call University Police immediately. Provide as much detail as you can about the incident. Be sure to include a description of the person or persons involved, the potential threat including possible weapons, the location or direction of flight taken by the actor(s), and the condition of any other victims. Do so when you have taken cover to the best of your ability.

**Remember, the best time to deal with a violent incident is before it occurs. If you are aware that someone on campus has made a threat of violence toward another, it is your responsibility to contact the University Police with that information as soon as possible.**

**If you are aware that someone on campus has illegal weapons, it is your responsibility to report this information to the University. It is William Paterson University policy and New Jersey state law that guns or other weapons are prohibited on campus.**

## Missing Resident Student Notification

There are times that the present whereabouts of a particular student is unknown or unclear. For the University to account for the whereabouts of a resident student when that student is believed to be missing, this information must be reported to University Police immediately.

There is no amount of time that an individual must be missing in order to report an incident of this nature. The University Police will begin a missing person investigation as soon as it is reported. This investigation will be conducted as specified in the New Jersey Attorney General Guidelines and the William Paterson Missing Student Policy.

When a student applies for housing on campus, the student has the option of supplying the name of a specific person and contact information for that person as a confidential contact, if the student becomes missing. This contact could be a relative, a "best friend," a neighbor, a roommate, or any person who would be likely to have daily contact with the student.

The only reason a student's confidential contact will be

accessed is if the student is believed to be missing. As a result, access to the confidential contacts of students is limited to supervisory persons employed within Residence Life, and access will be gained only if a student is believed to be missing.

If a student is reported missing, a member of the University Police will have access to this information and contact them within 24 hours of the report being filed.

In cases of students less than 18 years of age, a parent or guardian would be notified immediately.

Within 24 hours of a confirmed and unresolved report of a missing person, the University Police will distribute a missing person alert to members of the campus community.

## **Title IX Grievance Policy for Sexual Harassment Complaints and Student Sexual Misconduct and Non-Discrimination Policy**

### **1. Statement of Purpose**

William Paterson University (hereinafter “the University”) is committed to maintaining an academic and work environment for students, faculty, and staff, which is conducive to the achievement of educational and career goals on the basis of ability and performance.

The University does not tolerate any form of sexual harassment or discrimination, and the University is committed to complying with all applicable regulations including Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities. Similarly, the Clery Act (Campus SAVE) and the Violence Against Women Reauthorization Act of 2013 (VAWA) ensure prompt, fair, and impartial investigation and resolution of allegations of sexual assault, stalking, dating violence, and domestic violence. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy will specifically address incidents of sexual harassment as defined by Title IX.

The University strives to eliminate sexual harassment through education and encouraging students and employees (hereinafter “parties”) to report concerns or complaints. Parties who believe that they have been the subject of sexual harassment should follow the reporting procedures in this policy. Parties should report incidents of sexual harassment as soon as possible after the alleged incident because late reporting may impede the University’s investigation.

The University will respond to reported violations of

Title IX by promptly taking effective steps to end the misconduct, prevent further violations, and remedy the effects of the violation on the Complainant and others, if appropriate. If the violation satisfies the elements of “covered sexual harassment,” the University will conduct a prompt, fair, and impartial investigation. The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual harassment in order to protect parties’ rights and the personal safety of members of the community. Where appropriate, the University will issue supportive measures, interim protections, and sanctions.

Students who are found to have violated this policy will be subject to disciplinary measures, up to and including dismissal from the University in accordance with the Student Code of Conduct and any other applicable policy. Employees who are found to have violated this policy will be subject to disciplinary action, up to and including termination in accordance with any applicable policies or procedures governing disciplinary action against faculty and staff.

### **2. Applicability of Policy**

The University may investigate any reported violation of this policy that occurs in the context of a University program in the United States when the alleged conduct, if true, would constitute “covered sexual harassment” as defined in this policy. The University may amend the Policy and Process from time to time. Nothing in the Policy shall affect the inherent authority of William Paterson University to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the University community.

### **3. General Definitions and Behaviors**

#### **Sexual Harassment and Other Forms of Sexual Misconduct**

**Consent:** is defined as informed, voluntary, and mutual and may be withdrawn at any time. Consent is not obtained with an express or implied force, coercion, intimidation, threat, or duress. Consent to a sexual act must be expressed and be fully informed and a freely decided choice to participate in sexual contact or intercourse. Consent cannot be assumed or implied by silence or the absence of physical or verbal resistance. Consent is an affirmative, unambiguous, and conscious decision. Consent to one type of sex act does not imply consent to other forms and must be ongoing throughout a sexual encounter. Past consent to sexual activity does not imply ongoing future consent with a person or consent to the same activity with another person. If a person is mentally or physically incapacitated

or impaired so that a person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. This includes incapacitation by the use of alcohol and drug consumption or being asleep or unconscious. Generally, the age of consent in New Jersey is 16. Please refer to New Jersey State Law for full consent and statutory rape laws.

The following actions render consent null:

- **Coercion:** Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against their will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether to engage in sexual activity. Coercion renders an individual unable to consent.
- **Force:** is the use or threat of physical violence to overcome an individual's freedom of will to choose whether to participate in sexual contact. Force renders an individual unable to consent.
- **Incapacitation:** A person who is incapacitated is not capable of giving valid, affirmative consent. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why, or how of the sexual activity. A person may be incapacitated as a result of a temporary or permanent mental or physical condition, sleep, or unconsciousness. A person may be incapacitated as a result of the consumption of alcohol or drugs. A person who is not incapacitated at the beginning of the sexual activity may eventually reach a state of incapacitation as the activity progresses due to alcohol or drug intake prior to or during the activity. Incapacitation is a state of impairment significant enough to render a person unable to understand the fact, nature, or extent of the sexual activity. For the purpose of this policy, the standard that shall be applied is whether a reasonable person would have known, based on the facts and circumstances presented, that the other person was incapacitated and, therefore, not capable of giving consent.

**Dating Violence:** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined 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.

For the purposes of this definition:

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

Domestic Violence: is 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.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- 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.
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual Assault:** Any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- Rape is 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.

This offense includes the Rape of both males and females.

Include the crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, define as Statutory Rape.

- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

**Sexual Harassment:** (“Covered Sexual Harassment”):

(1) Quid Pro Quo (Employee Harassment); (2) Unwelcome Conduct – Severe, Pervasive, and Objectively Offensive; (3) Sexual Assault (3a) Dating Violence, (3b) Domestic Violence, (3c) Stalking.

Conduct on the basis of sex that satisfies one or more of the following:

- (1) an employee of the institution conditioning the provision of aid, benefit, or service of the college on an individual’s participation in unwelcome sexual conduct.
- (2) unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it denies a person access to the institution’s education program or activity; or
- (3a) “sexual assault” (as defined in the Clery Act), (3b) “dating violence,” (3c) “domestic violence,” or (3d) “stalking” as defined (all as defined in VAWA).

**Sexual Misconduct:** A broad term that identifies forms of discrimination and harassment based on sex, including sexual exploitation, non-consensual sexual contact, gender-based harassment, stalking – including cyberstalking. Sexual misconduct includes other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, even if those acts do not involve conduct of a sexual nature.

**Sexual Intimidation:** Refers to threatening behavior of a sexual nature directed at another person or group that reasonably leads the target(s) to fear for their physical well-being or to engage in sexual conduct for self-protection, such as threatening to sexually assault another person or engaging in indecent exposure.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.
- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

**Quid Pro Quo:** (Employee Harassment): A University employee conditioning an educational benefit or service upon a person’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment).

#### 4. Reporting Sexual Harassment and Other Forms of Sexual Misconduct

The University encourages reporting of sexual misconduct, including sexual harassment. Members of the community are also encouraged to seek medical attention, if necessary, and take steps to preserve pertinent information. Preserving all information/evidence is essential for both law enforcement investigations and campus proceedings, should the student or employee wish to engage with law enforcement or the University. Therefore, any potential information or materials including, but not limited to, clothing, bed linens, voice messages, text messages, letters, emails, phone records, diary of incidents that occurred, and photographs should be preserved.

Parties who believe that they have experienced sexual harassment have the right to choose whether to report the incident to the University and law enforcement and have the right to decide whether to engage with the University once the University receives a report. The University will make every reasonable effort to safeguard the identities of parties who seek help and report incidents of sexual misconduct consistent with the applicable laws and regulations. To the extent possible, all publicly available information will be maintained without personally identifying information. While steps are taken to protect the privacy of students and employees, the University may need to investigate an incident and act once an allegation is known, whether a decision is made to pursue a report.

##### **If You Are a Victim of Domestic/Dating Violence, Stalking, and/or Sexual Violence:**

1. Get to a safe place as soon as possible.
2. Get medical attention, if needed, as soon as possible: (a) The University’s Counseling, Health, and Wellness Center provides information and referral for students who need medical attention (973.720.2360); (b) The Passaic County Women’s Center has a 24-hour hotline (973.881.1450) and is available to provide information about counseling, advocacy, accompaniment to hospitals, law enforcement, and or social services at the victim’s request; (c) The University’s Campus Victim Services Coordinator (973.720.2578) is also available to provide information on all options.
3. Contact University Police by calling 973.720.2300 or 911. The University Police are available at

all times and will protect victims' safety and seek to apprehend offenders; they also provide transportation to victims who have been assaulted.

