Annual Security Report

2011
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Message from the Director

To All:

Bergen Community College is committed to providing the campus community with the highest levels of safety and security. With nearly 17,000 students enrolled at the College’s three locations in Paramus, Hackensack and Lyndhurst, and more than 1,000 faculty and staff members, it is everyone’s responsibility to be aware of their surroundings to help keep the College community safe.

If you hear someone being threatened, see an unusual posting on the Internet, or notice something out of the ordinary, please contact Public Safety or the Bergen County Police. We are here for your protection and safety. You can also call the College’s confidential tips line with any concerns you may have.

In the event of an emergency, it is important for everyone to be prepared and to act accordingly. Please read the following guidelines to become familiar with the College’s safety procedures.

William M. Corcoran
Director of Public Safety
Bergen Community College

John W. LaDuca
Sergeant of Police
Bergen County Police
Mission Statement

The mission of the Bergen Community College Department of Public Safety is to provide and maintain a safe and secure atmosphere for all members of the College community.

The function of the department is varied and includes, but is not limited to: unbiased and fair enforcement of the College’s rules and regulations, responding to calls for non-enforcement services, active patrol of the campus, and serving as public relations contacts.

The success of this mission depends upon an effective working relationship between Public Safety personnel, and the diverse community at Bergen. Critical to this relationship is mutual respect among students, staff, faculty and visitors.

Therefore, we pledge to respect the diverse needs and interests of the community we serve. We pledge to be diligent and relentless in the protection of both life and property.

In return, we ask that our partners in this community assume their individual and collective responsibilities to make Bergen Community College a place that is safe from crime, and to provide a civil and open environment that fosters learning.

The authority by which the department operates, along with the resources that are provided for it, are granted to the department by the College and are an affirmation of the College’s trust. All members of the College community must recognize that the proper use of these resources assist the College in offering a comprehensive set of accessible, affordable, high-quality courses and programs that are designed to meet the demands of the community.

Statement of Enforcement Authority on Campus

The Public Safety Department is staffed 24 hours a day, 7 days a week, 365 days a year. Public Safety Officers provide assistance and protection to persons and property for the college. They maintain orderly conditions and take measures required to assure observance of the law. Its employees utilize foot and vehicle patrols to observe, report, and respond to situations or activities with potential to pose a danger to persons or property. PUBLIC SAFETY OFFICERS ARE UNARMED AND DO NOT HAVE POLICE POWERS. Police related incidents are handled by the Bergen County Police Department which maintains a substation on campus.
Security Tips

1. Be aware of your surroundings at all times; pay attention to what other people are doing.
2. Always lock your room and vehicle. Keep valuables out of sight.
3. Acknowledge that excessive alcohol consumption decreases your personal safety because your judgment is impaired. Do not compromise your own security.
4. Do not use shortcuts through the woods; stay on the lighted paths. Walk with a friend or in a group.
5. Look out for one another at all times.
6. Vacate all buildings immediately when a fire alarm sounds.
7. Recognize that campus crimes are committed both by members of the College Community and by outsiders.
8. Make prudent judgments in all your interactions with others and report suspicious persons or activities.

Call Public Safety on extension 6 if using internal phones, or dial 201-447-9200 if using outside phone.

Numbers to Call for Help

**Bergen Community College Numbers:**

Director of Public Safety 201-612-5234  
Vice President of Student Services 201-447-7491  
Associate Dean of Students 201-447-7991  
Health Services  
  Personal Counseling 201-447-9257  
  Health Services 201-447-9257  
Wellness Center 201-493-3536  
Director of Student Life & Judicial Affairs 201-447-7215  
Human Resources 201-447-7442  
Home Page www.bergen.edu

Location for all important college publications on internet:  
http://www.bergen.edu/pages/288.asp

**Outside Numbers:**

Police or Fire (Emergency only & from college phone) 911  
Bergen County Police Department (BCC office) 201-689-7607  
Bergen County Victim Witness Advocacy Unit 201-646-2057  
Bergen County Rape Crisis Center Hotline 201-487-2227  
Alternatives to Domestic Violence 201-336-7575  
  (Div of Bergen County Dept of Human Services)  
Bergen County Prosecutor’s Office 201-646-2300
The Bergen Community College Public Safety Department (located in L154, ext. 6)

The Public Safety Department is staffed twenty-four hours a day, seven days a week, 365 days a year. Public Safety Officers provide assistance and protection to person and property on the Bergen Community College campus. They maintain orderly conditions and take measures required to assure observance of the law. Its 44 employees utilize foot, and vehicle patrols to observe, report and respond to situations or activities which may pose a danger to persons or property. PUBLIC SAFETY OFFICERS ARE UNARMED AND DO NOT HAVE POLICE POWERS.

Public Safety Officers respond to all complaints as promptly as possible and if, the Officer or complainant requires local police assistance, they will notify the Bergen County Police Department. Public Safety Officers have received First Aid and CPR training in addition to instruction in campus security procedures. The College enjoys an excellent working relationship with the Bergen County Police Department, who has a substation on campus.

How to Report a Crime, Emergency Situation, or Violation of Bergen Community College

1. The policies of Bergen Community College, which are enforced by the Public Safety Dept., are made known to students, faculty, and staff through College publications, including the Emergency Handbook and the webpage.
2. To report a crime, emergency or violation, call Public Safety at 201-447-9200 (or ext. 6 if using an internal BCC phone) or come to the Public Safety Office located on the ground floor of the L wing, Room L-154.
3. Provide a clear description of what the incident was about, who was involved, where it took place, when it took place, and if you know how or why it came about. Be as specific as possible and give your own name and those of other witnesses.
4. IF THE EMERGENCY APPEARS TO BE IMMEDIATELY LIFE-OR PUBLIC SAFETY-
   THREATENING, OR INVOLVES THE COMMISSION OF A SERIOUS CRIME, CALL 911.
   (CALLS FROM INTERNAL BCC PHONES MUST BE MADE BY DIALING 911).

