

BUSINESS INFORMATICS CENTER

STATEMENT OF PUBLIC SAFETY AND STATISTICAL CRIME REPORT

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Effective: August 1st, 2010

COLLEGE SECURITY POLICIES

Business Informatics Center is concerned for the safety and well being of its staff and students. We are here to ensure that everyone's experience on campus is a safe and secure one. Educational and safety information about sexual assault and other security concerns is made available to the college community. In order to help you enjoy your educational experience here we have prepared this booklet. Please take the time to read it completely and keep it so that you can refer to it as necessary.

The provisions of the New York State Education Law (Public Law 110-315) also govern behavior on college grounds. For the safety of the college community, faculty and administrators have the right under this statute to request any person on the grounds of Business Informatics Center to produce appropriate identification. The cooperation of the college populace in this regard adds to everyone's safety.

Each member of the Business Informatics Center community should be considered as an active "College Watch" participant. As the newly minted US slogan goes, "If you see something, say something!" Students and staff members observing any type of incident should immediately report it to any faculty member or administrator.

Similarly, the physical plant is maintained as appropriate, with concern for safety and security. Facilities are regularly inspected to ensure that safety hazards are remedied in a timely fashion, and safety equipment operates properly.

Policies of the college are as follows: The college views students, faculty and staff as responsible individuals who are integral members of its community. The college reaffirms the principle that its students, faculty and staff shall be free from sexual discrimination or harassment. Such discrimination or harassment will not be tolerated. The college has established a committee to deal with all complaints and issues of sexual harassment. The Committee is composed of the Academic Dean and the Admissions Director. It is the purpose of this Committee to ensure that any complaints are expressed, explored and resolved promptly and confidentially. Individuals are encouraged to promptly report campus crimes. Any crime or sex offense involving a member of the college community should be immediately reported to the most accessible college administrator or faculty member.

Reported crime and sex offense allegations will be investigated by officials of the college and/or the local police. If the result of the investigation(s) indicates that a member of the college community may be guilty of committing a crime or sex offense, the accused will undergo a college hearing. College officials will impose disciplinary actions on individuals who have been found guilty of committing an offense.

Individuals who have been sexually assaulted should seek immediate medical attention. It is important for the assaulted person to preserve evidence. The decision to report the assault belongs to the individual if he/she is over 18 years of

age. The assaulted person is encouraged to report the incident to the Academic Dean or to an accessible college administrator or faculty member. The assaulted individual is made aware of his/her option to notify local law enforcement officials of the assault. Reporting a rape is not the same thing as prosecuting a rape. If requested by a sex offense victim, reasonable and feasible changes in the victim's academic arrangements will be made. Upon request, Business Informatics Center will provide on campus advisement. The victim may be referred to other professionals when appropriate.

Contact with college personnel is confidential. The college maintains, however, procedures for immediately notifying the entire campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. These procedures will be immediate unless in the view of the Campus Security Coordinator or President, such notification would compromise efforts to assist victims or respond to or otherwise mitigate the emergency.

Dr. Eugene Alexander, Academic Dean, serves as Campus Security Administrator. As such, all crimes, offenses or problems should be directly reported to him. Dr. Alexander will determine (with advice and counsel where and when appropriate) the content of the notification and to whom and when said notification will take place. As a practical matter, the information concerning the problem or incident will be communicated to the college community via the Business Informatics Center **Facebook Group**, published in the student newsletter, ***The Daily Arbitrary***, and posted on campus in appropriate places. In Dr. Alexander's absence, either Mrs. Brown or Mr. Meaney will serve as Campus Security Administrator pro tem.

EMERGENCY EVACUATION PLAN

The college has developed an emergency notification and evacuation plan. Students and faculty should be aware that the sounding of the internal/external multiple-decibel siren, or horn indicates that all personnel are to evacuate the premises immediately. Exit routes and procedures are posted at each entrance and at the door in each classroom. The full plan (BIC Policy #420.05) is available for inspection upon request.