4. Contact Residence Life staff (973.720.2714) and/or the Office of the Vice President for Student Development (973.720.2179).
5. Try to preserve all evidence (voice messages, text messages, letters, emails, phone records, diary of incidents that occurred, etc).
6. A student may also contact a counselor directly by calling the University's Counseling, Health, and Wellness Center at 973.720.2257. There is a counselor on call 24 hours a day in the event of an emergency.

### 1. Reporting vs. Disclosure

Parties may report and/or disclose allegations of sexual prohibited conduct. When community members report to the University, they are officially informing the institution of the occurrence and seeking supportive measures, which may result in a formal complaint and grievance process. When a student discloses the incident to the University's offices and employees identified as confidential (Confidential Resources), they are seeking resources and accommodations for survivor support, which will not result in a formal complaint. The University has adopted procedures for allegations governed by this policy, respectively containing, among other things: provisions on reporting, how to file a complaint internally or externally, supportive measures, the formal complaint and grievance processes, and investigating and adjudicating claims. See Title IX Grievance Process for Sexual Harassment Complaints.

### 2. Reporting to the University

Any person may report sex discrimination, including sexual harassment (whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator(s), or by any other means that results in the Title IX Coordinator(s) receiving the person's verbal or written report. Reports to the Title IX Coordinator(s) may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator(s).

The Title IX Coordinator is responsible for student-on-employee and employee-on-employee matters. The Deputy Title IX Coordinator for Students, or designee, is responsible for investigating student complaints involving other students.

#### **The Title IX Coordinator**

*Regina A. Tindall, JD*

Title IX Coordinator

358 Hamburg Turnpike, Wayne, NJ 07474-091

#### **The Deputy Title IX Coordinator for Students**

*Ashante S. Connor, MS, HRD, ABD*

Deputy Title IX Coordinator for Students

358 Hamburg Turnpike, Wayne, NJ 07474-091

Electronic Mail (24 hours a day): [TitleIX@wpunj.edu](mailto:TitleIX@wpunj.edu)

Online Incident Report (24 hours a day):

[https://cm.maxient.com/reportingform.](https://cm.maxient.com/reportingform.php?WilliamPatersonUniv&layout_id=1)

[php?WilliamPatersonUniv&layout\\_id=1](https://cm.maxient.com/reportingform.php?WilliamPatersonUniv&layout_id=1)

### 3. Reporting Anonymously

Options for anonymously reporting incidents of sexual violence to William Paterson University officials are available here: [https://cm.maxient.com/reportingform.php?WilliamPatersonUniv&layout\\_id=1](https://cm.maxient.com/reportingform.php?WilliamPatersonUniv&layout_id=1)

Anonymous reports will be reviewed by the Title IX Coordinator(s), but an anonymous report will NOT initiate the formal complaint or grievance process unless the Title IX Coordinator(s) are compelled based on known circumstances. The University's ability to address a report from an anonymous source is significantly limited.

### 4. Reporting to Law Enforcement

An individual who has experienced sexual harassment has the right to report, or to decline to report, sexual harassment to law enforcement. A report to law enforcement may initiate investigation and adjudication within the criminal justice system. A report to William Paterson University Police will result in a report to Title IX. Sanctions in the criminal justice system are separate and distinct from University administrative sanctions and may involve probation/parole, incarceration, or other criminal penalties. To report an incident of prohibited conduct, please contact:

#### **William Paterson University Police Department**

(available 24 hours a day, seven days a week)

The first building on the left when using Entry One Entry One is on Pompton Road near the Catholic Campus Ministry Building

**Emergencies: 911; Non-emergencies: 973.720.2301**

## Confidential Disclosure and Resources

Students also have the right to seek confidential resources and disclose allegations of sexual harassment and sexual assault to the University. Designated employees on campus can maintain a student's confidentiality. Confidential resources are located within Counseling, Health, and Wellness and the Women's Center. Professional Counselor(s), the Campus Victim Services Coordinator, and designated members of the Women's Center staff are not obligated to file a report with the Title IX Coordinator, Deputy Title IX Coordinator for Students, or designee, and Campus Police, and can also assist with available resources, depending upon the circumstances.

**Professional Counselors** (available by appointment/walk-in during campus business hours)

Professional, licensed counselors who provide mental-health counseling to students (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator and Deputy Title IX Coordinator for Students without the student's permission. To speak to a professional counselor, please contact:

### Counseling, Health, and Wellness Center

Overlook South, 1st Floor, Located between Matelson and White Hall Office  
973.720.2257

The counselor is available 24 hours a day, seven days a week at this number for emergencies

**Confidential Advocates** (available during campus business hours)

Professional, licensed counselors who provide mental-health counseling to students (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator and Deputy Title IX Coordinator for Students without the student's permission. To speak to a professional counselor, please contact:

### Campus Victim Services Coordinator

Women's Center, Student Center Room 313  
973.720.2578  
Theresa A. Bivaletz ▪ bivaletzt@wpunj.edu

### If You Are a Victim of Sexual Harassment or Other Forms of Sexual Misconduct:

1. Get to a safe place as soon as possible.
2. Get medical attention, if needed, as soon as possible: (a) The University's Counseling, Health, and Wellness Center provides information and

referral for students who need medical attention (973.720.2360); (b) The Passaic County Women's Center has a 24-hour hotline (973.881.1450) and is available to provide information about counseling, advocacy, accompaniment to hospitals, law enforcement, and/or social services at the victim's request; (c) The University's Campus Victim Services Coordinator (973.720.2578) is also available to provide information on all options.

3. Contact University Police by calling 973.720.2300 or 911. The University Police are available at all times and will protect victims' safety and seek to apprehend offenders; they also provide transportation to victims who have been assaulted.
4. Contact Residence Life staff (973.720.2714) and/or the Office of the Vice President for Student Development (973.720.2179).
5. Try to preserve all evidence (voice messages, text messages, letters, emails, phone records, diary of incidents that occurred, etc.).
6. A student may also contact a counselor directly by calling the University's Counseling, Health, and Wellness Center at 973.720.2257. There is a counselor on call 24 hours a day in the event of an emergency.

### If You Are a Victim of Sexual Violence, in Addition to Above:

1. In order to preserve evidence, do not bathe, shower, douche, change your clothes, eat, drink, smoke, or urinate if possible. If you do change your clothes, put all the clothes you were wearing throughout the duration of the incident in a paper bag. Plastic bags may alter evidence rendering it unusable.
2. Get immediate medical attention for possible injuries, sexually transmitted diseases, or pregnancy. A medical exam is also necessary to gather physical evidence.

## 5. Privacy and Confidentiality

1. William Paterson University will make every reasonable effort to safeguard the identities of students who seek help and/or report domestic/dating violence, stalking, and/or sexual violence. This includes recordkeeping that excludes personally identifiable information about victims. While steps are taken to protect the privacy of victims, the University may need to investigate an incident and take action once an allegation is known, whether or not the student chooses to pursue a complaint.

2. When seeking private advice and support from the various offices listed herein or from any University employee, victims should be aware that the Counseling, Health, and Wellness Center, Campus Victim Services, and the Women's Center are the locations on campus that victims can go where they are assured confidentiality. The University Title IX Coordinator(s) can assure privacy and confidentiality to the greatest extent possible when coordinating services and supportive measures for parties.
3. Anyone who is aware of an act or acts of violence can anonymously report the incident/s by completing the anonymous reporting form found on the University Police website at <https://secure.wpunj.edu/police/police.cfm>

## 6. Safety and Services for Victims of Domestic/Dating Violence, Stalking, and Sexual Violence

William Paterson University is committed to supporting victims of domestic/dating violence, stalking, and/or sexual violence by providing the necessary safety and support services. Acts of retaliation (including coercion, intimidation, threats, or any other action deemed so by administrators) against any student making a complaint will not be tolerated. This will also preclude the malicious use of the Student Code of Conduct solely for the purpose of re-victimization. Student victims are entitled to reasonable accommodations and services regardless of their gender, race, ethnicity, religion, age, ability, sexual orientation, gender expression, sexual identity, etc. William Paterson University provides a variety of services on campus and has partnerships with various community-based organizations that provide services for victims. A one-stop, on-campus location for information and assistance is the Campus Victim Services Coordinator (973.720.2578). The Campus Victim Services Coordinator is housed within the William Paterson University Women's Center. The Women's Center provides a supportive and safe environment, offers information, explains options, and makes contact with other on- and off-campus services (973.720.2946).