How Threatening Situations are Handled by Bergen Community College Personnel

If someone commits an act deemed immediately threatening and/or dangerous, certain College administrators, including designated members of the Public Safety Department and On-Call Administrators, can immediately affect an interim suspension from the College. When serious violations of the law occur, the College alerts the Bergen County Police, whose members can affect an arrest. Criminal court charges may then result in addition to campus judicial system proceedings. Students are strongly urged to report crimes and violations of College policy, so they and their fellow students are protected to the maximum extent possible.
Specific Mechanisms for Reporting Crimes

Regular Reporting

Individuals, who wish to report a crime or another matter of concern, including violations of college policy, should complete an Incident Report form. These forms are available in the Public Safety Department (L 154). Persons using this form normally will be asked to provide their name and contact information. All reported violations are investigated either by Public Safety personnel, by other appropriate college staff members, by outside law enforcement agencies, or by both working cooperatively. Public Safety Department personnel also fill out Incident Reports when they respond to the location of a crime or other event of concern to the safety and security of the campus.

Anonymous Reporting

Confidential Tip Line. If a member of the campus community notices any suspicious/criminal activity or something that appears out of the ordinary, please call the Confidential Tip Line (201-689-7070) and leave a message. Anonymity will be protected.

Timely Warning Reports (Cleary Act)

In the event that a situation arises, on or in the immediate vicinity of Bergen Community College which is considered threatening or a potential threat to the College community, a campus wide TIMELY WARNING will be issued to heighten safety awareness. It will be the judgment of the Director of Public Safety in collaboration with other college officials to determine the appropriate content of the TIMELY WARNING, and the best method(s) for disseminating the information as quickly as possible in a manner which best protects the campus community. The TIMELY WARNING can be sent out via the College’s Emergency Notification System which includes text messages, email alerts, alerts on college website, and any other way deemed necessary. The content in the TIMELY WARNING may include a concise statement of the incident and location, any possible connection to previous incidents (if applicable), physical description of the suspect, date and time TIMELY WARNING was released, and any other relevant information needed.

Daily Crime Log: Policies and Access (Cleary Act)

The Cleary Act requires that the college maintain a daily Public Crime Log covering the most recent 60 day period. BCC’s log is located in the Public Safety Office (L 154) and is available for public viewing 24 hours/day 7 days/week, 365 days/year. Persons wishing to view it should simply state their desire to do so the Desk Officer and ready access will be provided. If someone requests information beyond the 60 day window, it will be provided within 2 business days. The log contains information about the nature of the reported crime, the date and time reported, the date and time it occurred, the general location, and the disposition of the matter by the college. All crimes (not just Cleary-reportable crimes) are entered into the log. Log entries must be made within two business days of the report being made to the Public Safety Department. There are two exceptions when entries are permanently excluded from the Public Log. One is when the
disclosure is prohibited by law, and the other is if the disclosure would jeopardize the confidentiality of the victim. In addition there are four instances when information may be temporarily withheld from the Public Log. This withholding can only take place when there is clear and convincing evidence that the release of information would (1) jeopardize an ongoing investigation; or (2) jeopardize the safety of an individual; or (3) cause a suspect to flee or evade detection; or (4) result in the destruction of evidence. Once the release of the information will no longer likely causes one of these adverse effects, it will be placed in the Public Log. Only law enforcement personnel (not Public Safety Department personnel) can determine following an investigation that a crime is “unfounded” (i.e. did not occur). “Unfounded Crimes”, which are very rare, are not included in the annual statistical report.

Immediate Notification

In the event of a confirmed immediate and/or imminent threat to the health and safety of the Bergen Community College community (i.e. active shooter, tornado, hazardous material spill, etc.), an IMMEDIATE NOTIFICATION shall be made. The IMMEDIATE NOTIFICATION will be made without delay to the Bergen Community College via the college’s Emergency Notification System which includes text messages, email alerts, alerts on college web site, and recorded messages on cell/home phones, along with the college’s internal IPcelerate system (messages through classroom/office phones). The Director of Public Safety, in collaboration with other College officials will determine the appropriate content of the IMMEDIATE NOTIFICATION and the best method(s) for disseminating the information as quickly as possible. The Director of Public Safety and Authorized College Personnel has the responsibility for issuing notifications through the College’s Emergency Notification System.

The Emergency Notification System is a free service which students and staff can register for in order to receive information directly to their email account, and cell/home phones in the event of an emergency or campus closure. Students and staff are able to register for this on the College’s web page (www.bergen.edu).

Alcohol and Drug Use Policy

As stated in the Bergen Community College catalog, “in accordance with public law 101-226, Bergen Community College declares that it will endeavor to provide its employees and students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illicit drugs.”

Bergen Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as part of any of its students and employees activities. Bergen Community College further prohibits the possession or consumption of alcohol on the College campus, with the exception of special, approved receptions in the meeting and training center. Violators may be subject to suspension or dismissal. Intoxication and/or disorderly conduct resulting from consumption of alcoholic beverages will be considered a serious violation of campus regulations and may result in disciplinary action.
Local, state, and federal laws that apply to unlawful possession, use, or distribution of illicit drugs and alcohol will be enforced. Individuals and organizations in violation of college policy and regulations are subject to disciplinary sanctions. As appropriate, sanctions may range from a verbal warning up to dismissal. Sanctions may also include completion of an appropriate rehabilitation program or referral to appropriate legal authorities for prosecution. These policies apply to all Bergen Community College employees and students as well as visitors to the College.

