

# SETON HALL UNIVERSITY

## ANNUAL SECURITY AND FIRE SAFETY REPORT SOUTH ORANGE CAMPUS

This report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

This Report is published October 1, 2018. It covers the 2017 calendar year and statistics for calendar years 2015, 2016, and 2017.



September 1, 2018

Thank you for your interest in the Seton Hall University Annual Security Report. This report, which is published annually in September, contains important information about the 2017 calendar year for our university communities. Safety and Security is always on our minds here at Seton Hall. We have committed resources to help keep our students safe and secure. Our Department of Public Safety and Security works diligently to protect our students, staff, administrators and faculty on all the Seton Hall campuses. But public safety is everyone's business. The policies and procedures described here are designed to keep our community aware and safe. Please familiarize yourself with them.

This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act). Please review the information and policies included here. If you have specific questions, you may contact Public Safety at 973-761-9300 or my office at 973-761-9075.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Gottlieb', is written over a light blue horizontal line.

Tracy Gottlieb, Ph.D.  
Vice President, of Student Services

## **ANNUAL SECURITY AND FIRE SAFETY REPORT**

One of the country's leading Catholic universities, Seton Hall University has been developing students in mind, heart and spirit since 1856. Home to nearly 10,000 undergraduate and graduate students and offering more than 90 rigorous majors, Seton Hall's academic excellence has been singled out for distinction by The Princeton Review, U.S. News & World Report and Bloomberg Businessweek.

The University operates at three separate campuses – the main campus in South Orange, New Jersey, the Law School in Newark, New Jersey, and a nursing degree program on the campus of Georgian Court University in Lakewood, New Jersey. This report is for the main campus in South Orange, New Jersey.

### **PREPARATION OF THE ANNUAL SECURITY AND FIRE SAFETY REPORT AND DISCLOSURE OF CRIME STATISTICS**

It is the policy of Seton Hall University (SHU) to fully comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The preparation of the Annual Security and Fire Safety Report (ASR) is a collaborative effort between Public Safety and Security (PS&S), the Dean of Students Office, the Housing and Residence Life Office (HRL), Campus Security Authorities (CSA's), and several local law enforcement agencies.

The Assistant Director for Administrative Services, Public Safety, mails annual requests for statistics to local law enforcement agencies, meets monthly with the Associate Dean of Students, and is in regular communication with other departments with significant responsibilities for students and University activities. The University complies this information in the University's Annual Fire Safety and Security Report.

This report contains three years of crime statistics related to incidents that occurred on University property or property owned or controlled by Seton Hall, and on public property immediately adjacent to and accessible to the campus. The ASR also contains institutional policies about security, sexual violence, safety, and crime prevention.

By October 1<sup>st</sup> of each year, the Vice President for Student Services sends an email to all members of the University community notifying them of the availability of the ASR. It is available online at [www.shu.edu/ASR-South-Orange](http://www.shu.edu/ASR-South-Orange). You may also request a printed copy by emailing Public Safety & Security at [security.request@shu.edu](mailto:security.request@shu.edu) or by visiting the department adjacent to the Ward Gate.

### **SECURITY AND ACCESS**

The physical condition of the campus and its facilities play an integral part in the overall security of the University. The departments of Public Safety and Security and Facilities Engineering work closely together to ensure that priority attention is given to those items that have a specific security consideration for repair or implementation. The University issues keys or access cards to community members for their assigned work and/or living areas. The University has professional locksmiths designated to repair and maintain the integrity of the key and lock system.

Facilities Engineering, Public Safety and Security, and Housing and Residence Life, in a coordinated effort, regulate and maintain key systems, lighting improvements, shrubbery control, and hardware systems.

The Department of Facilities and Engineering operates and maintains the campus buildings and grounds with a priority of safety and reliability. Staff members inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond immediately to reports of potential malfunctions and hazards. To report issues about the campus buildings, contact the building manager (whose name and number are posted in the building lobby) or call x9454 during business hours. For building emergencies outside of normal business hours and/or maintenance emergencies on the grounds, contact Public Safety at 973-761-9300.

Public Safety personnel open and close facilities as needed and once exterior doors are locked, conduct random patrols to re-check the security of each facility. Intruder alarms and electronic surveillance systems are in use on campus, in public areas, and at off-campus facilities.

Pedestrian entry to the South Orange campus is through gates equipped with card access readers. Only persons who have been issued Seton Hall University ID cards have valid access to the gates. Guards monitor traffic through the vehicular gates at the main entrances.

Non-campus University owned property is alarmed and regularly inspected by Public Safety patrols. University-owned residence halls, with the exception of Lewis Hall and St. Andrews Seminary, are equipped with surveillance systems and are staffed by Public Safety personnel from 10:00 PM -6:00 AM daily.

All on-campus residence halls have 24-hour front desk coverage. Student ID card is required to access all residence halls. A key is necessary to access individual residence halls rooms and is only issued to the resident of the room.

## **ENFORCEMENT AND JURISDICTION**

The safety of our campus and community is a responsibility shared by all of us. While this is led by the Department of Public Safety and Security, there are other key areas who contribute significantly to our efforts, including but not limited to the Dean of Students Office and Housing and Residence Life.

### **Department of Public Safety and Security**

The Department of Public Safety and Security is located in the Public Safety building adjacent to the Ward Place Gate and provides direction for the 24-hour security services to the University community. The department operates within the Division of Student Services. The Associate Vice President/Director of Public Safety and Security reports directly to the Vice President for Student Services.

A force of Seton Hall University Public Safety Officers, supplemented by a contract guard service, is assigned patrolling functions throughout the campus on foot, by bicycle, and by motor vehicle. These patrols are electronically monitored to ensure compliance with patrol directives established by an experienced Public Safety administrative staff. All security personnel are equipped with two-way radios and maintain constant contact with a dispatcher in the security office. Members of the Department of Public Safety and Security do not possess police powers and are not empowered to make arrests.

The Department of Public Safety maintains regular and on-going contact with the South Orange Police Department whose officers frequently patrol University property. Off-duty South Orange Police officers are employed by the University to high visibility fixed post assignments in marked police vehicles on streets directly adjacent to campus each evening during the academic year. The Police Department is located less than a half-mile from the South Orange campus. Both agencies maintain daily contact to address security issues of mutual concern, conduct investigations, and exchange information as deemed necessary.

Public Safety personnel have close working relationships with other local law enforcement agencies, including the Newark Police Department and the Essex County Sheriff's Department. Seton Hall University has no formal written memorandum of understanding with any law enforcement agency.

### **MONITORING AND REPORTING OF CRIMINAL ACTIVITY**

The University has no officially recognized student organizations with non-campus locations.

The University regularly receives police reports from South Orange Police Department for incidents involving SHU student and may refer any misconduct which occurs off campus to the Student Conduct system for adjudication.

### **REPORTING CRIMES AND OTHER EMERGENCIES**

If crimes are not reported, the University is limited in its ability to help prevent other members of the community from becoming victims. Our community is safer when we all work together to make it that way by promptly reporting crimes and by participating in and supporting crime prevention efforts.

**In an emergency call 911.**

Seton Hall strongly encourages that all crimes be directly reported to Public Safety at 973-761-9300 or South Orange Police Department at 973-763-3000.

In a non-emergency, SHU recognizes that some individuals may prefer to report to other officials or departments on campus. The Clery Act identifies these officials as "Campus Security Authorities" and they include:

- a) Public Safety & Security
- b) Individuals responsible for security outside of PS&S (i.e. event management, building access)
- c) An official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.
- d) Any individual or organization the institution has identified to which student and employees should report criminal offenses.

All CSA's have been advised of their responsibility to forward any report they receive to Public Safety and Security. While the University has several CSA's, the following places are designated as where individuals should report crimes or policy violations:

Public Safety and Security  
973-761-9300  
Public Safety Building, adjacent to Ward Gate

Dean of Students Office  
973-761-9076  
Rm. 237, University Center

Title IX Coordinator  
973-313-6132  
1<sup>st</sup> Floor, Rm. 3, Presidents Hall

*Blue Light Emergency Phones*

73 emergency phones are strategically placed on campus providing instant contact to a 911 operator in an emergency or to a Public Safety Dispatcher for non-emergencies.

*Anonymous Reporting*

Public Safety & Security also accepts anonymous reports online. Please provide as much detail as possible. If you do wish to speak with someone, you can include your contact information. The form can be accessed here - <https://www13.shu.edu/offices/public-safety/anonymous-witness.cfm>.

*Confidential Reporting*

Appropriately credentialed members of the Counseling and Psychological Services, Health Services, and the Priest Community are not CSA's when acting in their counseling, medical, or pastoral role and are considered Confidential Employees. Confidential Employees do not report any information to Public Safety or the Title IX Coordinator without the permission of the individual making the report.