Other available services include:

- **24-Hour Hotlines:** The Passaic County Women's Center has a 24-hour hotline (973.881.1450) which provides information about medical assistance and a full range of crisis services to victims. Other hotlines include the New Jersey Statewide Domestic Violence Hotline (800.572.7233) and the New Jersey Coalition Against Sexual Assault Hotline (800.601.7200).
- **University Police:** The University Police are available at all times at 973.720.2300 and will protect victims' safety and seek to apprehend offenders. They also provide transportation to victims who have been assaulted. Victims can request to speak with a Domestic Violence Response Team (DVRT) advocate at the University Police Department. The University Police are located on campus and are in the first building on the left when using Entry One (on Pompton Road near the Catholic Campus Ministry Building).
- **Domestic Violence Response Team (DVRT) Program:** This program is state mandated to assist law enforcement in handling cases of domestic violence so that each victim can receive the specialized information and support that they deserve. When a victim of domestic violence seeks the assistance of the University Police (or their local police departments), he/she is offered the services of a DVRT volunteer advocate. In a confidential setting, DVRT volunteer advocates will provide victims of domestic violence with immediate support at the moment of crisis and provide all available information regarding the law, safety options, and available resources.
- **Sexual Assault Response Team (SART) and Sexual Assault Nurse Examiner (SANE) Programs:** The SART/SANE programs are New Jersey state mandated and utilize a victim-centered approach to sexual assault cases. The SART/SANE program is available to victims of sexual violence. When a sexual assault victim reports, a SART Team, consisting of a police officer, a victim advocate, and a SANE nurse (who is a registered nurse with specialized training) respond to assist the victim. The victim is interviewed by the police officer, afforded counseling, advice, and social services by the victim advocate, and forensic evidence is obtained by the SANE nurse in an effective and sensitive manner. These teams are on call 24 hours a day.
- **SART/SANE designated hospitals in Passaic County include:**
  1. St. Joseph's Regional Medical Center, 703 Main Street, Paterson, NJ 07503; 973.754.2000
  2. Chilton Memorial Hospital, 97 West Parkway, Pompton Plains, NJ 07444; 973.831.5000
  3. St. Mary's Hospital, 350 Boulevard, Passaic, NJ 07055; 973.365.4300

**Note:** All other hospitals are also equipped to treat sexual violence victims in their emergency rooms but access to the specialized SART team is only available at the hospitals listed above. An advocate from a local sexual violence crisis center is afforded to all victims of sexual violence at any hospital throughout the state regardless of their affiliation with SANE/SART program.

- **Comprehensive Services:** The Passaic County Women's Center (PCWC), located at 1027 Madison Avenue in Paterson, New Jersey is the lead state-designated domestic violence and sexual violence service provider in Passaic County. PCWC has a close relationship with William Paterson and offers hotline phone response, sheltering for victims of domestic violence and/or sexual violence, individual counseling, group counseling, court preparation, and accompaniment to hospitals, court, law enforcement agencies, or social service providers. All services provided by the Passaic County Women's Center are free and confidential. Exceptions to that confidentiality are if a person discloses threats to harm self or others, or if there is child abuse involved. The Passaic County Women's Center provides services in English, Spanish, and Arabic and can make provisions for more than 140 languages via use of the Language Line.
- **Medical/Psychological Support:** The William Paterson University Counseling, Health, and Wellness Center provides information and referral for students who need medical attention at 973.720.2360. A student may also contact a counselor by calling 973.720.2257. There is a counselor on call 24 hours a day in the event of an emergency. Counselors will maintain confidentiality, help explain possible options, and provide information and emotional support.
- **Restraining Order:** In domestic violence situations, a victim may wish to obtain a restraining order against the alleged perpetrator. In emergent situations and when the Superior Court is closed, a temporary restraining order (TRO) can be obtained through the William Paterson University Police Department (973.720.2300) or your local police department. During court hours, a restraining order can be obtained through Passaic County Family Court, 401 Grand St., Paterson (973.247.8600).
- **SAFE WALK/Transportation:** William Paterson University provides an escort service to any person who does not want to walk alone at night. To request this service please call 973.720.7400. Victims in danger may seek a Police Escort at 973.720.2301. Additional assistance can be requested through the Campus Victim Services Coordinator (973.720.2578).
- **Planned Parenthood in Paterson** (973.345.3883) provides confidential counseling and testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
- **Peer Health Advocates:** William Paterson University's Peer Health Advocates (973.720.2382) provide peers with education on healthy lifestyle choices which promote lifelong health awareness and informed decision-making skills.
- **Academic Schedule:** Request for change in an academic schedule due to conflicts with a member of the class can be requested from the Office of the Vice President for Student Development (973.720.2179).
- **On-Campus Housing:** Request for alternative housing options can be requested from the Office of Residence Life (973.720.2714).
- **Employment Concerns:** Request for change in an on-campus work assignment can be requested from the Campus Victim Services Coordinator (973.720.2578).
- **Interim Suspension:** The imposition of an interim suspension on the offender can be requested by contacting the Office of Student Conduct and Dispute Resolution (973.720.2742).
- **Passaic County Prosecutor's Office of Victim Witness Advocacy** provides information, advocacy, emotional support, and referrals to victims and witnesses coping with the trauma and burdens experienced in the aftermath of crime. The office (973.881.4887) strives to minimize the inconvenience to victims and witnesses during the course of criminal prosecution. These goals are achieved through the compassionate delivery of a wide range of direct services.
- **Legal Services:** For legal assistance, including assistance with immigration and visa concerns, contact Northeast New Jersey Legal Services (Paterson office: 973.523.2900).
- **Financial Aid Questions:** For financial concerns, contact the Office of Financial Aid (973.720.2202).
- **Title IX Coordinator:** Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations. Title IX mandates the University to designate a Title IX Coordinator who oversees all Title IX complaints and meets with students as needed. The Title IX Coordinator at William Paterson University is Regina Tindall, Office of Employment Equity and Diversity. She can be reached by phone at 973.720.2954 or Tindallr@wpunj.edu.

## 7. New Jersey Campus Sexual Assault/Victim's Bill of Rights

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established the Campus Sexual Assault/Victim's Bill of Rights to ensure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity. **William Paterson University will provide to the victims of domestic/dating violence, stalking, and sexual violence the rights afforded under this Bill of Rights.**

### Campus Sexual Assault/Victim's Bill of Rights (NJSA 18A:61E-2)

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

- On the campus of any public or independent institution of higher education in the State of New Jersey, and
- Where the victim or alleged perpetrator is a student at that institution, and/or
- When the victim is a student involved in an off-campus sexual assault.

#### *Human Dignity Rights*

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

#### *Rights to Resources On and Off Campus*

- To be notified of existing campus and community-based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
- To have access to campus counseling under the same terms and conditions as apply to

other students in their institution seeking such counseling.

- To be informed of and assisted in exercising:
- Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
- Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

#### *Campus Judicial Rights*

- To be afforded the same access to legal assistance as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
- To be concurrently notified of the outcome of the sexual assault disciplinary proceeding against the accused.
- To be afforded the right to appeal both the outcome/finding and any sanctions that are applied to the responsible party/accused.

#### *Legal Rights*

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

#### *Campus Intervention Rights*

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

#### *Statutory Mandates*

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.

- Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.
- Nothing in this act or in any “Campus Assault Victim’s Bill of Rights” developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

*In addition to the aforementioned rights, a person who reports domestic/dating violence, stalking, and/or sexual violence has the right to the following at William Paterson University:*

- Not having past and irrelevant conduct discussed during any resulting proceedings.
- Submitting a written account of the incident.
- Having one’s identity protected in compliance with Title IX and FERPA.
- Having an opportunity to present an impact statement during the judicial board hearing process.
- Requesting immediate on-campus housing relocation, transfer of classes, change in transportation or working situations, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. When possible and reasonably available, requests will be accommodated.

## 8. Resources for Student Respondents

### **Students accused of domestic/dating violence, stalking, and/or sexual violence:**

- Student respondents to sexual harassment or sexual misconduct allegations will be offered support through the Counseling, Health, and Wellness Center located in Overlook South.

### **Student respondents of sexual harassment or sexual misconduct allegations:**

- Will be treated with fairness and respect.
- The University will ensure that its investigations and disciplinary proceedings comply with due process requirements.
- May seek academic or housing accommodations. When accommodations are related to problems related to the accusation, then Respondent may seek alternative transportation or work assignments.
- May consider seeking the assistance of an advisor or an attorney to assist in preparation of the case

and/or accompany him/her to any related meetings or institutional proceedings.

## 9. Disciplinary Process

Disciplinary sanctions for violations of the Title IX Grievance Policy for Sexual Harassment Complaints & Student Sexual Misconduct and Non-Discrimination Policy and/or of the Student Code of Conduct will be imposed in accordance with applicable William Paterson University policies, including, but not limited to, expulsion or termination of employment. The University’s determination shall be based on the preponderance of evidence in the case.

William Paterson University typically conducts a full investigation within 60 days of receiving a complaint. Additional time may be necessary depending on the complexity of the investigation and the severity and extent of domestic/dating violence, stalking, and/or sexual violence. Both parties will be simultaneously provided with written notification of the outcome of the investigation/proceeding and, if applicable, either party may file an appeal within three days. Both parties will be given periodic status updates on the investigation.

The appropriate University disciplinary process is determined by the status of the person accused of engaging in domestic/dating violence, stalking, and/or sexual violence.