The possession or sale of illicit drugs is a violation of the law. Bergen Community College will uphold the law and render assistance and support to law enforcement agencies, while at the same time rendering assistance to employees and students when needed or necessary. Bergen Community College’s drug policy is as follows:

1. Employees and students are asked to report or submit to the Vice President of Student Services or the Assistant Dean of Student Life and Judicial Affairs, any knowledge or evidence directly or indirectly relating to the possession or sale of drugs anywhere on the College campus or at any time during a college-related activity.
2. The Vice President of Student Services shall submit to the College President all information that she or he has knowledge of regarding the possession, or sale, or use of drugs on the College campus or during any college-related activity and will recommend a course of action.
3. Bergen Community College students convicted of a criminal drug statute or who admit, in writing, to the possession or sale of drugs anywhere on the College campus or during any college-related activity will be subject to dismissal from the College.
4. Information given to a counselor during the privacy of a counseling session will not be divulged by the counselor unless, in the judgment of the counselor, the student presents a danger to himself or others.
5. Students should refer to the document “Bergen Community College student program to prevent illicit use of drugs and abuse of alcohol” available through the offices of the Executive Vice President, Vice President of Student Services, Health Services, Counseling, and the Department of Public Safety.

The mission of the Bergen Community College Department of Public Safety is to provide and maintain a safe and secure atmosphere for all members of the College community.

2011 Crime Log

The 2011 Crime Log can be viewed online at:

If You are a Victim of Sexual Assault or Rape

Who to Call

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC Wellness Center</td>
<td>201-447-7450</td>
</tr>
<tr>
<td>Stafford Barton (ext. 7450)</td>
<td></td>
</tr>
<tr>
<td>Eileen Purcell (ext. 5557)</td>
<td></td>
</tr>
<tr>
<td>Cristina Haedo (ext. 5481)</td>
<td></td>
</tr>
<tr>
<td>BCC Health Services</td>
<td>201-447-9257</td>
</tr>
<tr>
<td>BCC Public Safety</td>
<td>201-447-7116</td>
</tr>
<tr>
<td>BCC V.P. Student Services</td>
<td>201-447-7491</td>
</tr>
<tr>
<td>Bergen County Rape Crisis Center (24 hour hotline)</td>
<td>201-487-2227</td>
</tr>
<tr>
<td>Bergen Regional Medical Center Emergency Room</td>
<td>201-967-4142</td>
</tr>
<tr>
<td>Bergen County Sex Crimes Unit, Paramus</td>
<td>201-226-5620</td>
</tr>
<tr>
<td>Paramus Police</td>
<td>201-262-3400</td>
</tr>
<tr>
<td>Ridgewood Police</td>
<td>201-652-3900</td>
</tr>
<tr>
<td>Valley Hospital Emergency Room</td>
<td>201-447-8000 #42</td>
</tr>
</tbody>
</table>
What to do FIRST
Sexual Assault Action Plan for Students

- Obtain immediate medical attention and emotional support.

- Contact a victim’s rights advocate from the Rape Crisis Center who is always available to meet a survivor anywhere (on campus, at a medical facility, at home, the police station.). Call Rape Crisis 24-hour Hotline at 201-487-2227.

- Seek confidential, safe and free emotional support from:

  1. A BCC Personal Counselor (A-118, ext. 7211) who can provide support, referrals to a medical facility, or make telephone calls for you. They can also assist you with academic concerns (i.e.: missed classes).

  2. A BCC Nurse from Health Services (B101, ext. 9257).

- Seek medical assistance from your own doctor, the Bergen Regional Medical Center (emergency number 201-967-4142), or Valley Hospital (emergency number 201-447-8000 #42).

If it was an on-campus sexual assault, consider filing a campus disciplinary charge through the office of the Vice President of Student Services, Dr. Calvin Woodland (ext. 7491).
Your Rights

If you or someone you know is a survivor of a sexual assault or rape:

1. You have the **Right to Privacy**. All information you share with a counselor, nurse or public safety officer about the incident **must be kept confidential**. They **cannot talk about your experience without your permission**. Public Safety has an obligation, however, under the Cleary Act to report to the State **only the date** of the incident.

2. You have the **right to make decisions about who can be contacted, and if and how any intervention will proceed**.

3. **You cannot be forced to report the incident**, or to file a police report, or press charges, or seek medical or psychological assistance.

4. You have the **right also, to NOT TO REMAIN SILENT**. Assistance from a **victim’s rights advocate from the Rape Crisis Center (201-487-2227)** is always available. She will come on campus, to the hospital or to your home. The advocate will maintain your confidentiality and answer your questions about all of your medical care and legal options.