Confidential Employees may be reached at:  
Counseling and Psychological Services  
973-761-9500  
2<sup>nd</sup> Floor, Mooney Hall

Health Services  
973-761-9175  
303 Centre Street (across from the Farinella Gate)

Campus Ministry  
973-761-9545  
Rm. 103, Boland Hall

**TIMELY WARNING**

Public Safety & Security will issue a "timely warning" notice in the event it receives notice of a Clery crime occurring on campus, on public property immediately adjacent to the campus, or on non-campus property owned or controlled by the University, where the University determines, in its judgement, that the situation presents a serious or ongoing threat to the University community. For purposes of this policy, "timely" means as soon as reasonably practical after an incident has been reported to Public Safety and Security.

Whether to issue a timely warning is determined on a case-by-case basis for the following Clery Act crimes: homicide, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault,

burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking and hate crimes, as defined by the Clery Act.

In deciding whether to issue a timely warning the University will consider a number of factors to determine if there is a serious or ongoing threat to the University community. Those factors include, but are not limited to, 1) the nature of the incident; 2) when and where the incident occurred; 3) the amount of the information known to PS&S. The reason why the University does or does not issue a timely warning will be documented and maintained with a copy of the incident report for a period of seven years by PS&S.

The Associate Vice President for Public Safety & Security (AVPPS&S), or his/her designee, will consult with the Vice President for Student Services, or his/her designee, who is responsible to decide if a timely warning will be issued. AVPPS&S and Vice President for Student Services will determine the content of the timely warning. The content of timely warning will include at minimum, to the extent known, the date, time, and nature of the offense, a physical description of the actor(s), and where applicable, cautionary advice that would promote safety.

A timely warning is sent by email to all members of the University community by Public Safety and Security. Several members of the PS&S department have been trained to issue these warnings. The University may also use the Pirate Alert system, the University's text message service, to supplement the email message. Additional information about the incident may be sent by email, text message, and/or posted to the University's website.

## **EMERGENCY NOTIFICATION AND EVACUATION**

### **Emergency Response Plan**

The University has a comprehensive Emergency Preparedness and Response Plan. The Plan details the processes and communications for a successful response to, and recovery from, an emergency incident.

Public Safety & Security administrators and security managers have received training in Incident Command and Responding to Critical Incidents on campus. Depending upon the nature of the incident, other University departments and other local, state or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures are part of the University's Campus Security Act compliance efforts and is available on the Public Safety & Security website at: <http://www.shu.edu/offices/public-safety/emergency-preparedness.cfm>.

### **Drills, Tests, and Exercises**

Public Safety & Security tests the Emergency Response Plan at least annually through a structured tabletop exercise. The results of the exercises are analyzed and reported to the Vice President for Student Services.

An evacuation drill is conducted by Public Safety at least once per year in all non-residential buildings. Evacuation drills are conducted by Public Safety four (4) times per year in all residential buildings. Students are instructed as to the locations of emergency exits and provided guidance about the directions they should travel when exiting each facility for a short-term building evacuation.

Evacuation drills are not announced in advance. Public Safety personnel on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Emergency notification systems, the Emergency Siren and Pirate Alert, are tested twice per year.

### **Emergency Notification**

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Public Safety & Security is responsible for responding to all significant incidents that may occur on campus. Once a PS&S officer confirms that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the University community, he/she will notify supervisors to issue an emergency notification. The supervisors have authority to immediately issue an emergency notification if the situation warrants. The Associate Vice President for Public Safety & Security (AVPPS&S), or his/her designee, will consult with the Vice President for Student Services, or his/her designee, to determine additional modes of notification.

Generally, the community members in the immediate area of the dangerous situation (i.e. the building, surrounding area) will receive the notification first. The University may issue subsequent emergency notification to a wider segment and/or to the entire community to be aware of the situation and what steps they should take.

Public Safety & Security is responsible for issuing emergency notifications; three individuals have been trained to do so – Associate Director, Assistant Director, and Assistant Director for Administrative Services. Several templates have been developed for notifications. The individual issuing the notification will select the appropriate template and modify it to reflect the specifics of the situation. The Vice President for Student Services, or his/her designee, will assist with the content as needed.

The University has several systems it may use to communicate quickly with the community:

*Emergency Siren System* - This system is used to respond to emergencies for which sheltering-in-place indoors is necessary to reduce exposure of the campus community to a hazard. The siren is audible to persons on the grounds of the SHU campus and the immediate surrounding area. The siren emits an alert signal followed by a pre-programmed message instructing persons to seek shelter. SHU members are taught that upon hearing the emergency siren they must immediately seek shelter indoors in interior rooms that can be locked or barricaded and to monitor the PirateAlert Emergency Notification System. This system includes an “All Clear” signal and voice message that informs the community that the emergency is over.

*PirateAlert System* - This is the University’s electronic mass notification system through which warnings and instructions are transmitted to the University community via cellular voice, cellular text, landline telephone, and e-mail. All SHU community members are automatically registered to receive e-mail messages and are urged to register with PirateAlert to receive messages through the other modes. In addition, all community members who provide a cell phone number as part of their application automatically have that number entered into the system. PirateAlert is used throughout an emergency event to alert and warn the community of an impending or occurring hazard, to provide instructions



such as “shelter-in-place,” or to inform the community when the hazard has been abated. The PirateAlert system may also be used to alert the community to hazards that are beyond the scope of crimes and locations specified by the Campus Security Act.

*Fire Alarm Systems* - All Seton Hall University facilities are equipped with fire detection and alarm systems that activate automatically when heat or smoke conditions occur within the facility. Fire alarm systems can also be triggered manually by building occupants or Public Safety personnel when indications of a fire, indoor hazardous materials incident, or other localized hazards are detected. All SHU community members are trained through fire safety programs to immediately evacuate when the fire alarm system activates.

*Route Alerting* - For situations in which the university’s electronic notification systems have been rendered inoperative or ineffective, Public Safety personnel and trained volunteers including the SHU Community Emergency Response Team (CERT) and Fire Awareness Safety Team (FAST) members are dispatched to locations on campus to alert, guide and provide emergency instructions directly to the community.

*SHU Web Site and E-mail Alerts* - For emergency events for which there is adequate warning time to alert the SHU community, warnings and detailed emergency instructions may be posted on the SHU web site and broadcast via E-mail Community Alerts. A SHU Emergency Web Site can also be activated to replace the regular web site during emergency events.

*ALERTUS* – ALERTUS is a system which allows Public Safety personnel to send an emergency notification to all computers connected to the University network. When activated, ALERTUS emits the same notice to all active desktop screens, overriding the user’s application.

An emergency affecting the SHU community would generate concern from groups beyond the individual location. Emergency notification may be disseminated to the larger community through the University website and local, regional, or national media.

## **SECURITY AWARENESS & CRIME PREVENTION PROGRAMS**

The University encourages all members of the community to be active participants in the prevention of crime. Public Safety leads this effort with the support of other campus departments through educational programs held throughout the year.

<b>PROGRAM</b>	<b>DESCRIPTION</b>	<b>FREQUENCY</b>
Student Orientation	All new students are introduced to the services of PS&S, safety tips, and crime prevention advice.	Annual (August)
Employee Orientation	All new employees are introduced to the services of PS&S.	Monthly
RAD – Rape Aggression Defense	Active program teaches realistic defense tactics and techniques for women students.	2x/year

CODE BLUE	Extensive website for all community members about safety, crime prevention, and emergency response.	On-going
Door Tagging	PS&S officers attach tags to door knobs in buildings where a theft has occurred to alert occupants that a crime has been committed in their building.	On-going
Security Notice	Upon finding open doors or windows in University buildings after hours, Public Safety Officers prepare reports to alert the building manager of the issue.	On-going
Safety Summons	Public Safety personnel patrol campus parking areas and identify parked vehicles that have valuables left in the passenger compartment in open view, unlocked doors, or with open windows. Simulated summonses are issued to remind owners to secure their property.	On-going
Residence Hall Door Inspections	During the first month of the fall semester, Public Safety personnel inspect all residence halls looking for doors that have been bolted open by occupants. Housing and Residence Life staff then uses this information and meets with residents to counsel them about this dangerous practice.	Annual (September)
SHUFLY Shuttle	To provide a safe convenient way for members of the University community to travel to the business district of South Orange, Public Safety operates the SHUFLY Shuttle, which travels an established route in a loop through South Orange.	Fall and Spring Semesters
SHU Safe Ride	This is an on-demand transportation service to and from locations not accessible on the SHUFLY shuttle, operating in an identified coverage area, from 5:00 PM - 3:00 AM	Fall and Spring Semesters
Escort Service	The Department of Public Safety and Security provides a 24-hour escort service within the confines of campus. Requests are made by calling Public Safety at 973) 761-9300 or by dialing 9300 from any campus phone.	On-going
Bicycle Patrol	A squad of certified Public Safety Officers complements on-campus foot and motorized patrols.	On-going

## **DRUG, ALCOHOL, AND SUBSTANCE ABUSE**

The possession, sale, or the furnishing of alcohol on the University campus is governed by University policy and New Jersey state law. The enforcement of policies on campus is the responsibility of the Housing & Residence Life staff and Public Safety & Security personnel.