MISSING STUDENT NOTIFICATION

Section 488(j) of the HEOA requires an institution which provides on-campus housing to students to maintain a missing student notification policy that allows students to confidentially register a contact person, and procedures to notify that contact person if the student is missing for more than 24 hours. However, Business Informatics Center does not provide housing of any nature.

The College adheres to the college student code of conduct. The student code of conduct is presented on the following page.

STUDENT CODE OF CONDUCT

The Code of Conduct at Business Informatics Center prohibits drugs, smoking [except in designated areas], alcoholic beverages, disruptive behavior, foul language, or violence of any kind on campus. Cell phones must be silenced at all times. Food, drinks and chewing gum are strictly prohibited in classrooms and labs. Breach of the Code of Conduct policy will not be tolerated and will constitute grounds for dismissal.

Behavior which infringes upon rights, safety, privileges or property, or which impedes the educational process is unacceptable.

Attendance at Business Informatics Center is a privilege, not a right; therefore, students whose behavior may be detrimental to other members of the college community may be suspended and/or dismissed from the college.

Dishonesty, disregard for the safety of others, theft of property, and disruptive behavior are serious violations that may lead to disciplinary measure. Violations of any college regulation may lead to disciplinary action.

All guests of Business Informatics Center students must comply with all college rules and regulations. Business Informatics Center students are equally responsible for their guests' conduct, and will be subject to that responsibility while they are either on campus or at a college sponsored function.

All personnel connected with Business Informatics Center, including but not limited to students and faculty shall refrain from unauthorized copying or distribution of copyrighted materials. Infringements to this policy may include, but not be limited to dismissal from the college and reporting of said activity to the appropriate authorities.

UNLAWFUL HARASSMENT/ASSAULT PREVENTION

Business Informatics Center is in full compliance with the Office for Civil Rights of the U.S. Department of Education which enforces Title IX of the Education Act Amendments of 1972, 20 U.S.C. 1681 et seq. This prohibits discrimination on the basis of gender in education programs and activities, including unlawful harassment whether that occurs during school activities or on school grounds by one student against another, or by an employee of the school, against another employee or a student. The college is committed to equal opportunity in educational programs, admissions and employment. It is the policy of the college to provide equal opportunity for all qualified applicants, students, and employees; and to prohibit discrimination on the basis of race, color, gender, religion, national origin, age, sexual preference, disability, or marital status. Related inquiries should be addressed to the Academic Dean.

Unlawful harassment refers to intentional and/or repetitive behavior which is not welcome, and which places a person in reasonable fear of physical injury. Sexual harassment of any employee or student is prohibited, and is an illegal form of discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

All students and employees must be allowed to work and study in an environment free from the fear of forcible or non-forcible sexual offenses against them, and know the procedures to follow if they are victims of those types of offenses. Assault, rape, and sex offenses, forcible or non-forcible, are serious criminal offenses and should be reported to the proper authorities.

Information on sexual harassment/assault is published in the College Catalog and Faculty Handbook and is available from the Academic Dean as well as any administrator.

GRIEVANCE PROCEDURE

Business Informatics Center has a formal grievance procedure for the benefit of its employees and students. The grievance procedure will be used for the review of allegations that employees or students have made. A grievance may be filed for any unlawful discrimination against someone in regard to race, color, national origin, religion, age, sex, disability or marital status. A formal complaint may be filed with the Academic Dean whose office is located in the main office. A student who has a concern should first speak with the individual(s) involved when practical. If the concern cannot be resolved in this manner, a student may file a written grievance with the Academic Dean within five school days of the occurrence of the event. The Academic Dean will refer the matter to the Faculty Committee and respond to any complaint submitted within twenty school days. All complaints considered must be in written form.

The Academic Dean is designated as the Coordinator of Title IX of the Education Amendments of 1972, Public Law 92-318; Section 504; and American Disabilities Act. Inquiries can be directed through: *Office of the Academic Dean, Business Informatics Center, 134 South Central Avenue, Valley Stream, NY 11580. Telephone: 516-561-0050 ext. 205.* A copy of the Crime Log, maintained by the Dean, is available for viewing upon request.