5. You have the right to obtain **the following documents** located in the Counseling Center (A-118) found in the resource file labeled “**Sexual Assault/Rape Crisis Center**”:

   - New Jersey Campus Sexual Assault Victim’s Bill of Rights
   - Bergen Community College Responds To Sexual Assault/Rape Protocols and Procedures
   - Bergen County Rape Crisis Brochure
Getting the Help YOU NEED

1. Get to a safe place!

2. Get HELP from a victim’s rights advocate from the Rape Crisis Center. Advocates are always available, anytime, anywhere to offer support and information. They will also provide companionship through any medical and/or legal procedures and/or emotional support to victims wishing to report the crime. *(Rape Crisis 24-hour Hotline 201-487-2227)*

*Get immediate medical attention to:
- Identify external and internal injuries which may require treatment.
- Be tested and receive preventative treatment for a sexually transmitted disease.
- Receive treatment to prevent unwanted pregnancy.
- Obtain and preserve evidence if you are considering reporting the crime. *(Don’t change your clothes, bathe, shower, douche, eat, drink, smoke or urinate, if possible, as these acts may destroy potential evidence.)*

3. Medical attention: Planned Parenthood (800-230-PLAN); Hackensack University Medical Center (201-996-2300); Holy Name Hospital (201-833-3210); Valley Hospital, (201-447-8000 #42); Bergen Regional Medical Center,¹ (BRMC) (201-967-4142.); Pasack Valley Hospital (201-358-3100); Englewood Hospital (201-894-3254).

4. Utilize Available Campus Services:
- **Public Safety** (201-447-9200) to report the assault, for assistance in reporting the incident to the local police, for transportation to a medical facilities or assistance contacting specific BCC staff. **PLEASE NOTE:** Public Safety is required by law to report on-campus sexual assaults to local police.

- **Health Services** (201-447-9257) 9 a.m. to 7 p.m., Monday – Thursday, to 3 pm on Friday. **CONFIDENTIAL SERVICE** - offers treatment of minor injuries, information and referral related to your specific medical needs.

- **Counseling Service** (201-447-7211) 9 a.m. to 7 p.m., Monday – Thursday, to 5 pm on Friday. **CONFIDENTIAL SERVICE** - offers short-term counseling, information and referrals related to your specific emotional needs. Counselors are also available to serve as student advocates within the campus community.

- **Vice President of Students Services** (201-447-7491) 9 a.m. to 5 p.m., Monday – Friday.
  To: file campus disciplinary charges against your assailant, to discuss options regarding limiting on-campus contact with your assailant, to discuss specific academic accommodations.
Why Getting HELP is So Important

Rape is a Sexual Assault and a Crime of Violence

1. Rape is sex without consent. It is one of the most UNDER REPORTED crimes.

2. Rape is a major trauma and a life-threatening situation that affects the victim’s sense of safety, and well-being.

3. The motive is to degrade, control, and humiliate the victim. It is NOT for sexual gratification.

4. No person “asks for” or causes a sexual assault.

5. In 84% of the cases, the assailant was known to the victim.

6. Some victims will seek help immediately following an assault while others may wait days, years, decades to disclose the incident.

Why Intervention is Important: The Rape Trauma Syndrome

Rape is a major trauma. The symptoms and reactions commonly experienced are part of The Rape Trauma Syndrome. Victims may have a mixture of feelings, delayed reactions or one or several primary reactions:

1. Emotional shock - numbness, disbelief
2. Fear – afraid of being alone, of men, crowds, the dark
3. Helplessness – life seems out of control, unpredictable
4. Anxiety – edgy, restless,
5. Physical distress – vague pain, sleep/sleeping problems, nightmares,
6. Guilty thoughts - “I did something to cause it, to make it happen…if only I didn’t…”
7. Shame – “I feel so dirty….what will people think….I can’t tell anyone, ever….”
8. Depression – Crying spells, extreme fatigue, inability to concentrate
9. Disorientation – overwhelmed, uncertain
10. Isolation - “I feel different…I can’t trust anyone…I do not want to be touched…”
11. Anger - “How could he/they do this to me…I want to hurt him…..”

Although women, children and adolescents are more vulnerable, men and boys can also be victims of sexual assault. Male sexual victimization is considered by some experts to be one of the most under-reported crimes in our society.
New Jersey Campus Sexual Assault Victim’s Bill of Rights

The following rights shall be accorded to victims of sexual assaults that occur on the campus of any public or independent institution of higher education in the State and where the victim or alleged perpetrator is a student at the institution or when the victim is a student involved in an off-campus sexual assault.

a. The right to have any allegation of sexual assault treated seriously; the right to be treated with dignity; and the right to be notified of existing medical, counseling, mental health or student services for victims of sexual assault, both on campus and in the community whether or not the crime is reported to campus or civil authorities. “Campus authorities” as used in this act shall mean any individuals or organizations specified in an institution's statement of campus security policy as the individuals or organizations to whom students and employees should report criminal offenses.

b. The right to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the crime occurred, and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The provisions of this subsection shall be in addition to any campus disciplinary proceedings which may take place.

c. The right to be free from pressure from campus personnel to refrain from reporting crimes, or to report crimes as lesser offenses than the victims perceive the crimes to be, or to report crimes if the victim does not wish to do so.

d. The right to be free from any suggestion that victims are responsible for the commission of crimes against them; to be free from any suggestion that victims were contributorily negligent or assumed that risk of being assaulted; to be free from any suggestion that victims must report the crimes to be assured of any right guaranteed under this policy; and to be free from any suggestion that victims should refrain from reporting crimes in order to avoid unwanted personal publicity.

e. The same right to legal assistance and the right to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of any disciplinary proceeding against the accused.

f. The right to full, prompt, and victim-sensitive cooperation of campus personnel in obtaining, securing, and maintaining evidence, including a medical examination if it is necessary to preserve evidence of the assault.

g. The right to be informed of, and assisted in exercising, any rights to be confidentially or anonymously tested for sexually transmitted diseases or human immunodeficiency virus; the right to be informed of, and assisted in exercising, any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.
h. The right to have access to counseling under the same terms and conditions as apply to other students seeking such counseling from appropriate campus counseling services.

i. The right to require campus personnel to take reasonable and necessary action to prevent further unwanted contact of victims with their alleged assailants, including but not limited to, notifying the victim of options for and available assistance in changing academic and living situations after an alleged sexual assault incident if so requested by the victim and if such changes are reasonable and available.
# ANONYMOUS SEXUAL ASSAULT INCIDENT REPORT

This form is designed to collect relevant information about a sexual assault that affects members of our community. This is an anonymous report form to be completed by any individual who has been a survivor of a sexual assault. A general location description is acceptable, e.g., Parking lot rather than a specific lot number.