Per New Jersey state law it is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. The University policy mirrors state law and further restricts the possession and use of alcohol as describe in the Residence Hall Alcohol policy (<http://www.shu.edu/offices/policies-procedures/housing-residence-hall-alcohol-policy.cfm>). The University also prohibits the possession of alcohol by any student in all public locations on campus.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Similarly, University policy does not permit the use, possession, manufacture, or distribution of controlled substances, including paraphernalia on campus property. Enforcement of University policy is the responsibility of Housing & Residence Life staff and Public Safety & Security personnel.

Violators of the University's alcohol and/or drug policies are subject to disciplinary sanction that may range to University expulsion. In addition, individuals may be referred for criminal prosecution that may include fine and imprisonment.

For employees, substance abuse is detrimental to an individual's health and may jeopardize safety in the workplace. For these and other reasons, the unauthorized use, possession, storage, manufacture, distribution and sale of alcohol, controlled substances, and illegal drugs is prohibited on campus for all employees. For more information consult Human Resources or the "Drug and Alcohol Free Workplace Policy" at <http://www.shu.edu/offices/policies-procedures/drug-and-alcohol-free-workplace.cfm>.

Seton Hall University is committed to a healthy environment for all member of our community. The University's comprehensive education programs exceed the requirements of the Higher Education Act of 1965, as amended. The biennial review of these programs and more detail about the programs offered can be found at <https://www13.shu.edu/offices/student-life/community-standards/dfsca.cfm>.

## **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING: PREVENTION**

As stated by Tracy Gottlieb, Ph.D., Vice President for Student Services:

"We at Seton Hall University are committed to fostering a positive working and learning community. We take this very seriously and accept our responsibility to help both students and employees understand the guidelines that are outlined in Title IX of the Education Act. We are committed to a university free from sexual harassment and sexual assault. Anything less is unacceptable."

This commitment begins with education before students even begin their first semester. Freshmen students take Campus Clarity's *Think About It* online course. This comprehensive, interactive program introduces students to Seton Hall policies, New Jersey state laws, definitions of sexual assault, domestic and dating violence, stalking and other forms of sexual misconduct. It also speaks about the relationship between sexual violence and substance abuse, risk reduction, the definition of consent, and the importance of bystander intervention.

During the August Orientation program, new students attend two additional programs. The first is SCREAM, a powerful, interactive theatre performance about sexual violence. The second program is "Know the Code" and it educates students about Seton Hall policies, programs, and resources.

Additional educational programs provided in the last academic year:

- KNOW MORE Tabling at the Involvement Fair – KNOW MORE is the University's umbrella group/brand for all sexual violence prevention and alcohol and other drug abuse prevention and education.
- Red Zone Social Media and Multi-Media Campaign
- Elaine Pasqual – *Surviving the Party* – speaker about bystander intervention, risk reduction, and consent.
- Fundraiser for RAINN (Rape, Abuse, & Incest National Network)
- Survivor Stories Panel
- KNOW MORE Holiday Giving Tree to benefit the NJ Battered Women's Shelter
- Escalation Workshop – Train the Trainer and Escalation Workshops for all Greek Life New Members – workshops about dating violence based on the One Love Foundation model
- Pirate's Guide to Moving Off-Campus – risk reduction, bystander intervention workshop
- The Empty Chair Campaign – sexual violence awareness program
- The Clothesline Project – dating violence and sexual violence awareness program
- 1 in 5 – sexual violence awareness program
- What Does Love Mean? – sexual violence awareness, bystander intervention workshop
- Walk a Mile in Her Shoes – sexual violence awareness for Greek Life fraternities
- Denim Day – sexual violence awareness program
- Red SWAGON – sexual violence prevention program
- Brochures – Information for Reporting/Resources, After an Assault, FAQ's for Respondents, Supporting an Accused Student, Dating Violence, Stalking, Safety Planning Workbook

In person trainings for the following departments were conducted by the Director of EEO Compliance, Title IX Coordinator during 2017. Trainings cover University policies, resources, and required reporting protocols. Completed trainings were for the following departments:

Housing & Residence Life

Faculty Study Abroad Workshop

Peer Advisers-Freshman Studies

Residents in the School of Medicine

New Graduate Student Orientations- SHMS

SHU Tutors

Teaching Assistant Orientation for Chemistry & Biology- A&S

Graduate Students College of Education  
ROTC Cadre & Faculty  
Department of Athletics  
Department of Facilities Engineering  
Graduate Assistants and Employees in Freshman Studies  
New Employee Orientations

All new employees attend New Employee Orientation within a month of their start date. During this program the Director of EEO Compliance and Title IX Coordinator presents information to all employees about:

University Policy Against Discrimination and the Guidelines for Responding to Complaints of Discrimination, Harassment and Retaliation

Conscientious Employee Protection Act and Reporting via EthicsPoint

Equal Employment Opportunity Affirmative Action Statement

Title IX

Non-discrimination/Title IX Statement

Responsible Employees: Reporting Obligations Under Title IX

Confidential Reporting Resources

Resource Guide for Assisting Student Victims of Sexual Violence

Reporting Options for Survivors

This information is presented orally and in written format.

All employees and faculty members are required to complete two online training modules on a biannual schedule. The modules are: *Preventing Discrimination & Sexual Violence: Title IX, VAWA and CLERY Act for Faculty and Staff* and *Discrimination & Harassment Prevention for Higher Education*. These on-line programs provide information on federal and state law as well as specific Seton Hall policies and procedures. The training provides information on definitions of discrimination and sexual harassment including sexual violence, reporting protocols and questions/vignettes to apply the definitions to different scenarios and fact patterns in order to assist with the understanding of the material.

The Title IX Coordinator, the Dean of Students Office and the KNOW MORE program all offer ongoing training on resources, policies, and required reporting protocol to any student group, faculty, or staff department upon request.

## **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING: RESPONSE PROCEDURES TO FOLLOW**

Seton Hall University is committed to creating and maintaining an educational environment free from all forms of sex discrimination including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated.

Specifically, the University strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Upon learning that an act of sexual misconduct has taken place, immediate action will be taken to support the victim, to address the situation, and to work with State and local law enforcement if appropriate.

Seton Hall University prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber stalking. **The University strongly encourages accurate and prompt reporting of these crimes to both campus officials and to local law enforcement.** There are, however, options available for students who wish to maintain confidentiality while getting the support they need.

**Confidential Reporting** – Crimes reported to a member of the clergy, of Counseling & Psychological Services (CAPS), or of Health Services, when that member is acting in performance of his/her role as clergy, counselor, or medical provider, are considered confidential and will not be reported without the consent of the reporting individual. As a matter of practice, victims and witnesses are provided information as to how they may report a crime on or off campus. By law, members of CAPS and Health Services are required to report when an individual has expressed intent to harm him/herself or others.

Counseling & Psychological Services (CAPS)

Phone: 973-761-9500

*After hours & on weekends—for both the Dean's Office and Counseling—contact Public Safety to be connected to the person on-call. There is someone available 24/7.*

Health Services

Phone: 973-761-9175

Campus Ministry

Phone: 973-761-9545

For Off-Campus Resources:

\*To disclose **confidentially** the incident and obtain services from the state of New Jersey visit <http://www.state.nj.us/dcf/women/domestic/> or by calling the NJ Coalition Against Sexual Assault Hotline at 1(800) 601-7200.

Other assistance can also be obtained through:

- SurvJustice: <http://survjustice.org>
- Legal Momentum: <https://www.legalmomentum.org/>
- NJCASA: <https://njcasa.org/find-help/>
- Safe Horizons: <http://www.safehorizon.org/>.

*\*Note that these hotlines and sites are for crisis intervention, resources, and referrals, and are not reporting mechanisms. Reporting Individuals are encouraged to additionally contact a campus official so that the University can take appropriate action in these cases.*

**Private Reporting Options** - The Private Reporting Options are individuals who will respect your privacy and who assist you in obtaining resources and accommodations. They are required by law or University policy to inform other University officials about the incident, including but not limited to the Title IX Coordinator.

Public Safety – 973-761-9300, Public Safety building adjacent to the Ward Gate

Dean of Students- 973-761-9076, Rm. 237, University Center  
Director of EEO Compliance, Title IX Coordinator, Lori Brown – 973-313-6132, Rm. 3, President’s Hall  
Associate Vice President and Dean of Students, Title IX Deputy Coordinator, Karen Van Norman – 973-761-9076, Rm. 237, University Center

### **Local Law Enforcement Reporting**

Victims are encouraged to pursue a criminal complaint and the University will support a victim in doing so. The Department of Public Safety and Security will assist a victim in contacting local law enforcement agencies to initiate an investigation if they so choose.