BIAS/HATE CRIMES

Generally, a person commits a hate crime when he or she commits a specified offense and is motivated in whole or in part by bias on the part of the offender toward the race, color, national origin, gender, religion, sexual orientation, age or disability of the victim, as determined by the perpetrator's motivation and not the victim's perception.

Penalties for bias related crimes range from monetary fines up to a minimum of twenty years in prison, depending on the nature of a specific offense. Specific information regarding hate crime offenses and related penalties may be obtained from article e485 of the New York State Penal Law.

Whenever a member of the Business Informatics Center community becomes a victim of a bias related crime, that member shall notify the office of the Academic Dean as soon as possible. The Dean will respond, ascertain information for a report, and make the following notifications as appropriate: Local police, President's office, and other notifications where warranted.

All reports of bias crimes will be investigated and perpetrators will be subject to administrative discipline consistent with Business Informatics Center's policies and procedures as well as criminal prosecution as allowed by law.

Business Informatics Center administrators, also serving as advisors, are available to assist any individual who believes they are the victim of a bias crime. The service includes not only the coordination of intervention with other campus personnel, but also on campus advising as well as referral to off-campus agencies and services.

The following methods are used to advise students, faculty and staff about security measures on campus:

STUDENT ADVISEMENT

The following methods are used by Business Informatics Center to advise students about campus safety and sexual assault prevention.

Rules and regulations are given to the students by staff during orientation.

Information is presented and discussed in Freshman Seminar classes. Instructors of the Freshman Seminar course instruct students about acquaintance rape.

An ad hoc campus safety committee composed of students, faculty and staff is established to assist the college in understanding and dealing with possible safety issues.

Guest speakers present information to students, faculty and staff about campus safety and violent crime such as rape.

Students, faculty and staff are provided with updated Campus Safety and Sexual Assault Program information in this manual.

CAMPUS SECURITY MEASURES

Business Informatics Center employs the following campus security measures:

1. A campus administrator is always in the building when the college is open. A campus administrator is in charge of safety and security at the campus. The campus administrator is instructed to promptly contact the local police when necessary for emergency crime situations.
2. All visitors are required to sign-in as they enter the building.
3. Students are encouraged to be in groups when leaving at night.
4. Parking is the individual's responsibility, but is generally available in the immediate vicinity.
5. The campus is fully lighted.
6. The college advises and updates students about security procedure via various methods, including posting information in the Library, publishing it in appropriate student newsletters, Facebook, and when appropriate, via published 'hand-outs.'
7. In an emergency, Business Informatics Center will release appropriate information to appropriate officials/personnel as per FERPA.

RAPE AND SEXUAL ASSAULT

Rape and sexual assault are occurring with ever increasing frequency in our society. New York State Law mandates that each post-secondary school address the problem of sexual assault. Business Informatics Center provides the college community with information on the following:

- Rape and sexual assault prevention.
- Laws and penalties governing such offenses.
- Procedures used in dealing with sexual offenses.
- Support services available to victims of sex offenses.
- Sexual offense penalties.

Business Informatics Center will provide information about rape and sexual assault to administrators, faculty, staff, and students in the following ways:

- Discussions in Freshman Seminar classes.
- Presentations open to the entire college community.
- Discussions after presentations.
- Printed materials.
- Counseling.

ENFORCEMENT AUTHORITY

Each member of the administration is authorized to contact local law enforcement offices, including Nassau County Police, Valley Stream Fire Department or State Police when he/she deems it appropriate. Although the administrators at BIC have a working relationship with State and Local agencies, no-one on campus has authority to make an arrest other than a citizens arrest.