## 1. Date of Report
## 2. Date of Assault
## 3. Location of Assault

### Information on the Victim:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Sex:</td>
<td>□ Female □ Male</td>
</tr>
<tr>
<td>5. Affiliation to BCC:</td>
<td>□ Student □ Faculty □ Staff □ Not Affiliated □ Other</td>
</tr>
<tr>
<td>6. Location:</td>
<td>□ Off Campus/ □ On Campus</td>
</tr>
</tbody>
</table>

### Information on the Assailant(s):

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Assailant(s):</td>
<td>□ Acquaintance □ Stranger</td>
</tr>
<tr>
<td>8. Sex:</td>
<td>□ Female □ Male</td>
</tr>
<tr>
<td>9. Affiliation to BCC</td>
<td>□ Student □ Faculty □ Staff □ Not Affiliated □ Other</td>
</tr>
</tbody>
</table>

### The Assault:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>10. Type:</td>
<td>□ Sexual Assault □ Sexual Contact (non-penetration)</td>
</tr>
<tr>
<td>11. Reported to Police?</td>
<td>□ Yes □ No □ Do not know</td>
</tr>
<tr>
<td>12. Reported to another?</td>
<td>□ Yes □ No □ Do not know</td>
</tr>
<tr>
<td>Who if known:</td>
<td></td>
</tr>
</tbody>
</table>

Report submitted by (optional):

Date:

Phone/contact number (optional):

Please send this form to: BCC Counseling Center - A-118

ATTN: Personal Counseling “CONFIDENTIAL”
How to Help a Friend

Providing Emotional Support

Although it may be uncomfortable listening to the details of a sexual assault it is important to remember that the victim has chosen to tell you about the incident. They have probably done so because they trust you. You can assist the victim by being a good listener and by helping the victim obtain the information needed to make informed decisions about how to proceed.

Victims may struggle with many concerns related to self-disclosure. Some victims seek out help immediately following an assault while others may wait months or years to break the silence. When an individual has been sexually assaulted, their sense of control over their life and very own body have been taken away. In order to regain this sense of control it is imperative that the victim be allowed to make decisions on how to proceed, including who to tell, whether or not to report the incident to Public Safety and/or the Police, and if and where to obtain medical and/or psychological treatment.

The following information is presented to assist you in helping victims with these concerns. If you have any questions about handling a situation feel free to consult with a Personal Counselor in A-118, or Professors Stafford Barton, Ext. 7450, Eileen Purcell, Ext. 5557, John Giaimo, Ext. 7458, Mrs. Cristina Haedo, (A-101), Mrs. Marcia Wyrtzen, OSS Ext. 5547, You will be under no obligation to release the identity of the victim.

24-Hour FREE AND CONFIDENTIAL Assistance

The Bergen County Rape Crisis Center offers a number of free and confidential services for victims of sexual assault and their significant others. The Rape Crisis Hotline (201-487-2227) is staffed 24 hours a day by trained professionals. The Center handles hundreds of telephone calls a year and the staff can provide a wealth of information on personal safety, medical concerns, police procedures, legal issues and community referrals. They are available to speak directly to victims or to answer the questions of faculty and staff. In addition, advocates of the Center are available 24 hours a day to meet victims on campus or at the medical facility of their choice to provide emotional support and information. Rape Crisis Center staff will also accompany victims wishing to report the crime to the police department and provide support through criminal and/or justice procedures. Whether the sexual assault occurred recently or years in the past, the Center is a valuable resource for both victims and concerned others.

Safety First

It is important that the victim of a sexual assault receive immediate information for their safety. All victims should be questioned to make sure that they have a safe place to stay. If the victim does not have a safe place to stay, they should be referred to Health Services, the VP of Student Services, or to a Personal Counselor.

To Report or Not to Report

The decision of whether or not to report a sexual assault to Public Safety (if it was an on-campus sexual assault or the local Police (if it was an on or off campus sexual assault) is a
complicated issue. **It is the victim’s decision.** If the individual wants to pursue campus disciplinary and/or criminal charges, filing a report is the first step in the investigation/judicial process.

It is important to note, however, that **reports of sexual assault made to Public Safety may not remain totally confidential.** Information about the incident will be reported both internally to specific BCC staff with a “need to know” and externally to the local Police. Once a report is filed with Public Safety the investigation process is set in motion and the local Police will be contacted and will come to campus to also investigate the incident. Public Safety also has an obligation under the Cleary Act to report the date of the incident to the State.

Individuals who decide **not** to pursue external criminal charges against their assailant will be required to sign a waiver form by local Police. Public Safety officers can help the victim contact the local Police. Students may also contact local police on their own whether the assault occurred on or off campus. Bergen County Rape Crisis Center can send an advocate to accompany victims who have decided to report the assault to the Campus Public Safety or local police.