South Orange Police Department – 973-763-3000

**Reporting a crime to Public Safety or to a campus office does not obligate the victim to pursue criminal prosecution.** For students, in addition to criminal charges, sexual misconduct is prohibited conduct as specified in the *Student Code of Conduct* found at <http://www.shu.edu/offices/student-life/community-standards/index.cfm>. Both the victim and the accused are afforded equitable rights during the investigative process. This applies to all members of the University community including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct that occurs on the University campus which includes any building or property owned or controlled by Seton Hall University and used in direct support of or in a manner related to the University’s educational purposes including residence halls, dining halls, and public property within or immediately adjacent to and accessible from campus. This policy also covers conduct that takes place off-campus that may have a nexus to the University community. This applies to all educational, extracurricular, athletic, or other campus programs, all University-related activities including, but not limited to, student organizations (academic, Greek, multicultural, religious, service, social and support, sports and recreational), community organizations with students and/or faculty participation, and all other educational or extracurricular events hosted by or at the University. This also applies to incidents occurring between individuals in varying types of relationships – students, faculty, staff, visitor, contracted employee, supervisor, subordinate, coach, student athlete or any combination thereof. These acts may be committed against an individual or against a group or organization and by a stranger, acquaintance, or someone with whom the victim has a social, romantic or intimate relationship. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.

### **Preservation of Evidence and Medical Exam**

A victim can receive medical attention at any medical facility; however, certain facilities have specially-trained staff to help survivors of sexual assault. Locally, these hospitals have sexual assault nurse examiners:

Newark Beth Israel Medical Center  
201 Lyons Avenue  
Newark, NJ  
1(800)843-2384

Saint Barnabas Medical Center  
94 Old Short Hills Road  
Livingston, NJ  
(973) 322-5000

It is important to preserve evidence that may be useful in obtaining a protection order or in proceeding with a criminal investigation should one choose to do so. Completing a forensic exam does not require a victim to file a police report or report to the University, although the University encourages these reports if the victim is comfortable doing so.

Medical exams can also address other physical needs or trauma and assess for sexually transmitted infections or pregnancy.

If possible, the victim should not bathe, douche, smoke, use the toilet or clean the location where the incident occurred. He/she should save items he/she was wearing, and sheets, or towels in a paper bag. Text messages, records of phone calls, emails, pictures, notes, and gifts can all be pertinent for a report of sexual assault, dating violence, and domestic violence or stalking.

### **Assistance and Campus Resources**

Regardless of whether the victim chooses to report what happened to local police or to the campus discipline system, there is assistance available, such as:

- Living accommodations - assistance with a room change or obtaining campus housing.
- Academic assistance - address difficulties with classes
- Transportation assistance – to get to the hospital, the police, etc.
- Counseling – confidential services available on campus
- Safety and Security – 24 hour escort service on campus
- No Contact Order – a University directive prohibiting direct or indirect contact between the victim and the Respondent when the Respondent is a student or employee.
- Persona Non Grata (PNG) – when the Respondent or the accused is not a student, he/she can be issued a PNG letter, limiting or prohibiting access to campus.

To obtain any of the above assistance, the victim is encouraged to speak with Dean of Students/Deputy Title IX Coordinator who will arrange the resources if requested and reasonably available. The Dean of Students can be reached at (973) 761-9076, or room 237, University Center. After hours and on weekends, can be contacted through Public Safety by calling 973-761-9300.

### **Making a Report or Complaint**

A victim may choose to report to law enforcement, may choose to report through the University's disciplinary process, may report to both, or may choose to access neither of the options. Seton Hall will protect the victim's identity in publicly available information, such as within our annual security report. The victim can also access the assistance and accommodations listed above regardless of where/if he/she chooses to report. The University will also keep information about the accommodations private as well, as long as it does not limit our ability to provide them to the victim. If the University would need to share information in order to provide an accommodation, the University would notify the victim of what needs to be shared, why, and with whom prior to sharing the information.



## **Making a Report to Law Enforcement**

What law enforcement agency to report to can vary depending on the specifics of the individual case, but the University can help the victim determine that and will assist him/her in reporting to law enforcement.

The number for South Orange Police Department is (973)-763-3000.

Many victims find law enforcement to be a great resource. Others choose not to report to law enforcement. Seton Hall always encourages reporting, but the University understands that only the victim can determine if doing so is the right decision for him/her.

## **Restraining Order**

A restraining order is a legal order of protection issued in the state of New Jersey. To obtain a restraining order, one must go to the law enforcement agency for where one lives in NJ or for where the incident occurred. After taking the victim's statement, the police will arrange for the victim to speak with a judge (usually by phone) who will issue a Temporary Restraining Order. The victim will then be given a court date for when the judge will determine if the Temporary Restraining Order will become Permanent. Again, the University will assist the victim in getting to the police, the courthouse, or any other related places.

## **Making a Report on Campus – Disciplinary Process**

The University disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to VAWA crimes, how to conduct an investigation, and a hearing process that protects student safety and promotes accountability. Parties are entitled to the same opportunities to have an advisor of their choice present at any hearing and related meetings. There is no limit to the choice of an advisor; however, the parties are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee during the proceeding, but cannot participate in the hearing, meeting, or interview, and cannot present evidence or cross-question witnesses. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals.

The disciplinary process available for victims of sexual violence are the Student Code of Conduct procedures available in full at <http://www.shu.edu/offices/student-life/community-standards/index.cfm>. The steps taken are:

1. Official report taken by Public Safety and Deputy Title IX Coordinator.
2. Investigation by Public Safety & Deputy Title IX Coordinator, including interview of all parties and any identified witnesses. The investigation will be completed as quickly as possible, normally within four to six weeks of the official report.
3. The respondent will have an initial meeting to review the potential charges and be made aware of options available to him/her (to accept responsibility and be sanctioned, to deny responsibility and request a hearing, to permanently withdraw from the University prior to adjudication). The respondent will be given forty-eight hours to choose which option he/she wishes to pursue.
4. If the matter is referred for student conduct hearing, the complainant and the respondent will be notified in writing of the official charges, the time and date of the hearing, and copies of any incident reports and interview summaries. The hearing will be scheduled to accommodate

the parties' class schedules only. The hearing will normally be scheduled within twenty days of the official notification of the hearing.

5. Both the complainant and respondent are encouraged to meet with the Board Chair to review hearing procedures prior to the hearing.
6. Both the victim and respondent will be notified in writing of the decision of the Board, normally within ten days of the decision being final. Such notification will include the effective date(s) of any sanction(s) issued.
7. Both the victim and respondent will have the opportunity to appeal within five days of receiving the Board decision. The grounds for appeal and detailed appeal procedures are listed in the Student Code of Conduct and included in the written notification of the Board's decision.
8. Both the victim and respondent will be notified in writing of the decision of any appeal within 20 days of receipt of the appeal. The appeal authority may increase any sanction issued, decrease any sanction issued, or refer the case for review by a new Board. The written notification will include any change to the original sanction, including any change to the effective date. The decision of the appeal authority is final.

Note: "Days" refers to academic days, or when the University is in normal session for the fall and spring semesters. Matters falling outside of this time frame may proceed on a different time schedule as determined by the Dean of Students.

**Pending resolution of the complaint**, the respondent may be prohibited from contacting the complainant and may be placed on interim suspension or otherwise denied access to the campus. The University may change the course schedule or residence assignment of the respondent. In the case of a non-student, the respondent may be declared Persona-Non-Grata denying him/her access to the campus and campus activities otherwise afforded to the public.

A student who has reported/is a victim of sexual misconduct may request an academic accommodation or change in residence and will receive an appropriate and reasonable accommodation. These include a change in academic or work schedule, withdraw from class without academic penalty, access to tutoring services, and change in residence hall assignment. Off-campus students may be offered on-campus accommodations.

### **Determining Process to be Used**

If a student complainant presents a complaint against an employee of the University for alleged violation of the University's sexual harassment or misconduct policy, the complaint is referred to the Title IX Coordinator. The full guidelines for investigating and responding to such complaints are available here - <http://www.shu.edu/offices/policies-procedures/guidelines-for-responding-to-complaints-discrimination-harassment-retaliation.cfm>.

If a student complainant presents a complaint against a student of the University for alleged violation of the Student Sexual Misconduct policy, the complaint is referred to the Deputy Title IX Coordinator and the Student Conduct process (as described above) is followed.

### **University Definition of Consent**

The term "consent" refers to clear, unambiguous and voluntary agreement between the participants to engage in specific sexual activity.

Past consent between the participants does not imply future consent. Silence or the absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Someone who is incapacitated cannot give consent. Incapacitation may be due to the use of alcohol and/or other drugs, may be if a person is asleep or unconscious, or may be due to an intellectual or other disability that prevents the student from having the capacity to give consent.