If the accused is a student, the complaint is addressed with the procedures for student discipline as set forth in the University’s Student Code of Conduct. If the accused is a staff employee or a faculty member, the complaint is addressed in accordance with the Civil Service Act, N.J.S.A. 11A:1-1 et seq., and the regulations promulgated thereunder, N.J.A.C. 4A:2-1.1 et seq., N.J.S.A. 18A:6-18, and/or the relevant collective bargaining agreement.

1. Intimate partners: In both opposite-sex and same-sex relationships where persons are married, living together, or dating.
2. Roommate: Persons who share common living areas (i.e., living room, kitchen) and/or persons who share a dorm room.

### **Sexual Assault Awareness and Prevention Programs**

William Paterson University is firmly committed to providing students with information and programming that will assist in making healthy choices and wise decisions. To this end, we require all incoming undergraduate students to complete the following program:

- **Not Anymore: Sexual Violence Prevention Training.** This online program is an interactive course designed to help change student behaviors



William Paterson officers receive WP Pride Care Awards for their service to the University.

on campus and better prevent sexual assault, dating and domestic violence, and stalking. These acts are often preventable through proper and timely education and bystander intervention.

In addition, at the start of each academic year, all incoming students are asked to attend:

- **Choices:** a play about living and learning at William Paterson. Choices is a live performance of scripted scenes illustrating situations in which students are faced with making personal choices about who they are and what they stand for while in college. The program is performed by the Peer Health Advocates and presented to all new students on Welcome Day. It covers topics such as alcohol and drug use, suicide, and gender-based violence. Health education, prevention tips, and resources are provided with each topic to promote healthy decision-making and educational awareness.

The Department of Athletics participates in a program specially designed for collegiate athletics. In addition to being trained by the Title IX Coordinator on issues related to gender-based violence and reporting such incidents, coaches and student-athletes take part in:

- **SCORRE: Strength in Coaching on Relationships, Respect, and Equality.** SCORRE is a program that helps coaches and student-athlete leaders mentor their teams to promote a healthy and respectful team culture. SCORRE focuses on relationship skills. This includes healthy and respectful ways to work together and interact with each other not only within the team culture but also with people outside the team such as classmates, friends, parents, professors, other administrators, and especially dating/hook-up partners. Participants are trained on the topics of Integrity and Accountability, Language, Communicating Respect, Understanding Consent, and the Three Ds of Bystander Intervention. SCORRE was developed by staff and faculty at Princeton University.

- **Voices Against Violence.** Voices Against violence is a workshop developed by Campus Victim Services and Counseling, Health & Wellness in consultation with Alteristic, a violence prevention education organization. This bystander intervention workshop follows best practices in challenging and changing attitudes about gender-based violence. It will help members of our campus community understand WHY intervention is necessary, HOW intervention can positively impact communities, and WHAT to do in cases in which you witness gender-based violence ranging from sexist jokes and victim-blaming to physical assaults

William Paterson University also offers various programming and initiatives throughout the academic year. The Women's Center; Counseling, Health, and Wellness; and other departments sponsor events during Domestic Violence Awareness Month, Sexual Assault Awareness Month, and all themed celebration weeks in collaboration with Campus Activities, Service, and Leadership. Events such as The Clothesline Project, Take Back the Night, and It's On Us occur on an annual basis. William Paterson University utilizes the theme of Voices Against Violence in various educational programming that is offered by the Peer Health Advocates and the Campus Victim Services Coordinator.

#### Sexual Offender Registration

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Act requires sex offenders already required to register in a state to provide notice, under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

For information regarding Megan's Law in the State of New Jersey and to search the New Jersey Sex Offender Internet Registry, visit [http://www.njsp.org/info/reg\\_sexoffend.html](http://www.njsp.org/info/reg_sexoffend.html).

For information on how to register if you are a convicted sex offender, contact the William Paterson University Police Department's Detective Bureau for instructions at 973.720.3846.

#### Bystander Intervention

As a member of the William Paterson University community, you may at some point be a witness to actions that appear to be, or potentially could lead to, sexual violence, dating violence, or domestic violence. This is known as being a bystander, or in other words, an individual who is in the vicinity of an incident but is not directly involved.

Bystander intervention is when this same person intervenes and changes the outcome of the situation in some way, shape, or form. This involvement could be as simple as giving a fellow student a ride home from a party, calling University Police, or directly confronting someone who is at risk or is the aggressor.

A bystander can utilize the steps described in the acronym CARE: Create a Distraction, Ask Directly, Refer to an Authority, Enlist Others.

- Create a distraction
  - Change the topic of the conversation
  - Start a group activity
- Ask Directly
  - Speak to the person who is at risk
  - Ask questions to find out if they are safe
  - Find their friends
- Refer to an Authority
  - Call a Resident Assistant
  - Call a Resident Director
  - Call University Police
- Enlist Others
  - Ask someone to help you in your efforts
  - There is safety in numbers
  - Ask a friend of the person at risk to assist you

Remember, your actions before, during, and after an incident could potentially alter the course of a fellow student's life in a positive way. Even the smallest act in events such as these could end the incident before it even starts. Don't just be a bystander; stand up for your fellow students, stand up for what is right.

### **Risk Reduction**

A campus community is a microcosm of our society, and crime can never be completely eliminated. Even though our campus is safe and the University Police Department works vigilantly to assure that it remains that way, students can follow these simple tips to reduce their risk of being the victim of a violent act.

The following are basic tips for reducing the risk that you will be a victim of crime, including crimes of sexual violence:

#### **On-Campus Safety Tips:**

- Memorize or store the number for the University Police Department
- Be aware of your surroundings
- Walk in a group
- Call someone while walking alone
- Travel on well-lit paths
- Download the Rave Guardian Mobile App on your phone and open it for access to the emergency call button.

- Have your keys ready when approaching your room or car
- Stay alert
- Lock your door
- Lock your windows

#### **Off-Campus Safety Tips:**

- Attend off-campus parties with people who you trust
- Talk about watching out for each other before you get to the event
- Don't abandon someone in a strange place
- Don't leave your drink unattended
- Watch your friends drink
- If you do leave your drink behind, throw it away
- Don't drink a drink that a stranger hands you
- Only drink beverages that you know the contents of
- Know your limit
- If you feel strange, different, or too inebriated for the amount you have consumed, tell a friend
- Don't remain in a situation that you do not want to be in
- Trust your instincts

## **Alcohol and Drug Policy**

The University recognizes that students are adults and that the opportunity to assume and exercise responsibility for their own behavior is an important aspect of their education.

As William Paterson is an institution of learning, with the goal of the enrichment of an individual's life, inappropriate use of alcohol is a primary concern. Therefore, the following policy is in effect:

### **I. Regulations**

#### **A. Alcohol**

Persons under the legal drinking age shall neither consume nor be served alcohol. N.J.S.A.2C:33-15 and 17; New Jersey State Alcohol Beverage Act, N.J.S.A 33:1-1 et seq. The legal sanctions for violating these laws include incarceration, fines, participation in a state-sponsored alcohol education program, and/or postponement or loss of driver's license.

1. It shall be unlawful for a person under the legal drinking age to:
  - a. purchase alcohol, or
  - b. enter any premises licensed for the retail sale of alcohol for the purpose of purchasing, or having served or delivered to him or her, any alcohol, or
  - c. consume any alcohol on premises licensed for the retail sale of alcohol, or

- d. have another purchase for him/her any alcohol.
2. It shall be unlawful for any person to:
    - a. misrepresent or misstate his/her age, or the age of another person, for the purpose of inducing any licensee, or any employee of any licensee, to sell, serve, or deliver any alcoholic beverage to a person under the legal age for purchasing alcoholic beverages, or enter any premises licensed for the retail sale of alcoholic beverages for the purpose of purchasing or to purchase alcoholic beverages for another person who does not, because of his or her age, have the right to purchase and consume alcoholic beverages.
    - b. Under special considerations, students under the age of 21 may be permitted to participate in an entertainment program. However, consumption of alcohol by those students is not permitted.
  3. Personal consumption of alcohol for people 21 years of age or older is permitted in the Heritage and Pioneer apartments and White Hall.
  4. Kegs, beer balls, and multi-quart containers of alcohol are not permitted on campus at any time.
  5. The organization of, and/or participation in drinking games involved in consumption of alcohol (e.g., beer pong, flip cup, the use of funnels, etc.) is prohibited.
  6. Binge drinking and/or otherwise encouraging, supporting, or permitting the rapid or excessive consumption of alcohol is prohibited.
  7. Coercing or encouraging another to consume alcoholic beverages against their will is prohibited.
  8. The following locations are licensed for the serving of beer and wine at scheduled social functions only:
    - a. University Commons Cafeteria
    - b. University Commons Ballroom
    - c. University Commons Terraces
    - d. University Commons Restaurant
    - e. University Commons Restaurant Terrace
    - f. University Commons Second Floor Conference Rooms
    - g. Wayne Dining Hall
    - h. Any other defined licensed area

The sale, service, and/or consumption of alcohol in locations not listed above, or not part of a scheduled social function with authorized alcohol service, is strictly prohibited. Persons under the legal drinking age shall neither consume nor be served alcohol at such events.