Victims choosing **not to pursue charges** through the county court system may still file charges through the Vice President of Student Services Office for disciplinary procedures. To find out more information call ext.5467.

**Medical Issues**

The physical health of the victim is critical. A rape is a medical emergency and the individual must obtain immediate medical care and treatment from the closest medical emergency facility.

If the sexual assault was recent, occurring within the last 5 days/or 120 hours, the victim might consider having an examination for evidence collection. This examination can be performed at a local emergency room. An evaluation for evidence collection is typically not performed until the police are notified about the assault. Police are notified only at the request of the victim.

At the hospital the victim can also be tested for sexually transmitted diseases. Immediate treatment may be prescribed to prevent STDs and unwanted pregnancy. Follow-up care will be recommended as STDs testing must be repeated at some later date. It is recommended that victims contact the Bergen County Rape Crisis Center (201-487-2227) to learn about options. Victims who decline assessment and treatment at the hospital can obtain information on alternative treatment options at Student Health Services (ext. 9257).

**Psychological Issues**

The Rape Crisis Center reports that nationally, an estimated that **1 out of 3** American women are raped at least once in her lifetime. Although the rapist is typically depicted as a creepy stranger with a knife, most rapists are considered “friends or friendly acquaintances”. A study conducted on 32 college campuses (Koss, 1987) revealed that **one in four** women who **had been a victim of rape or attempted rape knew their attacker 84% of the time.**

Emotional reactions following a sexual assault vary but may include emotional shock, fear, anxiety, shame, guilt, depression, and/or anger. Although victims of both stranger and acquaintance rape may fear for their safety during the assault, victims of acquaintance rape are often more confused about what has happened and who is responsible. They often blame themselves and feel they will not be believed. It is not surprising that they are less likely to tell
anyone and therefore less likely to receive appropriate information, support and treatment.

Often, rape-related symptoms persist months to years following a sexual assault. These symptoms may include intrusive memories related to the incident (e.g., flashbacks, nightmares, intense psychological distress), an avoidance of situations, people or thoughts that are reminders of the assault, and increased emotional arousal (e.g., trouble concentrating and sleeping, hyper-alertness and irritability). These symptoms may have a negative impact on many aspects of a student’s life including his/her academic performance.

**Counseling and/or therapy help** to reduce or eliminate the symptoms by teaching victims strategies for dealing with and overcoming the distressing symptoms. It is, therefore, important that victims receive appropriate information on rape-related symptoms and their treatment. Information on treatment options may be obtained by contacting **Counseling Service (ext. 7211)** or the **Bergen County Rape Crisis Center (201-487-2227)**. This information is also available in the student handouts, copies of which are included in this protocol.

**Your reaction to a victim’s self-disclosure may also impact his/her recovery** process. Research has suggested that negative social reactions towards victims are associated with an increase in the victim’s psychological symptoms! Negative social reactions include comments suggesting the victim caused it, by taking away control or making decisions for the victim, by dismissing the event, attempting to distract the victim from her worries, or by saying “just get on with your life.”

It is important that staff and faculty respond to victims in a non-judgmental manner. This is not only important for a victim’s well-being, but is considered every student’s right as stated in the **New Jersey Campus Sexual Assault Victim’s Bill of Rights**. Included in this bill is “the right to be free from any suggestion that victims are responsible for the commission of crimes against them,” and “to be free from any suggestion that victims were contributorily negligent or assumed the risk of being assaulted.” If you have any questions about handling a situation feel free to consult with a Personal Counselor (ext. 7211).

**Legal Issues**

All sexual assault cases in Bergen County are handled by the special Sex Crimes Unit investigation team. Sexual assault is considered a crime against the laws of the State. The victim does not need to retain an attorney. The Prosecutor’s office assigns an attorney; the victim is considered a witness for the state.

Victims may pursue action against their attacker on-campus or through the county court system. They may choose either of these venues or both. Sexual assault and sexual abuse are violations of University Standards as stated in the Code of Student Rights, Responsibilities and Conduct. Victims who want information on filing campus disciplinary charges should be encouraged to contact the Director of Student Services (ext. 7491). The Student Handbook offers a description of these proceedings.
Sexual assault is also considered a crime against the laws of the State of New Jersey. When a victim reports an assault to the local police, the police will notify authorities at the Bergen County Sex Crimes Unit in Paramus (201-226-5620). Since the victim is considered a witness for the State, an attorney from the Prosecutor’s Office (201-646-2300) will be assigned to handle the case. Therefore, a victim does not need to retain a lawyer. The Prosecutor will review the case and decide whether or not there is enough evidence to pursue criminal charges. If so, the case will be presented to the Grand Jury. The Grand Jury, which consists of 23 citizens, decides whether or not the suspect will be formally charged with the offense of sexual assault. If charged the defendant will enter a plea before a judge. A sentencing date is set for defendants’ pleading guilty. For others, the outcome of the case is determined by a trial or through a plea bargaining agreement between the prosecution, the defendant and the defense attorney. These legal proceedings may take months to years. A victim may also file a civil suit, to sue his/her attacker for damages.
Bergen Community College Sexual Assault Action Plan Resources

**Mental Health**
Bergen County Rape Crisis Center 24 Hour Hotline  201-487-2227
Family Services of Bergen County
    Survivors of Incest Support Group  201-342-9200
Rape, Abuse, Incest National Network  1-800-656-HOPE
Suicide Hotline  201-976-7077
    201-262-
HELP Survivors of Rape Mutual Support Group  201-487-2227

**Legal**
Bergen County Sex Crimes Unit  201-646-3600
Bergen County Police  201-646-2700
Bergen County Prosecutor’s Office  201-646-2300
Division of Youth and Services 24 Hour Hotline  1-800-792-8610

**Medical**
Herpes Hotline  1-919-361-8488
Sexually Transmitted Disease Hotline  1-800-227-8922

**Free and Confidential Testing**
Englewood Hospital  201-894-3254
Hackensack University Medical Center  201-996-2357
Paterson Board of Health  973-881-3953
Planned Parenthood  800-230-PLAN
**Websites**

Adult Survivors of Child Abuse  
American Social Health Association  
Bergen County Health  
Center for Disease Control/STD Information  
Male Recovery  
Planned Parenthood  
Rape, Abuse, Incest National Network

**Resources**

The following resources were used in developing the Bergen Community College Crisis Protocols:


Recovery Brochure, Bergen County Rape Crisis Center.