### **Standard of Evidence**

The standard of evidence used in all student disciplinary conduct hearings at Seton Hall University is preponderance of the evidence or a “more likely than not” standard.

### **Sanctions**

A student who is found responsible for violation of the University’s policy of sexual misconduct is subject to any of the following possible sanctions.

Responsible for sexual assault – University Suspension for one semester, University Suspension for two semesters, University Suspension for three semesters, University Suspension for four semesters, or University Expulsion.

Responsible for dating violence, domestic violence, stalking, or other sexual misconduct (i.e. unwanted touching or fondling) – Probation II for one semester, Probation II for two semesters, Probation II for three semesters, Probation II for four semesters, Probation II for the remainder of time enrolled at the University, Residence Hall Suspension for one semesters, Residence Hall Suspension for two semesters, Residence Hall Suspension for three semesters, Residence Hall Suspension for three semesters, Residence Hall Suspension for four semesters, Residence Hall Expulsion, University Suspension for one semester, University Suspension for two semesters, University Suspension for three semesters, University Suspension for four semesters, or University Expulsion.

In addition to the above issued sanction(s), we may require an educational or developmental sanction such as required counseling, mandated change in residence, restricted access to campus or programs, or required service. Note that this type of sanction is additional and is not a sanction for sexual misconduct by itself.

Sanctions of University Suspension for any period of time and University Expulsion are noted on the academic transcript.

### **Privacy**

The University will maintain as private any accommodations or protective measures provided to a victim as long as it does not impair the ability to provide such measures. Personally identifiable information about victims will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics.

### **Additional Notes on Victim’s Rights in Pursuing a Complaint**

Victims have the right to pursue criminal charges against the accused/respondent. If the respondent is a student, complainants can also pursue campus action through the Student Conduct Office regardless of where the offense occurred. Because of the sensitive nature of sex offenses, the case

would be heard administratively or by an administrative board rather than through a student conduct board.

- Victims have the right to choose counseling and medical treatment and to report and prosecute their case through the University's student conduct system and/or the off-campus court system. They have the right to refuse these options without reproach from any University personnel.
- Victims have the right to be treated with dignity and seriousness by University personnel.
- Victims of personal crimes have the right to be reasonable free from intimidation and harm.
- University personnel should inform victims that: 1) they are not responsible for crimes committed against them; 2) they should not consider themselves negligent or in any way a contributor to the crime; and 3) that adverse publicity for the college will NOT be a factor in deciding the best course of action.
- Victims will be made aware of appropriate support services, including counseling.

### **Due Process Rights –Student Code of Conduct Violations**

For Student Code of Conduct proceedings, a student has the following rights:

- To a hearing by an unbiased hearing body.
- To have an advisor present at the hearing.
- To written notice of the charges which indicates the time and place of the hearing. Proper written notification shall be defined as delivery of mail to a student's on-campus mailbox, hand-delivered by campus staff, delivery of information via electronic message to a student's assigned campus e-mail account, or delivered by the U.S. Post Office to a student's local address. Students shall be held responsible for the contents of mail for which they have failed to retrieve and/or read or refused receipt.
- To receive a copy of the written report(s) stating the circumstances and allegations involved. This information shall generally be given to the student at the time they receive notification of the time and place of the hearing.
- To object to a Board member who is serving in the capacity of the hearing body on the basis of bias. The board chair will determine the validity of the objection.
- Not to present information against herself/himself.
- To hear and respond to all information presented against her/him. This includes the right to question all parties directly or through the hearing body, as determined by the Board chair.
- To present information and witnesses in his/her own behalf.
- To written notification of the results of a hearing normally within ten days after the hearing. Both the victim and the accused will be informed of the decision at the same time.
- To appeal the outcome of a hearing, except in cases where the accused accepts responsibility for violation of the stated policy(ies). A student must be informed of her/his right to appeal and the process by which to do so.

For more information on victim's rights and/or the rights of the accused contact the Dean of Students Office, 973-761-9076.

### **Written Notification to Students, Employees and Victims of VAWA Crimes**

The University will provide written notification to students and employees about existing and available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in the community and on campus to victims of dating violence, domestic

violence, sexual assault, and stalking. The University will also provide information about these services in writing to victims of domestic violence, dating violence, sexual assault, and stalking, whether the offense occurred on or off-campus. This information is provided in this Annual Security Report, on the University's website at <http://www.shu.edu/offices/student-life/titleix/index.cfm>, and through related brochures placed throughout the campus.

The University will provide written notification to victims who report to the Title IX Coordinator or Deputy Coordinator regarding rights and options, including: available and existing on- and off-campus services such as victim advocacy, counseling, health, mental health, legal assistance, visa and immigration assistance; available and applicable institutional disciplinary procedures, and an explanation of those procedures; confidentiality in protective measures and Clery reporting and disclosure; and reasonable and available options and assistance with changing academic, living, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement. This information is provided on the University's website at <http://www.shu.edu/offices/student-life/titleix/index.cfm>, and through documents and brochures provided to the victim by the Title IX Coordinator or Deputy Coordinator.

### **Non-Retaliation Policy**

Retaliation against an individual who has made a good faith complaint of sexual violence, participated in the investigation of a complaint or otherwise exercised his/her rights under University policy or the law is prohibited. Retaliation is a serious violation and will, upon a finding that retaliation has occurred, subject the actor to disciplinary action up to and including separation from the University.

### **Employee Complaint Process**

In those cases when the accused is an employee of the University, the matter is referred to the Office of EEO Compliance and Title IX Coordinator.

The person making the complaint or report is called the "complainant." The person accused is called the "respondent." The investigation is conducted by the Director of EEO Compliance/Title IX Coordinator (Director) and an assigned co-investigator. The investigators will interview the Complainant, the Respondent, and any witnesses with direct knowledge about the incident. The investigators will also collect any evidence that directly relates to the incident.

Both the Complainant and the Respondent may be accompanied to any meeting by an adviser of their choice for the sole purpose of providing support. The support person may not have personal knowledge of or involvement in the matter being reviewed. Respondent's supervisor may not serve as a support person. The support person is not permitted to participate in the investigation by, for example, asking or answering questions. A participant's legal counsel shall not be permitted to participate in or interfere with the University's investigation.

### **Timeline**

All matters are handled as promptly as possible. The exact timeline will vary depending upon the complexity of the matter, the number of individuals involved, etc.

The Investigation and Final Report will normally be completed within 50 days of receipt of the complaint by the Director.

Within five (5) business days after receipt of the complaint by the Director, the Director will determine, in his/her discretion, whether the complaint falls within the Director's authority and notify the Complainant.

Within five (5) business days after notification to the Complainant that the complaint falls within the Director's authority, as described above, the Director, in consultation with appropriate University personnel, will evaluate the complaint and determine whether an investigation and/or other action is necessary. Although consultation with University personnel is called for under these Guidelines, the determination of whether an investigation is necessary remains at all times with the Director.

Within ten (10) business days following the completion of the investigation, the Complainant and Respondent will be advised verbally of the findings at separate meetings with appropriate University personnel. A confirming letter may be provided.

### **Standard of Evidence**

In evaluating the evidence and assessing credibility, the Investigators will use a "more likely than not" standard to find facts and determine whether a violation of University policy has occurred. The factual findings of the Investigators are final and are not subject to appeal.

### **Employee Sanctions**

If it is determined that a violation of University policy has occurred, the investigators will make recommendations as to responsive action. Final determination of responsive action is made by appropriate University personnel (i.e. supervisor, Human Resources).

When disciplinary action is recommended, such action may include one or more of the following:

- Informal and formal counseling
- Mandatory training
- Progressive disciplinary action
- No-contact directive
- Transfer of position
- Removal of administrative appointment
- Demotion
- Suspension
- Termination of employment

In addition to other sanctions, the Title IX Coordinator may recommend employment modifications, as may be appropriate, supervision and/or security at locations where the Prohibited Conduct occurred or is likely to recur; arrange for conducting targeted or broad-based educational programming or training for relevant persons or groups; and/or impose any other remedial or protective measures that are tailored to achieve the goals of the policy.

### **CAMPUS SEX CRIMES PREVENTION ACT**

A law requiring convicted sex offenders to report to appropriate state and local agencies responsible for sex offender registration and document their enrollment as a student, volunteer or acceptance of

employment at educational institutions. The University will be notified of all offenders who fit the criteria. The New Jersey State Police website for information on registered sex offenders can be found at <http://www.njsp.org/sex-offender-registry/index.shtml>.

## **MISSING RESIDENT STUDENT NOTIFICATION POLICY**

In compliance with the Higher Education Re-authorization Act of 2008, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident student of Seton Hall University who is believed to be missing

Scope: This is a University-wide policy.