9. No student activities fees may be used for the

purchase of alcohol. Any student group wishing to sponsor an event either on or off campus where alcohol is available must first be approved by the Associate Vice President for Campus Life or Designee.

10. Any marketing, advertising, and promotion of alcohol on campus is prohibited. No publicity distributed or posting about special events on or off campus shall indicate the availability of alcohol except to indicate legal age requirements for admission. Servers at such on-campus events shall have been trained in appropriate responsible hospitality practices (e.g., TIPS, TAMS).
11. Deliveries of alcohol to the campus may not be made by liquor stores or distributors unless specifically authorized. All deliveries to residence halls are prohibited.
12. Carrying or transporting open containers of alcohol is prohibited.
13. Disorderly conduct resulting from the misuse of alcohol is unacceptable and will be considered a serious violation of the Student Code of Conduct.

#### **B. Illegal or Controlled Drugs**

In accordance with federal, state, and local laws, use of illegal or controlled drugs or other substances and misuse of prescription drugs are prohibited on the William Paterson University campus. Controlled substances include, but are not limited to, illegal drugs, prescription drugs, designer drugs, and other chemicals that alter the perceptions and motor abilities of an individual. Use of over-the-counter medications not in compliance with the directions accompanying the products is also prohibited. Legal sanctions for violating these laws include incarceration, fines, and/or postponement or loss of driver's license.

## **II. Discipline**

**A.** Infractions and violations of rules or regulations shall be adjudicated by the Office of the Vice President for Student Development and/or his/her designee and possibly as criminal offenses that warrant arrest. All students who are found to have violated the Alcohol and Other Drug Policy will be subject to appropriate judicial sanctions.

**B.** The following are examples of violations:

1. the use of false identification
2. drunk and disorderly conduct
3. consumption of alcohol in unapproved locations
4. supplying alcohol to minors
5. consumption or possession of alcohol by minors

6. intoxication
7. open containers of alcohol in non-designated areas
8. driving on campus while intoxicated
9. distribution of material that promotes alcohol or alcohol consumption

C. Students abusing over-the-counter medication shall be referred to the Counseling, Health, and Wellness Center for evaluation and consultation as appropriate.

D. The 911 Prevention legislation (2009) and the Drug Overdose Prevention Act (2013) (both incorporated into William Paterson University's Pioneer Lifeline) state that a student will not face any disciplinary action in the event of witnessing a potential alcohol or drug-related overdose emergency when she or he calls 911 or the Pioneer Lifeline for help. New Jersey's "Good Samaritan" laws provide immunity from punishment as long as the student reporting the incident remains with the peer who overdosed until authorities arrive, and cooperates with medical and law enforcement.

(The person who is obtaining medical attention is also granted immunity from punishment or prosecution.) As long as students act in good faith by calling for help and staying with their friend, they will not be arrested, charged, prosecuted, or convicted for obtaining, possessing, using, or being under the influence of substances. The first person who calls and one or two other people who are also helping will be protected under this law. This act will only provide immunity from low-level criminal offenses such as possession or personal use of substances.

E. Students found using alcohol in violation of this policy, or illegal drugs, shall be addressed under the Student Code of Conduct. This may include referral

to Counseling, Health, and Wellness for consultation, evaluation, and recommendation for further referral as appropriate. The Alcohol and Other Drug evaluation will include a number of sessions with a counselor and consist of a clinical interview, self-report measures, and follow-up feedback session(s) to provide students and the referral source with treatment recommendations. Additionally, students may receive punitive sanctions up to and including loss of housing privileges.

### III. Education and Awareness

The University encourages responsible behavior through the provision of Alcohol-Wise, an online alcohol education and training course required of all entering freshmen. Intervention and treatment are also available for those who have problems with alcohol and drugs, as well as support for those students in recovery. All of these resources may be accessed through the Counseling, Health, and Wellness website.

### Residence Life Alcohol Policy

(from Residence Life Handbook 2020-2021)

Alcoholic beverages for private consumption by those residents and their guests who are 21 and over are allowed only in Pioneer, Heritage, and White Halls. Individuals in possession of alcohol upon entering the apartment complex and White Hall must verify their age with proper identification at the security desk.

Alcoholic beverages and alcohol containers of any type (empty or full) are prohibited in all other residence halls at all times. Empty bottle collections, decorations, and displays are prohibited in all residence halls and apartments. Selling, distributing, or manufacturing alcohol is also prohibited. Students who participate in or are otherwise present during activities which violate this policy are subject to disciplinary action up to and



including eviction from the halls and/or expulsion from the University.

Residents who are found serving minors are subject to disciplinary action. Alcoholic beverages are restricted to private apartments/rooms with the door closed and are not allowed in public areas (hallways, lounges, etc.). Any students under 21 who are found in possession of or in the presence of alcohol are subject to disciplinary action.

The organization of and/or participation in drinking games involving the consumption of alcohol (e.g., beer pong, flip cup, the use of funnels, etc.) is prohibited. Binge drinking and/or otherwise encouraging, supporting, or permitting the rapid or excessive consumption of alcohol is prohibited. Coercing or encouraging another to consume alcoholic beverages against their will is prohibited. Disorderly conduct resulting from the misuse of alcohol is unacceptable and will be considered a serious violation of the Student Code of Conduct.

Similar to the rest of the campus, kegs, beer balls, and multi-quart containers, empty or full, are restricted from the residence halls. Residents found in possession of the above are subject to dismissal from the residence halls.

The use, possession, sale, or purchase of any type of narcotic or drug is prohibited by law, unless prescribed by a physician. Providing, merchandising, possessing, and using drugs, controlled dangerous substances, or drug paraphernalia could result in removal from the residence halls and/or expulsion from the University.

Students who participate in or are otherwise present during activities which violate this policy are subject to disciplinary action up to, and including, removal from the halls and/or expulsion from the University.

## **Residence Life Drug Policy**

**(From Residence Life Handbook 2020-2021)**

The use, possession, sale, or purchase of any type of narcotic or drug is prohibited by law, unless prescribed by a physician. Providing, merchandising, possessing, and using drugs, controlled dangerous substances, or drug paraphernalia could result in removal from the residence halls and/or expulsion from the University.

Students who participate in or are otherwise present during activities which violate this policy are subject to disciplinary action up to, and including, removal from the halls and/or expulsion from the University.

## **Working Together with Campus Officials**

Campus officials are trained to work with college students. They have a great deal of expertise in helping manage difficult situations, referring students to the appropriate resources, and working together to create a safe and positive educational environment. Campus officials should encourage students to ask for help when needed. Student Life professionals, University Police Officers, staff, and faculty members will offer support and point students in the right direction.

## **Access to Campus Facilities**

University Offices are generally open from 8:30 a.m. until 4:30 p.m. Classrooms are generally open at 8:00 a.m. and remain so until 10:20 p.m. Residence halls are open only to residents and their invited guests. Notice of the Residence Hall Policy for entering these buildings is posted on site at the residence hall entrances as required by the State of New Jersey Trespassing Statutes.



## Resident Student Visitation Policy

(For Fall 2020 due to COVID-19, the standard guest and visitation policy was amended. Students were only permitted to access the residence halls in which they were assigned, and no outside visitors were permitted in the residence halls.)

As a member of the William Paterson University residential community, it is an expectation that residents take responsibility for their actions and be held accountable when violating University policy. The Resident Student Visitation Policy has been established to give resident students the freedom to visit residence halls in which they do not reside; therefore, with this privilege come the following expectations as a William Paterson University residential student:

1. Residents are held accountable for their actions and behaviors that occur in their rooms and/or apartments.
2. When visiting a residence hall in which you do not reside, if you are found to be in violation of University policy, then you will be asked to leave and are subject to student disciplinary action.
3. Resident students visiting a residence hall in which they do not reside need to be aware that their visitation could have an impact on the roommate or suitemates of the person they are visiting. Resident students who infringe on the rights of the roommates or suitemates of the person they are visiting will be held accountable for their actions through the Office of Student Conduct

### Century/High Mountain East and West/Hillside/Matelson/Skyline/Overlook South/White Hall

Students who reside in the above residence halls can visit any traditional residential building 24 hours a day, seven days a week. Resident students are to present a valid William Paterson identification card to the security desk to gain access to the building.

When visiting the apartment complex, Pioneer and Heritage Halls, resident students can present a valid William Paterson identification card between the hours of 8:00 a.m. and 8:00 p.m., seven days a week, to gain access to the building.

From 8:00 p.m. until 8:00 a.m., resident students who do not reside in the apartment complex must be signed in by a resident of the building which they are visiting. When signing in, both resident students must present a valid William Paterson identification card. The resident student being signed in must leave his/her identification card at the security desk, and should be signed out by the host at the end of the visit.

### Apartments Complex (Pioneer and Heritage)

Students who reside in the apartment complex can visit any traditional residential building or apartment complex building, 24 hours a day, seven days a week. Resident students are to present a valid William Paterson identification card to the security desk to gain access to the building.