University Response to Sexual Assault: Protocol Manual, A Policy and Procedures Handbook for Faculty, Students and Staff of Rutgers, the State University of New Jersey.
**OBTAINING INFORMATION ON REGISTERED SEX OFFENDERS**

For information contact the Bergen County Police Detective Bureau at 201-646-2700 or the Bergen County Prosecutor’s Office at 201-646-2300. In the state of New Jersey, information about registered sex offenders can be found through the New Jersey Department of Law and Public Safety’s NJ Sex Offender Internet Registry at [http://www4.state.nj.us/SPB PARLOC/ index.jsp](http://www4.state.nj.us/SPB PARLOC/index.jsp). If you experience technical problems or have inquiries about the Sex Offender Registry, please email the NJ Department of Law & Public Safety’s Citizen Services at lpaciti@lps.state.nj.us.

**How the Annual Disclosure of Crime Statistics is compiled**

The Assistant Dean of Student Life and Judicial Affairs, the Director of Public Safety, and the Director of Student Life and Judicial Affairs meet together to verify to the best of their ability the accuracy of the written report necessary to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. All Completed Incident Reports are scrutinized by the Director of Public Safety, the Director of Student Life & Judicial Affairs to ensure that crimes and referrals required by the Cleary Act are properly reported. A representative of the Bergen County Police Department meets with appropriate BCC Public Safety officials to ensure that all crimes reported to either agency are known to both. Each year, as required by law, crime statistics are disclosed on the college’s website at [www.Bergen.edu](http://www.Bergen.edu). Crime statistics on a national basis are published by the Federal Government at [http://ope.ed.gov/security/search.asp](http://ope.ed.gov/security/search.asp). The Public Safety Department Policies and Practices are available at [http://www.bergen.edu/pages/755.asp](http://www.bergen.edu/pages/755.asp)
School Rules, Disciplinary Procedures and Expectations

In order that a community of people may live and work together in harmony, there must be a commitment to its policies & procedures including behavioral expectations. A community has the right to expect of its members certain standards of achievement and of social behavior, and to this end, Bergen Community College has established a framework of rules and academic expectations. Above all else, personal honesty and academic integrity are the fundamental ingredients for success at Bergen Community College.

Community Statement of Rights

As a member of Bergen Community College, I have the right...

…to exist, in this community free from sexual, racial, ethnic, or religious discrimination or harassment or bullying of any kind;

…to believe, act or appear in ways I choose as long as I am in accord with Bergen Community College’s rules, regulations, and expectations, and so long as I do not infringe on the rights of others;

…to be trusted and treated with respect and with dignity. I understand that any act of theft, lying, cheating, or violence against another will compromise trust and respect and brings serious disciplinary consequences.

SOCIAL EXPECTATION/DISCIPLINARY PROCEDURES

It is the school’s expectation that all members of the Bergen Community College community will, at all times conduct themselves in a manner which evidences respect for self, for others (faculty, students, staff, guests and visitors) and for the school; the quality of interpersonal relationships among people committed to a common goal is the cornerstone upon which all else is built. Continuance at Bergen Community College for the following school year will be predicated upon students having met this expectation. The granting of a Bergen Community college diploma will presume the same. In cases where the Assistant Dean of Student Services determines that these expectations have not been met, Bergen Community College may opt not to allow a student who has been asked to leave to return and this can preclude the granting of a Bergen Community College diploma.

STUDENT JUDICIAL AFFAIRS POLICY & PROCEDURES

Purpose: To establish guidelines and procedures to ensure just and fair disciplinary action determined by the nature of the offense and to ensure the right of appeal in situations involving minor offenses.
STANDARDS OF CONDUCT

Upon accepting admittance to Bergen Community College, all students acknowledge that while participating in activities on- and off-campus, they are governed by College rules and regulations as well as those set by the Student Senate. Each student is expected to exercise discretion, and act within the limits of decorum and propriety at all times and in all places. Students are accountable for behavior contributing to, or resulting in:

1. Danger to the safety and well-being of themselves or others;
2. A breach of College rules and regulations to include fighting and/or threatening to do bodily harm, possession of firearms or other weapons, sexual assault and/or harassment, the use of intimidation or threatening behavior, use and possession of controlled substances and alcoholic beverages on College property, violation of the College’s computer use policy, theft, the use of abusive and profane language, cheating, and failure to heed instructions of College officials or Public Safety officers in regards to display of appropriate College ID or personal identification.
3. Disobedience to local, state or federal laws;
4. A disruption of the College’s regularly planned programs and activities;
5. Academic dishonesty;
6. The unauthorized use and the abuse of alcohol and the illegal use and the abuse of drugs are specific violations of student conduct. These rules apply when attending college functions either on campus or off campus, or functions of college chartered organizations conducted either on campus or off campus. The College will use the process of criminal and civil law to terminate any campus disruption and to restore College function and prevent injury to persons or property.