SELF-PROTECTION

Business Informatics Center reminds students and staff alike that there is no absolutely certain way to protect oneself against rape and/or sexual assault. There are, however, certain precautions that can be taken. Among these precautions are the following:

1. **Know you have the right to set sexual limits.**
You may have different limits with different people; your limits may change. It's a good idea to know what you want or don't want.
2. **Communicate those limits.**
Get them across to the other person. Tell them! E.S.P. doesn't work.
3. **Trust your feelings.**
If you feel you are being pressured into unwanted sex, you're right.
4. **Pay attention to behavior that doesn't seem right.**
 - Someone sitting or standing too close to you who enjoys your discomfort
 - Someone looking through you or down at you.
 - Someone who blocks your way
 - Someone speaking in a way or acting in a way which makes it appear that he/she knows you more intimately than he/she does.
 - Someone who grabs or pushes you to get his way
 - Someone who doesn't listen or disregards what you are saying (like "NO")
5. **Be assertive**
 - Get angry when someone does something to you that you don't want
 - Act immediately with some kind of negative response: (You may want to practice this by yourself or with friends)
 - Stand up for yourself – it's OK to be rude to someone who is sexually pressuring you, even if it hurts his/her feelings. After all, he/she is not paying attention to your feelings.
6. **Be aware.**
 - Always park in well-lighted areas
 - Keep car doors locked at all times
 - Keep car keys in hand when approaching the car
 - Keep windows that might be easily accessible to intruders locked
 - Do not open doors automatically when someone knocks
 - Do not accept rides from strangers if your car or bike breaks down
 - Do not provide personal information to any strangers in the street, on the phone, or via the Internet
 - Do not judge people only on pleasant appearances and good manners
 - Walk quickly or run if you notice someone is following you
 - Report any incident of indecent exposure

Do not enter your place of work, school, or residence if you feel something is amiss
 Walk in groups whenever possible
 Avoid running or jogging alone
 Notify police if you receive repeated disturbing phone calls.

7. Protect Your Belongings –

Put your name on your books and materials and other personal property
 Remove your secure identifications (social security number, pin numbers, etc) from all books and materials
 Do not leave items unattended...not even for a minute

INVESTIGATION OF VIOLENT FELONY OFFENSES

Any violent felony offense occurring on the grounds of the college shall be reported to the local police. Appropriate law enforcement agencies will provide for the prompt investigation of such crimes and reports and have indicated that no written agreement is required or appropriate.

SEXUAL ASSAULT PENALTIES

Rape and sexual assault are crimes of violence. They are punishable under New York State Law. The New York Penal Code lists offenses as follows:

<u>OFFENSE</u>	<u>CLASSIFICATION</u>	<u>POSSIBLE PENALTY</u>
Sexual Misconduct	Class 'A' Misdemeanor	Maximum 1 year
Rape – Third degree	Class 'E' Felony	Maximum 4 years
Rape – Second degree	Class 'D' Felony	Maximum 7 years
Rape – First degree	Class 'B' Felony	6 – 25 years
Consensual sodomy	Class 'B' Misdemeanor	Maximum 3 months
Sodomy – Third degree	Class 'E' Felony	Maximum 4 years
Sodomy – Second degree	Class 'D' Felony	Maximum 7 years
Sodomy – First degree	Class 'B' Felony	6 – 25 years
Sexual abuse – Third degree	Class 'B' Misdemeanor	Maximum 3 months
Sexual abuse – Second degree	Class 'A' Misdemeanor	Maximum 1 year
Sexual abuse – First degree	Class 'D' Felony	Maximum 7 years
Aggravated sexual abuse	Class 'B' Felony	6 – 25 years

CRIME DATA

JEANNE CLERY / CAMPUS CRIME STATISTICS ACT

Federal Law requires that all colleges and universities which receive funding report on specific types of crimes and incidents occurring on their campus, or other locations under the control of the institution. Below are the definitions of reportable crimes as defined by and excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook. (For further information on the Clery Act and for links to the United States Department of Education's Crime statistics, '*google*' or otherwise click on:.....)

www.securityoncampus.org

(follow the appropriate links)

ARSON

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

CRIMINAL HOMICIDE / MURDER

The killing of another person.

MURDER and NON-NEGLIGENT MANSLAUGHTER

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

ROBBERY

The taking or attempting to take anything of value from the care, custody or control of another person or persons by force or threat of force or violence and/or by putting the victim in fear.