### Guest Visitation Policy

*For the purposes of the Residence Life Handbook and guest and visitation policy, be advised that the term "guest" refers to any William Paterson University nonresident student, faculty, staff, or anyone not affiliated with the University.*

The right of a student to live in reasonable privacy takes precedence over the right of their roommate to entertain guests in the room/apartment. In the practical application of determining when guests should be invited to the room, common sense and mutual respect should prevail. It is the responsibility of the student hosting a guest to communicate and ask permission from the other residents in their shared living space before inviting a guest to campus. Should guest visitation become a negative experience within a room/suite/apartment, Residence Life reserves the right to adjust guest visitation privileges and procedures for the members of that room/suite/apartment at any time throughout the academic year.

All guests are expected to abide by William Paterson policies and procedures. **Resident students are responsible for the actions of their guests at all times, and are subject to disciplinary action if their guests violate University regulations. Any guests in violation of William Paterson policies and procedures may be asked to leave the campus and their ability to be future guests on campus will be reviewed.**

### Day Guest Visitation Policy

- Resident students may have no more than three guests at one time. The total number of guests is determined by the number of residents assigned to a room or apartment.
- Resident students are allowed to sign in guests from 8:00 a.m. through 2:00 a.m., seven days a week.
- Resident students are expected to meet guests at the security desk of their hall. Resident students must present their William Paterson ID card to sign in any guests. All guests must be signed in and leave a valid picture ID card. Acceptable forms of ID are as follows:
  - State-issued picture driver's license.
  - State-issued picture identification card.
  - Military-issued picture identification card.
  - Valid university/college-issued picture identification card

It is the host's responsibility to ensure that their guest can present one of the acceptable forms of ID. In the case of international guests or underage guests, we ask that the host communicate with the Residence Life staff prior to the arrival of their guest to make arrangements.

- Resident students are encouraged to make arrangements with their guests before their arrival to campus to ensure a smooth process. Residents are responsible for their guests at all times, and must accompany their guests while they are visiting our residence halls.
- Guests must be signed in and out each time they enter and exit the building. If a guest fails to sign out, they will not be permitted to re-enter the building without their host present.
- Should a resident not sign out their guest by 2:00 a.m., the resident will be documented and subject to disciplinary action. Please note that ID cards will only be released to the person to whom the ID card belongs.
- Guests under the age of 16 who do not possess a valid picture ID are permitted to visit, but must be signed in and out at the front desk when entering and exiting the building.

#### **Overnight Guest Visitation Policy**

All overnight guests must be registered using an Overnight Guest Registration Form and must be signed in and out at the front desk upon entry and exit from the building. Children under the age of 16 are permitted overnight in the residence halls ONLY on Friday and Saturday nights. Babysitting in student rooms, apartments, floor lounges, or public areas is not permitted.

Resident students may have no more than one overnight guest per night. The total number of overnight guests on one night is defined by the number of residents in a given room. Overnight guests are permitted only with an approved Overnight Guest Registration Form. Any host who allows their guest to remain after 2:00 a.m. without an approval will be documented for a violation of the Residence Life Guest Policy. Acceptable forms of ID are as follows:

- State-issued driver's license
- State-issued picture identification card
- Military-issued picture identification card
- Valid university/college issued picture identification card

Resident students must complete an Overnight Guest Registration form in order for a guest to stay overnight. These forms must be completed and returned to the hall office no later than 9:30 p.m. for approval.

Overnight Guest Registration Forms are available online from the Residence Life website and also through the hall office. Please refer to the overnight guest registration form for more information.

The University reserves the right to deny guest visitation privileges on a temporary or permanent basis. Students found in violation in the residence halls will be subject to have their guest approval revoked for the night, and all guests may be asked to leave campus.

**Cohabitation Clause:** A guest may not be an overnight guest for more than three consecutive nights on campus, regardless of host. In addition, a guest may not be an overnight guest for more than three nights in a one-week period. A week is defined as Sunday through Saturday.

#### **Maintenance of University Facilities**

The observation of University facilities is conducted on a daily basis by the University Police Department, as well as the Facilities Department. Repairs and maintenance for safety and security hazards are responded to promptly, including but not limited to malfunctioning lighting, broken windows, faulty locks, and pedestrian/motor vehicle hazards.

#### **Security Awareness Programs**

The University Police, in conjunction with its Community Policing Bureau, host a Security Awareness Program each year in the University Commons. The workshop includes discussion of topics such as crime prevention, computer safety, substances that are banned on campus, bear safety, what to do when stopped by a police officer, health safety, financial safety, fire safety, safety in the residence halls, bullying, cyberbullying, hazing, evacuation safety, hiking safety, healthy relationships, and recycling.

University Police also conduct presentations for student and faculty/staff groups. Some of the topics discussed include crime prevention and personal safety, date rape, drug and alcohol awareness, and fire safety. In addition to these educational presentations, pamphlets and handouts are also available on vandalism, first aid, fire safety, and driving while intoxicated. If you have any questions, please contact the Community Policing Bureau at 973.720.3004.

#### **Crime Victim/Witness Services**

The University Police Department strives to treat all crime victims and witnesses with dignity and compassion, and to protect their rights as enumerated in the New Jersey Crime Victim/Witness Bill of

Rights. The University Police Department provides information, services, and referrals designed to minimize the confusion and inconvenience that some people associate with the criminal justice system.

## **William Paterson Women's Center**

### **The Women's Center Mission, Goals, and Vision**

The Women's Center of William Paterson University was founded in 1993 to bring visibility to issues affecting women on campus, coordinate and facilitate access to resources relevant to women's issues, promote the integration of women's issues into campus culture and discourse, and advocate for the removal of barriers that inhibit the full participation of women in the University community.

Guided by our commitment to gender equity, justice, access, and inclusivity, we serve all students, faculty, and staff; provide a safe, welcoming, and inclusive environment for all genders; encourage dialogue and diversity while supporting, educating, and empowering; foster agency and self-determination; and champion balanced and fulfilled professional and personal lives.

The William Paterson University Women's Center works to expand the understanding of women's and gender issues, empower students to explore options in their lives, and motivate the campus community toward greater involvement in these issues as leaders, allies, and agents of change.

### **The Women's Center Goals**

Working collaboratively with on- and off-campus services, programs, and student organizations, the Women's Center strives to:

- Support women's equity and achievement towards intellectual, professional, and personal goals.
- Participate in the formulation and review of campus policies, procedures, and programs relating to gender equity.
- Facilitate and strengthen connections among people across lines of difference and enhance students' lives through educational programs and experiential opportunities, addressing the diverse backgrounds and experiences of all people.
- Connect students to existing campus and community resources and services.
- Celebrate women whose lives, achievements, and contributions inspire, motivate, and challenge.
- Challenge gender-based oppression and violence through education, support, and advocacy.

### **The Women's Center Vision**

The Women's Center envisions a University campus where individuals of all genders, sexual orientations, physical and mental abilities, ages, nationalities, socioeconomic status, religions, and racial and ethnic identities are respected and valued; where the community works collectively for diversity and inclusion and against inequity, injustice, and violence; and where all individuals feel safe, supported, and empowered to pursue their intellectual, professional, and personal goals.

For more information contact the Women's Center at 973.720.2946

## **Counseling, Health, and Wellness Center**

### **Mission**

The Counseling, Health, and Wellness Center is a welcoming and accepting environment that strives to empower William Paterson University students to make informed decisions about their physical and emotional well-being in order to promote lifelong health. Through primary health care, personal counseling, health education, prevention services, and co-curricular educational opportunities, the Center assists students in achieving success in their academic experience and life goals.

The Counseling, Health, and Wellness Center is staffed with psychologists, social workers, supervised graduate students, a nurse practitioner, registered nurses, and a consulting physician together with an excellent administrative staff.

Any student who is currently registered for classes can be seen at the Counseling, Health, and Wellness Center, including part-time and non-degree students. Health services offered include primary care, sick and injury care, women's and men's health, transgender health counseling, HIV/STD testing, and on-site lab testing. Counseling services include consultation and referral, crisis management, alcohol/drug assessment, and individual and group counseling. Our Wellness Coordinator offers educational programs and events on a series of mental health and wellness topics including, but not limited to, sexual health, alcohol and drug abuse information, stress reduction, and more.

The Counseling, Health, and Wellness Center is located in Overlook South, on the first floor. Please call ahead to make an appointment. The telephone number for medical appointments is 973.720.2360. The center provides regularly scheduled counseling appointments, as well as 24-hour/seven days a week emergency/crisis intervention for mental health emergencies. These can be accessed by calling 973.720.2257.

## Clery Act Reportable Crimes

### The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Clery Act requires colleges and universities to compile and publish statistics on specific crimes and offenses that transpire within the jurisdiction of the University.

The following are the definitions of these crimes, offenses, and related terminology that appear in the crime statistics report that is found within this document.

<b>Reportable Crime</b>	<b>Definition</b>
Murder/Non-Negligent Manslaughter	The willful (Non-Negligent) killing of one human being by another.
Negligent Manslaughter	The killing of another person through gross negligence.
Sex Offenses	Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
Rape	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	The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
Incest	Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Statutory Rape	Sexual intercourse with a person who is under the statutory age of consent.
Robbery	The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Aggravated Assault	An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
Burglary	The unlawful entry of a structure to commit a felony or a theft.
Motor Vehicle Theft	The theft or attempted theft of a motor vehicle.
Arson	Willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.
Hate Crimes	A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.
Larceny-Theft	The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. 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.