A student is presumed to be missing after 24 hours when his/her absence is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether the person is at his/her off-campus place of residence and whether anyone familiar with the person has seen or heard from the person recently or is aware of where he/she may be.

Any member of the University community, including both employees and students, who is concerned that a member of the University community is missing should contact the Office of Public Safety & Security, (973) 761-9300, or the Office of the Dean of Students, (973) 761-9076, as soon as it is determined that the individual is missing as defined above. In emergency situations the South Orange Police Department should be contacted immediately by dialing 911 or (973) 763-3000.

Designation by Resident Student of Emergency or Confidential Contact Person:

1. A resident student is any student residing in a University-operated residential facility under a University housing license agreement.
2. All resident students are required to designate an emergency contact person as part of the check in process to their residence hall.
3. Whenever a student moves to another University residence facility the student will be required to again supply emergency contact information upon check in to that residential facility.
4. In the event a resident student is reported missing, the emergency contact will be notified.
5. A resident student may also elect to register a confidential contact who will also be notified in the event the resident student is reported missing.
6. All resident students are advised in their housing license agreements that they have the option of identifying a confidential contact.
7. A resident student may register a confidential contact through the Housing Profile in PirateNet.
8. Only authorized campus officials, as part of their responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to emergency contact or confidential contact information.

Investigating Missing Student:

Any report of a missing student will be immediately referred to the Office of Public Safety and fully investigated by appropriate University personnel under the coordination of the Office of the Vice President for Student Services.

Informing Designated Contact Person:

Unless a student is located, the office of the Dean of Students will inform the emergency contact, the confidential contact (if one has been registered), the custodial parent or guardian, and the South Orange Police Department, or other appropriate law enforcement agencies, within 24 hours of receiving the missing student report.

## **GOOD SAMARITAN POLICY**

Student health and safety are fundamental to our community. Whenever there is concern for another student or belief that assistance is needed, students are expected to contact Public Safety. In the case of a medical emergency, students should immediately call 911.

Students who seek medical assistance for themselves or for an individual who is intoxicated or experiencing an alcohol-related emergency will not be subject to University disciplinary action related to the alcohol policy. Furthermore, the intoxicated student who receives medical assistance will not be subject to University disciplinary action.

When an incident that falls under the Good Samaritan Policy occurs, the student(s) involved will be required to meet with the Office of the Dean of Students to review the matter. While no formal disciplinary sanction (i.e. Probation) will be applied, an appropriate educational response may be. This may include participation in an educational class, mandated counseling assessment, additional fee for ambulance service, and/or parental notification. Failure to complete the educational requirements will result in referral to the University discipline system.

The following is also of important note:

- Other violations of the Student Code related to the same incident may be referred for disciplinary review and sanction.
- A student involved in more than one incident that falls under the Good Samaritan Policy may be subject to disciplinary sanction.
- Students may still be subject to local and state law for their behavior.
- The University reserves the right to review each incident on a case-by-case basis.

For information about New Jersey's 9-1-1 Lifeline Legislation, please see <http://www.njpn.org/wp-content/uploads/File/911%20lifeline%20legislation.pdf>.

## **CRIME DEFINITIONS – FEDERAL**

The Campus Security Act delineates what violations need to be reported. The offense definitions are excerpted from the Uniform Crime Reporting Handbook. The definitions of sex offenses are excerpted from the national-incident based reporting edition of the Uniform Crime Reporting Handbook (FBI Uniform Crime Reporting (UCR) / National Incident-Based Reporting System



(NIBRS) definitions).

**Criminal Homicide, Murder and Non-Negligent Manslaughter:** The willful killing of one human being by another.

**Criminal Homicide, Manslaughter by Negligence:** The killing of another person through gross negligence.

**Arson:** Willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, personal property of another.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm although it is not necessary that injury result when a weapon is used.

**Robbery:** The taking or attempted taking of anything of value from the care, custody or control of a person by force, threat of force or violence and/or by putting the victim in fear.

**Burglary:** Unlawful entry of a structure to commit a crime and all attempts to do so.

**Motor Vehicle Theft:** The taking or attempted taking or use of a motor vehicle by persons without lawful access.

**Liquor Law Violations:** Violations and attempted violations of laws and ordinances prohibiting the manufacturing, sale, transportation, possession or furnishing of intoxicating liquor including, but not limited to, maintaining unlawful drinking places; furnishing liquor to a minor or intoxicated person; and drinking on a common carrier.

**Drug Abuse Violations:** Violations of state and local laws related to possession, sale, use, growing or manufacturing narcotic drugs.

**Weapons Law Violations:** Violations of laws or ordinances dealing with weapons offenses that are regulatory in nature such as the manufacture, sale, or possession of deadly weapons, and all attempts to commit any of the aforementioned.

### **Weapons Policy**

Firearms and dangerous weapons are not permitted on Seton Hall University property unless the possessor is a sworn law enforcement officer. The intentional use, possession and/or sale of weapons is a violation of New Jersey state law and Seton Hall University policy.

**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 (age of consent in NJ is 17) or because of his/her temporary or permanent mental incapacity.

**Incest:** Non-forcible sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's personal safety or the safety of others or suffer substantial emotional distress.

**Domestic Violence:** Includes felony or misdemeanor 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, by a person who is cohabitating 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 violence laws of the jurisdiction in which the crime of violence occurred OR by any other person against an adult or youth victim who is protected under the domestic violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of the relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship and the frequency of interaction between persons involved in the relationship.

## **CRIME DEFINITIONS – STATE OF NEW JERSEY**

The Violence Against Women Act requires the inclusion of certain state definitions in the Campus Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. Definitions required include consent, dating violence, domestic violence, sexual assault, and stalking. Note that the crime statistics listed later in this document are based upon federal definitions as required by the Campus Security Act, and are not reflective of state definitions.

**Consent:** New Jersey State does not define consent in a separate statute.

**Dating Violence:** New Jersey State does not specifically define "dating violence." However, under New Jersey Law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime listed elsewhere in this document and is committed by a person in an "intimate relationship" with the victim.

**Domestic Violence: Section 2C:25-19**

**Universal Citation:** [NJ Rev Stat § 2C:25-19 \(2013\)](#)

### **2C:25-19. Definitions**

3. As used in this act:

a. "Domestic violence" means the occurrence of one or more of the following acts inflicted upon a person protected under this act by an adult or an emancipated minor:

(1) Homicide N.J.S.2C:11-1 et seq.

- (2) Assault N.J.S.2C:12-1
- (3) Terroristic threats N.J.S.2C:12-3
- (4) Kidnapping N.J.S.2C:13-1
- (5) Criminal restraint N.J.S.2C:13-2
- (6) False imprisonment N.J.S.2C:13-3
- (7) Sexual assault N.J.S.2C:14-2
- (8) Criminal sexual contact N.J.S.2C:14-3
- (9) Lewdness N.J.S.2C:14-4
- (10) Criminal mischief N.J.S.2C:17-3
- (11) Burglary N.J.S.2C:18-2
- (12) Criminal trespass N.J.S.2C:18-3
- (13) Harassment N.J.S.2C:33-4
- (14) Stalking P.L.1992, c.209 (C.2C:12-10)

When one or more of these acts is inflicted by an unemancipated minor upon a person protected under this act, the occurrence shall not constitute "domestic violence," but may be the basis for the filing of a petition or complaint pursuant to the provisions of section 11 of P.L.1982, c.77 (C.2A:4A-30).

b. "Law enforcement agency" means a department, division, bureau, commission, board or other authority of the State or of any political subdivision thereof which employs law enforcement officers.

c. "Law enforcement officer" means a person whose public duties include the power to act as an officer for the detection, apprehension, arrest and conviction of offenders against the laws of this State.

d. "Victim of domestic violence" means a person protected under this act and shall include any person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present or former household member. "Victim of domestic violence" also includes any person, regardless of age, who has been subjected to domestic violence by a person with whom the victim has a child in common, or with whom the victim anticipates having a child in common, if one of the parties is pregnant. "Victim of domestic violence" also includes any person who has been subjected to domestic violence by a person with whom the victim has had a dating relationship.

e. "Emancipated minor" means a person who is under 18 years of age but who has been married, has entered military service, has a child or is pregnant or has been previously declared by a court or an administrative agency to be emancipated.