BURGLARY

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned, where the victim is not present and where no threat of force is used.

AGGRAVATED ASSAULT

An unlawful attack by one person upon another for the purposes of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access to said vehicle even though the vehicle is later abandoned, including joyriding.)

WEAPON LAW VIOLATIONS

The violation of laws or ordinances dealing with weapon offenses of regulatory nature, such as: manufacture, sale, or possession of deadly weapons, concealed or openly; furnishing deadly weapons to minors; visitors to campus possessing deadly weapons; and all attempts to commit any of the aforementioned.

LIQUOR LAW VIOLATIONS

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or other public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

SEXUAL OFFENCES

The outline of what constitutes a sexual offences at Business Informatics Center is outlined on page 7 of this manual.

SEX OFFENSE DATA

The number of sex offenses reported at Business Informatics Center during the calendar years 2007-2009 appears on page 12 of this manual.

ADVISING

Personal advising is available through the Office of the Academic Dean. Students who need advising should contact the Dean. If necessary, the Dean will refer students to external counseling services/agencies. Below is a listing of several available external counseling services/agencies.

NASSAU

Nassau County Rape Hotline	(516)222-2293
Mental Health Association (Referral)	(800)273-TALK
Middle Earth Crisis Counseling	(516)679-1111
South Nassau Community Hospital MH Clinic	(516)374-3000
North Shore University Hospital	(516) 562-0100

SUFFOLK

Victims Information Bureau of Suffolk (VIBES)	(631) 360-3730
Mental Health Association	(631) 226-3900

QUEENS

Center for Children and Families (Queens)	(718)736-0101
Victim Services Agency (Queens -24 Hour Hotline)	(718) 286-6083
(Brooklyn -24 Hour Hotline)	(718) 858-7562

Information provided by NYS concerning registered sex offenders may be obtained at: <https://www.neighborhoodscan.com/FamilySafetyReport/lp/055-3535/?sid=MUSFS62> by entering the zip code for the geographic area of interest.

CRIME STATISTICS

Pursuant to 20 United States Code Section 1092(f), the "Jeanne Clery" Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Code of Federal Regulations (CFR), the following information on campus crime is reported to you for your review. Information for this report is gathered yearly from 07/01-06/30 and is published and distributed to students and faculty at the annual Health Day assembly which includes prevention programs. The statistics below are compiled from those reported to campus security authorities or local police by the victim, a witness, third party or the offender and which are made in good faith. It also considers crimes where the victim neither wanted to report the crime nor press charges.

BUSINESS INFORMATICS CENTER

134 South Central Avenue
Valley Stream, New York 11580

Tel: 516-561-0050

Fax: 516-561-0074

OFFENSE	ON CAMPUS			**RESIDENTIAL FACILITIES			NONCAMPUS			PUBLIC PROPERTY			OPTIONAL TOTAL		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
NEGLIGENT MANSLAUGHTER	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
SEX OFFENSES, FORCIBLE	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
SEX OFFENSES, NON-FORCIBLE	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
ROBBERY	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
AGGRAVATED ASSAULT	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
BURGLARY	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
MOTOR VEHICLE THEFT	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
ARSON	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
LIQUOR LAW ARRESTS	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
DRUG LAW ARRESTS	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A
OPTIONAL TOTAL	0	0	0	N/A	N/A	N/A	0	0	0				N/A	N/A	N/A

The above discloses statistics for calls for services, actual complaints and investigations. The statistics reported above, in all categories, refer to on-campus facilities, non-campus buildings or property and public property¹. 34 CFR 668.46(c)(4) In addition, Business Informatics Center makes all reasonable attempts to monitor and record, through local police, criminal activity in which anyone connected with the college is involved.

WHERE TO REPORT CRIMES

CAMPUS CONTACT INFORMATION

BUSINESS INFORMATICS CENTER TELE: (516) 561-0050

FAX: (516) 561-0074

E-MAIL: sferro@thecollegeforbusiness.com

NASSAU COUNTY POLICE

911

¹ Public property consists of an area of 1 mile surrounding the Business Informatics Center campus.