Reportable Crime	Definition
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	To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property. Vandalism of property without the consent of the owner or the person having custody or control of it.
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. The existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
Domestic Violence	Crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim: Shares a child in common, is cohabitating with or has cohabitated with the victim as a spouse, is similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, that is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
Stalking	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
Weapon: Carrying, Possession, Etc.	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.
Drug Abuse Violations	The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
Liquor Law Violation	The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

## Crime Reporting Statistics

IN COMPLIANCE WITH THE JEANNE CLERY ACT

COMPILED BY WILLIAM PATERSON UNIVERSITY POLICE DEPARTMENT FOR JANUARY 2017 TO DECEMBER 2019

OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		Total	ON- CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
RAPE	2017	4	4	3	0	0
	2018	5	5	3	0	0
	2019	6	6	6	0	0
FONDLING	2017	4	4	3	0	0
	2018	6	6	3	0	0
	2019	7	7	6	0	0
INCEST	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
STATUTORY RAPE	2017	0	0	0	0	0
	2018	1	1	0	0	0
	2019	0	0	0	0	0
ROBBERY	2017	2	2	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
AGGRAVATED ASSAULT	2017	2	2	0	0	0
	2018	0	0	0	0	0
	2019	1	1	1	0	0
BURGLARY FORCIBLE ENTRY	2017	0	0	0	0	0
	2018	3	3	3	0	0
	2019	3	3	3	0	0
BURGLARY UNLAWFUL ENTRY-NO FORCE	2017	6	6	3	0	0
	2018	7	7	7	0	0
	2019	15	15	15	0	0
MOTOR VEHICLE THEFT	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

### Unfounded Crimes

2017: Zero unfounded crimes • 2018: Zero unfounded crimes • 2019: Zero unfounded crimes.

### Hate Crime Statistics

2017: No hate crimes were reported for 2017.

2018: One intimidation incident characterized by racial bias that occurred On-Campus.

2019: One intimidation incident characterized by sexual orientation bias that occurred On-Campus and one intimidation incident characterized by religious bias that occurred On-Campus

VAWA Offenses Reporting Table						
OFFENSE	YEAR	Total	GEOGRAPHIC LOCATION			
			ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2017	5	5	4	0	0
	2018	1	1	1	0	0
	2019	6	6	6	0	0
DATING VIOLENCE	2017	8	8	3	0	0
	2018	5	5	4	0	0
	2019	5	5	4	0	0
STALKING	2017	4	4	0	0	0
	2018	2	2	0	0	0
	2019	1	1	1	0	0

Arrests and Disciplinary Referrals Reporting Table						
OFFENSE	YEAR	Total	GEOGRAPHIC LOCATION			
			ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	4	4	1	0	0
	2018	2	2	2	0	0
	2019	1	0	0	0	1
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	2	2	2	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2017	29	28	17	0	1
	2018	21	19	13	1	1
	2019	21	19	15	0	2
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2017	153	151	122	0	0
	2018	163	162	138	1	0
	2019	261	261	240	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2017	167	167	160	0	0
	2018	99	99	97	0	0
	2019	114	114	111	0	0

• Some information in this report is reported by University departments with no police involvement; therefore no police action may have been taken. • The vast majority of the Drug Law statistics consisted of marijuana violations. • For Liquor Law Violations the regulations require all persons present at the time of the violation to be counted regardless of their involvement in the illegal activity.

**Copies of the Statistical Report** are available at the University Police Department Headquarters located on University Drive adjacent to the Maintenance/Facilities building in the Haledon section of the campus. This information may be obtained Monday-Friday during working hours or by sending a self-addressed stamped envelope to: William Paterson University Police Department, 300 Pompton Road, Wayne, NJ 07470

# Annual Fire Safety Report on Residence Halls

Included in this report are all fire reports from 2017, 2018 and 2019.

## Our Residence Halls

The residential campus at William Paterson is made up of the following areas: Century Hall, High Mountain East, High Mountain West, Hillside Hall, the Apartments (Heritage and Pioneer Halls), Matelson Hall, Overlook South, Skyline Hall, and White Hall. All residence halls are non-smoking communities. All resident students are required to have a meal plan, with the exception of those residing in the Apartments complex.

- Century Hall accommodates 287 students in mainly double rooms, but there are also limited single and triple-occupancy rooms. All rooms are arranged in “suite-style,” with a bathroom connecting the two separate rooms. Century Hall houses upper-class students; there are currently no age restrictions.
- High Mountain East accommodates 192 students in double and triple rooms only, arranged “suite style” with a bathroom connecting the two separate rooms. High Mountain East houses first-year students and features the first-year Honors community.
- High Mountain West accommodates 198 students in double and triple rooms only, arranged “suite-style” with a bathroom connecting the two separate rooms. High Mountain West houses first-year students.
- Hillside Hall accommodates 260 students in mainly double rooms, but there are also limited single and triple-occupancy rooms. All rooms are arranged in “suite-style,” with a bathroom connecting the two separate rooms. Hillside Hall houses upper-class students; there are currently no age restrictions.
- The Apartments (Heritage and Pioneer Halls) house upper-class students and graduate students who are 20 years of age by the start of the fall semester date. Each furnished apartment accommodates four students sharing two bedrooms, a living room/ kitchen area, and bathroom. There are no single-occupancy rooms in the apartments.
- Matelson Hall accommodates approximately 150 students in mainly double rooms, but there are also limited single-occupancy rooms. All rooms are arranged in “suite-style,” with a bathroom connecting the two separate rooms. Matelson Hall houses upper-class students; there are currently no age restrictions.

- Overlook South accommodates approximately 440 first-year students in mainly double rooms, but there are also limited single-occupancy rooms. All rooms are arranged in “suite-style,” with a bathroom connecting the two separate rooms.
- Skyline Hall accommodates approximately 282 students in double rooms; there are no single-occupancy rooms in this building. This building features an updated suite style that has three individual doors within the suite: one to each two-person bedroom and one to the bathroom.
- White Hall accommodates approximately 68 graduate and upper-class students. Rooms are all suite-style featuring both single and double-occupancy rooms.

### Substance-Free Housing

One of our residence halls, Century Hall, features a substance-free housing area. All students who choose to live in this area must sign a written agreement committing themselves to living a healthy, substance-free lifestyle. Being part of the substance-free floor provides students with an opportunity to live in a community that promotes and supports a healthy living environment. For more information, visit the Central Residence Life Office in the lower level of White Hall.

### Gender-Inclusive Housing

William Paterson University seeks to provide a living environment welcoming to all gender identities, one not limited by the traditional gender binary. Gender-inclusive housing is available to all students and allows for same-gender, opposite-gender, or other-gender identities to live together regardless of gender. This provides a living/learning environment where residents can learn about and explore gender identity and expression in a comfortable and supportive environment.

Gender-inclusive housing participants must commit to maintaining an inclusive and welcoming living environment free of discrimination. Each resident accepted to live in gender-inclusive housing must agree to the Gender-Inclusive Housing Agreement and will have responsibility to develop and uphold standards for the community in congruence with valuing all persons and seeking to learn from their diverse experiences and perspectives. Any student interested in Gender-Inclusive Housing should contact or visit the Central Residence Life Office in the lower level of White Hall so that our staff can work to assist any student in finding the best housing solution available.

## **Student Housing Fire Safety Systems Description**

William Paterson University has a total of 10 student housing facilities. Each facility is equipped with fire detection systems including smoke and heat detectors, as well as fire alarm pull stations. Each facility is equipped with fire sprinklers. These are supervised systems that all report to the University Police.

## **Mandatory Supervised Fire Drills**

William Paterson University's Fire Safety Coordinator conducts mandatory evacuation drills twice a year. Fire evacuation drills are supervised by the Campus Fire Safety Inspector along with University Police and University employees. Fire evacuation drills are conducted by activating each residence hall fire alarm system.

## **Residence Hall Prohibited Items**

William Paterson University's fire safety regulations are intended to protect the lives of members of the University community and physical damage to facilities. Rooms are also inspected by Residence Life to assure compliance with University regulations. The following items are prohibited in student rooms/apartments or any area of the residence halls and are subject to disciplinary action up to and including eviction from the residence halls:

- Pets\*
- Candles
- Neon signs
- Halogen lamps
- Live trees
- Hookahs
- Hoverboards
- Extension cords
- Weapons
- Electric heaters/blankets
- Cooking appliances\*\*

\*Service and ESA can be accommodated with documentation; please contact the Accessibility Resource Center.

\*\*Small cooking appliances are permitted in the kitchen areas of Pioneer and Heritage halls. Keurig coffeemakers and Nutri-Bullets (and other similar makes/models/brands) are permitted in all residence halls. All appliances must be UL listed and approved.

## **Room Decorations**

Residents are encouraged to create a comfortable living environment within their rooms by bringing items for decorative purposes. Fire safety standards prohibit students from hanging tapestries, flags, or other large cloth items from the ceilings, windows, or walls. Due to the possibility of damage to walls, ceilings, doors, furniture, or windows, the following are prohibited: Nails, wallpaper, paneling, glue, decals, adhesive materials, painting rooms, painting murals on walls, writing on walls, and hanging items from windows or ceilings. Students are encouraged to use 3M putty to hang/post materials in their residence hall rooms.