**Sexual Assault:2C:14-2 Sexual assault.**

2C:14-2. Sexual assault. a. An actor is guilty of aggravated sexual assault if he commits an act of sexual penetration with another person under any one of the following circumstances:

- (1) The victim is less than 13 years old;
- (2) The victim is at least 13 but less than 16 years old; and
- (a) The actor is related to the victim by blood or affinity to the third degree, or

- (b) The actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional, or occupational status, or
  - (c) The actor is a resource family parent, a guardian, or stands in loco parentis within the household;
- (3) The act is committed during the commission, or attempted commission, whether alone or with one or more other persons, of robbery, kidnapping, homicide, aggravated assault on another, burglary, arson or criminal escape;
  - (4) The actor is armed with a weapon or any object fashioned in such a manner as to lead the victim to reasonably believe it to be a weapon and threatens by word or gesture to use the weapon or object;
  - (5) The actor is aided or abetted by one or more other persons and the actor uses physical force or coercion;
  - (6) The actor uses physical force or coercion and severe personal injury is sustained by the victim;
  - (7) The victim is one whom the actor knew or should have known was physically helpless, mentally incapacitated, or had a mental disease or defect which rendered the victim temporarily or permanently incapable of understanding the nature of his conduct, including, but not limited to, being incapable of providing consent.

Aggravated sexual assault is a crime of the first degree.

b. An actor is guilty of sexual assault if he commits an act of sexual contact with a victim who is less than 13 years old and the actor is at least four years older than the victim.

c. An actor is guilty of sexual assault if he commits an act of sexual penetration with another person under any one of the following circumstances:

- (1) The actor uses physical force or coercion, but the victim does not sustain severe personal injury;
- (2) The victim is on probation or parole, or is detained in a hospital, prison or other institution and the actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional or occupational status;
- (3) The victim is at least 16 but less than 18 years old and:
  - (a) The actor is related to the victim by blood or affinity to the third degree; or
  - (b) The actor has supervisory or disciplinary power of any nature or in any capacity over the victim; or
  - (c) The actor is a resource family parent, a guardian, or stands in loco parentis within the household;
- (4) The victim is at least 13 but less than 16 years old and the actor is at least four years older than the victim.

Sexual assault is a crime of the second degree.

### **2C:14-3 Aggravated criminal sexual contact; criminal sexual contact**

a. An actor is guilty of aggravated criminal sexual contact if he commits an act of sexual contact with the victim under any of the circumstances set forth in 2C:14-2a. (2) through(7).

Aggravated criminal sexual contact is a crime of the third degree.

b. An actor is guilty of criminal sexual contact if he commits an act of sexual contact with the victim under any of the circumstances set forth in section 2C:14-2c. (1) through(4).

Criminal sexual contact is a crime of the fourth degree.

**Stalking: Section 2C:12-10**

**Universal Citation:** NJ Rev Stat § 2C:12-10 (2013)

**2C:12-10 Definitions; stalking designated a crime; degrees.**

1. a. As used in this act:

(1) "Course of conduct" means repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about, a person, or interfering with a person's property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.

(2) "Repeatedly" means on two or more occasions.

(3) "Emotional distress" means significant mental suffering or distress.

(4) "Cause a reasonable person to fear" means to cause fear which a reasonable victim, similarly situated, would have under the circumstances.

b .A person is guilty of stalking, a crime of the fourth degree, if he purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his safety or the safety of a third person or suffer other emotional distress.

c. A person is guilty of a crime of the third degree if he commits the crime of stalking in violation of an existing court order prohibiting the behavior.

d. A person who commits a second or subsequent offense of stalking against the same victim is guilty of a crime of the third degree.

e. A person is guilty of a crime of the third degree if he commits the crime of stalking while serving a term of imprisonment or while on parole or probation as the result of a conviction for any indictable offense under the laws of this State, any other state or the United States.

**DEFINITIONS OF GEOGRAPHY**

The following definitions are from *The Handbook for Campus Safety and Security Reporting*. Public Safety and Security is responsible for identifying the University's geography as defined by the Clery Act.

**On-Campus** – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Public Property** – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-campus Buildings or Property** – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Seton Hall University has defined the following locations as On-Campus:

- All buildings located at the 400 South Orange Avenue campus
- 303 Centre Street (Heath Services)
- 366 South Orange Avenue (Human Resources)
- 395 Turrell Avenue (vacant lot)
- 384 Turrell Avenue (Turrell Manor)
- 457 Centre Street (Ring Building)
- 525 South Orange Avenue
- 519 South Orange Avenue
- 324 Valley Street (Ora Manor)
- 491 South Orange Avenue (Judaeo-Christian Studies)
- 571 Centre Street (St. Andrew’s Hall)

## **UNFOUNDED CRIMES**

The University will report a crime as “unfounded” only if sworn or commissioned law enforcement personnel make formal determination that the report is false or baseless.

## CLERY REPORTABLE CRIMES

**Note:** These statistics include all reports of crimes made to Campus Security Authorities, to Public Safety & Security, and to local law enforcement agencies. These are reports of crimes, and do not necessarily represent actual, investigated or adjudicated crimes.

### CRIMINAL OFFENSES

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Rape	2015	6	6	0	0
	2016	3	3	0	0
	2017	4	4	0	0
Fondling	2015	3	2	0	0
	2016	1	1	0	0
	2017	1	1	0	0
Incest	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Robbery	2015	0	0	0	3
	2016	1	0	0	1
	2017	0	0	0	4
Aggravated Assault	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Burglary	2015	11	3	0	0
	2016	11	2	0	0
	2017	7	3	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Arson	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

### VAWA OFFENSES

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Domestic Violence	2015	0	0	1	0
	2016	3	1	0	1
	2017	1	1	0	0
Dating Violence	2015	6	5	0	0
	2016	6	2	0	0
	2017	2	2	0	0
Stalking	2015	0	0	0	0
	2016	5	1	0	0
	2017	2	2	0	0

### ARRESTS & DISCIPLINARY REFERRALS

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Arrests: Weapons, Carrying, Possessing, etc.	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	2015	2	2	0	0
	2016	5	4	0	0
	2017	6	6	0	0
Arrests: Drug Abuse Violations	2015	1	1	0	0
	2016	1	0	0	1
	2017	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2015	87	75	0	0
	2016	28	25	0	3
	2017	33	33	0	1
Arrests: Liquor Law Violations	2015	0	0	0	2
	2016	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2015	109	109	4	0
	2016	81	81	0	0
	2017	135	135	0	0



## **Hate Crimes**

In 2015 there were no reported hate crimes.

In 2016 there were four (4) reported hate crimes, all occurred on-campus and three (3) of those occurred in an on-campus student housing facility. Two (2) of the incidents were based on race bias, one (1) based on religious bias, and one (1) based on national origin bias. Three (3) incidents were intimidation offenses, and one (1) incident was vandalism.

In 2017 there were three (3) reported hate crimes, two (2) occurred on-campus and one (1) of those occurred in an on-campus student housing facility and one (1) occurred on Public Property. All three (3) of the incidents were based on race bias. All three (3) incidents were intimidation offenses.

Seton Hall University does not tolerate bias activity and will ensure that any reported incident is fully investigated. To report a bias crime, contact the South Orange Police Department at (973)763-3000 or the Seton Hall University Department of Public Safety at (973)761-9300.

## **FIRE SAFETY REPORT**

Seton Hall University student housing facilities are equipped with fire detection and suppression systems. The alarm systems provide early warning in case of fire and are triggered automatically by activated smoke detectors. Smoke detectors are located in all residence hall rooms, hallways, and common areas. The fire alarm systems are also triggered by activated sprinkler heads (see below) and may be activated manually by using pull stations located in the hallways.

Each residence hall room has a horn activated by the fire alarm system to alert occupants. Horns and strobe lights are present in all hallways and common areas. Rooms housing students with disabilities are also equipped with strobe lights and “bed shakers” as needed.

In addition to the fire alarm systems, all SHU student residence buildings are equipped with automatic fire sprinkler systems. Sprinkler heads are located in all residence rooms, hallways, and common areas. If there is a considerable rise in temperature at the location of a sprinkler head, it activates to suppress the fire. Activated sprinklers also trigger the building fire alarm system.

## Fire Safety Systems in Residential Facilities

	FIRE ALARM SYSTEM (MONITORED)	CARBON MONOXIDE DETECTION**	FULL SPRINKLER SYSTEM*	SMOKE DETECTOR	FIRE EXTINGUISHERS	EVACUATION PLANS AND EXIT SIGNS	NUMBER OF FIRE DRILLS EACH YEAR	FIRE RATED DOORS
Aquinas Hall	X	X	X	X	X	X	4	X
Boland Hall	X	X	X	X	X	X	4	X
Cabrini Hall	X	X	X	X	X	X	4	X
Lewis Hall	X	X	X	X	X	X	4	X
Neumann Hall	X	X	X	X	X	X	4	X
Ora Manor 325 Valley St.	X	No fossil fuel used in building	X	X	X	X	4	X
Serra Hall	X	X	X	X	X	X	4	X
St. Andrew's Hall 571 Centre St.	X	X	X	X	X	X	4	X
Turrell Manor 384 Turrell Av.	X	X	X	X	X	X	4	X
Xavier Hall	X	X	X	X	X	X	4	X

\*FULL SPRINKLER SYSTEM is defined as having sprinklers in both common areas and individual rooms

\*\*CARBON MONOXIDE DETECTORS are in areas in which fossil fuels are burned (water heaters, clothes dryers, etc.).

The fire safety systems are monitored at the SHU Public Safety Communications Center. They are addressable systems that provide the specific location of the activated smoke detector or sprinkler head. Active alarms are immediately reported by the Communications Center to the South Orange Fire Department (SOFD). The SOFD responds to the affected building. In addition, carbon monoxide detectors are present in student residence hall areas in which fossil fuels are burned such as mechanical rooms with water heaters and laundry rooms with dryers. Activated carbon monoxide detectors send a signal to the SHU Public Safety Communications Center, which, in turn, notifies the South Orange Fire Department. The SOFD responds to evaluate the condition in the affected building.

Fire alarm systems for off-campus locations including the Ora Manor, Turrell Manor, and St. Andrew's Seminary residence buildings, are also monitored by a contract monitoring service in addition to the SHU Public Safety Communications Center. Both monitoring sites notify the South Orange Fire Department of activated alarms.

### **Fire Drills:**

Fire drills are scheduled and conducted at Seton Hall University in accordance with the New Jersey Fire Code. Drills are conducted twice per semester in each on-campus student residence facility for a total of four drills annually per building. Fire drills are conducted in residence halls that house individuals for five or more days during summer programming. Building occupants are required to evacuate during fire drills.

The SHU Department of Public Safety schedules these drills in coordination with the South Orange Fire Department (SOFD). The drill dates are not announced to building occupants. The drills are conducted by SHU Public Safety and are observed by the SOFD. Public Safety completes a report for each drill that contains information on the date, time, and location of the drill, how the fire alarm was activated, any problems discovered during the drill, and any corrective actions needed. Public Safety maintains records of all fire drills.

### **Student Housing Evacuation Procedures:**

The occupants of SHU campus student residence facilities are required to evacuate in response to any activation of their building's fire alarm system. The procedure for fire evacuations is as follows:

- Occupants are instructed to learn the locations of all fire exits in their building and to utilize the closest safe fire exit when the alarm sounds.
- If an occupant detects evidence of a fire and the alarm has not yet activated, he/she should activate an alarm pull station and evacuate from the building.
- Occupants must evacuate the building immediately upon an activation of the fire alarm. Under normal conditions they are expected to exit the facility within 3 minutes.
- If possible, evacuees should dress for the weather and take their room key.
- Occupants should feel their room door prior to opening the door. If the door is hot they should not open the door. Instead, they should shelter-in-place or find an alternate exit from their room.
- When exiting their room, if smoke is present, occupants should crawl low under the smoke to the closest safe fire exit. If the hallway is smoke-filled and they cannot safely reach the fire exit, they should take shelter in their room.
- Evacuees should use stairways, not elevators, when evacuating.
- On the way to the closest safe fire exit, if possible, warn neighbors of the need to evacuate by knocking on their room doors.
- Evacuees should gather at the designated assembly point for their building.
- Do not re-enter the building until instructed by SHU or SOFD officials.
- People who cannot use the stairs to evacuate due to a mobility impairment or other disability should take shelter in a fire stairwell, communicate their location to 911 (or ask a passerby to notify emergency responders of their location), and await assistance.
- If forced to shelter-in-place in a residence hall room during a fire, occupants should block openings around their door with wet towels to help prevent smoke from entering the room,

call 911 and report their location, signal rescue personnel by hanging a white sheet or towel out the window, and breathe through a wet cloth over their face while awaiting assistance.

### **Fire Safety Policies Regarding Prohibited Items and Actions**

Prohibited actions in SHU residence buildings are those that compromise emergency egress, compromise fire detection and suppression systems, are intended to disable fire suppression systems, or constitute egregious disregard for the community are detailed in the “Fire Safety” booklet available from the SHU Department of Housing and Residence Life. The booklet can be found online at: <https://www.shu.edu/public-safety/upload/Fire-Safety-Brochure.pdf>.

### **The following items and activities are prohibited in Seton Hall University housing facilities:**

#### Smoking:

Smoking in any area of a SHU housing facility or within 25 feet of an entrance to a housing facility is strictly prohibited. This includes balconies and fire escapes at Ora Manor and Turrell Manor.

#### Open Flames / Flammables:

- Candles, Incense, or other open flames
- Fireworks / explosives
- All flammables and combustibles
- Heating trays with open flames can only be used by a qualified University employee trained in the use of fire extinguishers and canned-heat sources.

#### Cooking in Rooms and Suites / Cooking Appliances\*:

- Broilers, skillets, woks, sandwich makers, hotplates
- Panini grills, deep fryers
- Toaster ovens, toasters, coffee makers with open coils, any open coil appliance
- Refrigerators larger than 2 cubic feet and 3 amps
- Microwaves at or over 600 watts

\*Prohibitions on cooking and appliances do not apply to suites in Turrell Manor and Ora Manor.

#### Room Furnishings:

- Space Heaters - Only space heaters issued by the Department of Facilities Engineering are permitted in SHU facilities.
- Upholstered furniture / padded or cushioned chairs / beanbag chairs (any furniture item bought by a resident must be certified by the manufacturer as being flame retardant. California Tech. Bulletin #133 is the accepted standard.
- Curtains, shades, blinds, or any other window treatment (Unless supplied by the University.
- Bed risers.
- Multiple bulb lamps with plastic shades.
- Any lamp with a halogen bulb.

#### Cords / Plug-Ins:

- Extension cords / multi plug outlets / plug-in air fresheners (only power strips with a circuit breaker are allowed).
- Multiple plug adapters.

- International converters plugged into a surge protector or multiple adapters (converters must be plugged directly into a wall outlet.

Decorations:

- Streamers / holiday lights.
- Garland, live Christmas trees or wreaths.

### **Fire Safety Education:**

New faculty and staff at Seton Hall University receive a fire safety briefing as part of their University orientation. As part of the required University Life class, all freshmen are introduced to and explore the University's CODE BLUE emergency preparedness website that includes fire safety information and relevant videos. In addition, the Department of Housing and Residence Life provides fire safety educational programming and booklets to students residing in University operated housing.

Members of the SHU Housing and Residence Life Staff residing in campus residence buildings receive additional fire safety training and act as fire safety advocates in their facilities. They also assist emergency responders in directing building evacuees to designated assembly areas and in accounting for building occupants after an evacuation. Trained members of the volunteer SHU Fire Safety and Awareness Team (FAST) perform similar functions for academic, administrative, and service buildings on campus. Members of the volunteer SHU Community Emergency Response Team (CERT) receive fire safety training as part of their basic training class.

As part of the overall fire safety educational process at SHU, great emphasis is placed on proper response to fire alarms and fire hazards. Any problems observed or reported by emergency responders, University officials, and other members of the University community (such as delays in evacuation, fire hazards, or unsafe practices) are reviewed and followed up for educational/corrective action. Fire safety messages are also periodically transmitted to the University community via e-mail broadcasts.

### **Reporting Fires**

All members of the SHU community are instructed to immediately report fires, activated fire alarms, or other evidence of a fire (smoke condition, burning odor, fire damage, etc.) by dialing **911** and the Department of Public Safety & Security at 973-761-9300.

### **Fire Statistics**

Seton Hall University collects and publishes statistical information on fires that occur in each on-campus student housing facility (see table below). This information is also available online [www.shu.edu/ASR-South-Orange](http://www.shu.edu/ASR-South-Orange). SHU fire statistics are also reported directly to the U.S. Department of Education.

**FIRE STATISTICS AND RELATED INFORMATION REGARDING FIRES IN SHU  
RESIDENTIAL FACILITIES 2015-2017**

FACILITY	TOTAL FIRES IN EACH BUILDING	FIRE INCIDENT NUMBER*	DATE OF FIRE	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO THE FIRE	VALUE OF PROPERTY DAMAGED BY FIRE
Aquinas Hall 400 S Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A
Boland Hall 400 S Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A
Cabrini Hall 400 s. Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A
Lewis Hall 400 S Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A
Neumann Hall 400 S Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A
Ora Manor 325 Valley St.	0	N/A	N/A	N/A	0	0	0
Serra Hall 400 S Orange Av.	1	2017-02-52	2/20/2017	Lamp	N/A	N/A	N/A
St. Andrew's Hall 571 Centre St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Turrell Manor 384 Turrell Av.	1	2017-05-32	5/18/2017	Cooking	0	0	0
Xavier Hall 400 S Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A

**Fire Log**

Seton Hall University maintains a Fire Log in the Public Safety building with information on each fire that occurs in its on-campus student housing facilities. Information includes the nature of the fire, location, date and time the fire occurred and when it was reported. The log also includes information on activated fire alarms in these facilities. One year of information is available for public inspection during business hours at the Public Safety Office, located in the Public Safety building, adjacent to Ward Gate. Information over one year old and up to seven years old is maintained in the Public Safety Administrative Office and can be made available within two business days of a request for public inspection.