## **Appliances and Furniture**

The University provides all necessary furnishings for the residence halls. Due to fire safety standards, students are prohibited from bringing outside furnishings into the facilities. Any additional furniture items are subject to removal. The construction of lofts, bed-lifting mechanisms, room dividers, or bars and any alterations to residence rooms are prohibited. Beds on cinder blocks or milk crates are unsafe and are, therefore, prohibited. Students are permitted to use manufactured bed risers to increase the under-bed storage space. The product's maximum height is eight inches. (\*Please note that bed risers cannot contain electrical outlets/plugs.)

A clear egress from the room door to the windows in the room is required to meet fire safety regulations. Closets must remain in an upright position and cannot be positioned near sprinkler heads. Closet doors are not to be removed. All furniture should be used for its intended purposes only, and it may not block the doorway to the room or the room's sprinkler head.

For academic purposes, students are allowed to bring the following items such as a bookcase (one per resident) approximately 36" x 36", an organizational unit (entertainment center), 4' x 6', or a standard two-drawer file cabinet.

In the Apartments, a stove and refrigerator are supplied. In all other residence halls, students are permitted to bring a refrigerator (limited to 4 cubic feet) and microwaves (limited to 1,000 watts). Cooking appliances are prohibited for all students residing in Century Hall, High Mountain East and West, Hillside Hall, Matelson Hall, Overlook South, or White Hall.

Students will be liable for all damages resulting from violations of these restrictions and prohibitions and may be subject to confiscation of such items and/or administrative or disciplinary action.

## Smoking Policy

The University complies with State Statute P.L. 1985 Chapter 184, which states that the right of the nonsmoker to breathe clean air supersedes the right of the smoker to smoke. Subchapter 11 of the Uniform Construction Code, January 21, 1993, addresses tobacco smoking in existing buildings occupied by public employees requiring that air from designated areas not be re-circulated into the building.

William Paterson University does not meet the required standards to accommodate designated smoking areas. Therefore, smoking is banned in all buildings on campus.

Smoking in the residence halls, including public bathrooms, is prohibited and subject to disciplinary action. Please note that electronic cigarettes, vaping, and hookahs are not permitted in or around the residence halls. Students who violate this policy may be removed from residence halls.

## Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. In the event of a conflict, individuals are encouraged to work out a compromise among themselves. If this effort proves unsuccessful, students will be referred to the Office of the Dean of Student Development, and faculty and staff to their supervisors.

For those who smoke, receptacles are available outside of buildings where cigarettes, cigars, etc., may be extinguished. Please utilize these containers at all times.

## Fire Emergency Procedures

Students are responsible for familiarizing themselves with fire exits and escape routes. Remember, do not use the elevator. Whenever a fire alarm sounds, day or night, the residence halls are to be evacuated immediately

### Upon discovering a fire:

1. Activate the nearest pull station to sound the building alarm. If the alarm fails to work, shout "fire" several times.
2. CALL 911, then telephone University Police at 973.720.2300, or contact a Residence Life staff member to report the fire — details should include building, floor, area, and intensity.
3. Evacuate the building immediately. Do not attempt to fight a fire. Fire extinguishers are to be used only to clear an exit way.

### Evacuation procedures:

- A. Feel the closed door of your room. If it feels hot, the hallway is filled with deadly gases. **DO NOT OPEN THE DOOR** but go to your window and wait for rescue. If the door is cool, **CLOSE YOUR WINDOWS** before opening the door slowly.
- B. Do not stop to dress, but take a pair of shoes, a coat, and a blanket. Upon leaving the room, leave the lights on and the door **CLOSED**. Take your key with you.
- C. If you cannot leave the room:
  1. Open the windows if there is smoke; if there is no smoke, leave the windows closed to prevent outside smoke from being drawn into the room.
  2. Seal cracks around the door with damp towels if possible.
  3. If you are trapped, attract attention by hanging an object from the window, the brighter the color the better. If outside smoke is drawn in, close the window, leaving the object hanging.
- D. If smoke is severe, place a wet cloth over your nostrils, and **REMEMBER** to stay close to the ground. There is usually less smoke on the floor.
- E. When you are evacuating a building:
  1. Walk at a brisk pace, but **DO NOT RUN**.
  2. **DO NOT USE ELEVATORS**.
  3. Follow the posted specific corridor instructions as to proper exit route and assembly point.
  4. Move in a single file along the wall upon which the exit is located. Once outside the building move at least 75 ft. to 100 ft. away from the building.
  5. Do not reenter the building until instructed to do so by a University official or fire warden.
  6. Account for your presence; advise a warden or other responsible party that you have safely evacuated the facility.

Due to the serious nature of a fire emergency, noncompliance with evacuation procedures is subject to severe disciplinary action, including a \$50 fine and/or eviction from the residence halls.

Do not test your smoke detector. The smoke detectors are routinely checked by trained University personnel. If your smoke detector is sounding, contact the RA on duty or notify the hall office. Do not attempt to correct any problem yourself. Students can try to fan the smoke detector to clear smoke. Students found responsible for tampering with, or removing, smoke detectors face disciplinary action, including eviction

from the residence halls, and may be charged for the replacement of the detector. Students are not to tamper with the sprinkler systems in the residence halls. Please report all problems immediately to the hall office.

**Fire Safety Education and Training Programs for Students, Faculty, and Staff**

Fire safety training is conducted annually for resident directors, resident assistants, and building evacuation wardens by instructors from the Passaic County Fire Safety Academy and/or the Campus Fire Safety Inspector. Fire procedures are also stated in the William Paterson University Police Department’s Student Guide for Emergencies as well as the Faculty and Staff Guide for Emergencies. Both of these publications are available on the University Police website and the student guide is also distributed at orientations.

Future improvements to the fire system at William Paterson University will be made when necessary.

**Reporting a Fire**

Fires that occur on the campus of William Paterson University should be reported immediately by calling 911 and then University Police at 973.720.2300. However, if notifying the William Paterson University Police Department is not possible, please report the fire or smoke condition to any and all William Paterson University staff or faculty members who are in the area.

**Residence Halls Fire Safety Equipment**

Residence Hall	Sprinkler System	Fire Alarm System/Addressable
Century Hall	Yes	Yes
Heritage Hall	Yes	Yes
High Mountain East	Yes	Yes
High Mountain West	Yes	Yes
Hillside Hall	Yes	Yes
Matelson Hall	Yes	Yes
Pioneer Hall	Yes	Yes
Overlook South	Yes	Yes
Skyline Hall	Yes	Yes
White Hall	Yes	Yes

## Fire Log

William Paterson University maintains a fire log available for review at the Police Department Building. This log denotes all fires in all on-campus housing facilities including the nature of the fire, date, time, and general location.

### 2017 Annual Fire Report On Residence Halls

Residence Halls	Fires	Fire cause	Injuries	Deaths	Property damage
Century Hall	0	N/A	0	0	\$0.00
Heritage Hall	1	Cooking	0	0	\$500.00
High Mountain East	0	N/A	0	0	\$0.00
High Mountain West	0	N/A	0	0	\$0.00
Hillside Hall	0	N/A	0	0	\$0.00
Matelson Hall	0	N/A	0	0	\$0.00
Pioneer Hall	1	Cooking	1	0	\$0.00
Overlook North	0	N/A	0	0	\$0.00
Overlook South	0	N/A	0	0	\$0.00
White Hall	0	N/A	0	0	\$0.00

### 2018 Annual Fire Report On Residence Halls

Residence Halls	Fires	Fire cause	Injuries	Deaths	Property damage
Century Hall	0	N/A	0	0	\$0.00
Heritage Hall	0	N/A	0	0	\$0.00
High Mountain East	0	N/A	0	0	\$0.00
High Mountain West	0	N/A	0	0	\$0.00
Hillside Hall	0	N/A	0	0	\$0.00
Matelson Hall	0	N/A	0	0	\$0.00
Pioneer Hall	0	N/A	0	0	\$0.00
Overlook North	0	N/A	0	0	\$0.00
Overlook South	0	N/A	0	0	\$0.00
White Hall	0	N/A	0	0	\$0.00

### 2019 Annual Fire Report On Residence Halls

Residence Halls	Fires	Fire cause	Injuries	Deaths	Property damage
Century Hall	0	N/A	0	0	\$0.00
Heritage Hall	0	N/A	0	0	\$0.00
High Mountain East	0	N/A	0	0	\$0.00
High Mountain West	0	N/A	0	0	\$0.00
Hillside Hall	1	Electrical	0	0	\$15.00
Matelson Hall	1	Electrical	0	0	\$500.00
Pioneer Hall	0	N/A	0	0	\$0.00
Overlook North	0	N/A	0	0	\$0.00
Overlook South	0	N/A	0	0	\$0.00
Skyline Hall	0	N/A	0	0	\$0.00
White Hall	0	N/A	0	0	\$0.00

# Clery Geography Map