Rules and Regulations Governing Conduct

At the beginning of the academic semester, each incoming student is expected to obtain either a hardcopy or a CD of the Student Handbook. The handbook contains information about the College in general; courses of study; student activities; and rules, regulations and procedures essential to student life on campus. Every student is responsible for knowing the information included in the Student Handbook.

The handbook will be available in the Office of Student Life, the Welcome Center and the evening office. Students attending orientation will be informed of the availability. The handbook is also available on the web site and to each student attending the Introduction to the College Experience course.

Rules and Regulations

1. The primary expectation about dress and grooming at Bergen Community College is that people will understand that different occasions call for different attire and that they will keep themselves neat, clean, and modestly dressed. The class dress code is meant to
promote a community-wide seriousness of purpose and to minimize distraction still allowing students to be comfortable.

2. Weapons and any objects resembling weapons— are not permitted on the Bergen Community College campus at any time. Given heightened concerns about school violence students must understand that possessing anything that appears to be a weapon while on school property will be treated as a serious breach of the community’s safety. Items not necessarily designed for use as weapons, but still posing a safety risk to students and faculty (including hunting or utility knives, box cutters, BB guns, pellet guns and airsoft guns, etc.) will be considered weapons. Possession of any such item and the attempted concealment thereof would be considered a serious rule violation and carry serious consequences including the need to call upon the Bergen County Police to remove any potential harm or threat to others.

3. Students may not possess firecrackers of any sort at school – they are dangerous, a nuisance, and illegal in New Jersey.

4. Interpersonal Relationships- The school recognizes and supports strong and caring relationships among its students. At the same time, excessive displays of affection in public places can prove to be embarrassing to others in the community and can be of poor taste. Students are expected to use discretion and good judgment in their relationships with others. Understanding that sexuality is a normal part of our nature, but also recognizing the wide range of ages and maturity levels in our community, the potential for unintentional pregnancy and the possibility of exploitation, the school considers sexual intercourse or other acts of such intimacy to be inappropriate; if found to have taken place under the school’s jurisdiction, they must be dealt with appropriately. Responses to such situations would include consultation with parents and, to the degree relevant, sanctions dictated by the current disciplinary rule in effect. Pornography objectifies and debases both women and men and thus is totally contrary to the values of the Bergen Community College community. Students shall not display revealing objectionable posters, possess or distribute pornographic materials, or use the Internet for viewing or distributing pornographic materials.

5. Health Care – The Wellness Center at Bergen Community College exists for the welfare of all who are a part of the Bergen Community College community. As the medical facility for the campus, the Health Center has the responsibility and the authority to respond to the medical needs of the individuals within the community. Given the responsibility to and for the individual student as well as the Bergen community at large, the school maintains the right to determine at any time in its sole discretion that a student may interrupt or terminate his/her attendance at Bergen Community College by virtue of any condition of the student’s health.

6. Technology and information resources are integral to the school’s mission. Students must understand and accept that access to the information resource environment is a privilege and must be used responsibly and respectfully. Students are expected to abide by the guideline/policies set forth in the catalog. Students are expected to check their e-mail and voice mail accounts each day. The Bergen Community College network does not imply or extend any privacy privileges. Use of the school’s network or of sites such as MySpace, Facebook, etc. to threaten, bully, harass, slander, or embarrass any member of the community shall be considered a serious disciplinary infraction, as shall any deliberate attempt to gain unauthorized access to—or in any way manipulate—information in any
other person’s account. Depending on the particulars, the appropriate committee shall hear such cases and recommend disciplinary action to the Assistant Dean of Student Services. Use of any Bergen Community College computer to deliver any messages that are disrespectful of others and contain hateful language is a breach of the students’ ability to be enrolled at the school and is subject to judicial action. The remedy for such hateful material may include expulsion from the school.

Code of Student Conduct

The Board of Trustees authorizes the President of the College to employ a disciplinary process to administer any campus disruption and to restore college function and prevent injury to persons or property. The college reserves the right to suspend or dismiss any student for justifiable cause. All students are governed by college rules and regulations. Each student is expected to exercise discretion, and act within the limits of decorum and propriety at all times and in all places. Students are required to attend hearings. Failure to do so will result in a hearing in abstentee.

Sanctions

1. The following sanctions may be imposed upon any student found to have violated the student code:

   a. Warning – a notice in writing to the student stating that the student is violating or has violated institutional regulations.
   b. Probation – a written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of a period of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
   c. Loss of privileges – denial of specific privileges for a designated period of time.
   d. Fines – previously established and published fines may be imposed.
   e. Restitution – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material assignments.
   f. Discretionary sanctions – work assignments, essays, service to the College or other related discretionary assignments.
   g. College suspension – separation of the student from the College for a designated period of time, after which the student is eligible to return.
   h. College expulsion – permanent separation of the student from the College.
   i. Revocation of admission and/or degree – admission to or a degree awarded from the College may be revoked for fraud, misrepresentation or other violations of college standards in obtaining the degree or for other serious violations committed by a student prior to graduation.
   j. Withholding degree – Bergen Community College may withhold awarding a degree earned until the completion of the process of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than expulsion, revocation, or withholding of a degree, disciplinary sanctions shall not be made part of the student’s academic record but shall be part of the student’s disciplinary record.

**DISMISSAL OF DISRUPTIVE STUDENTS**

Any student who exhibits any of the following disruptive behaviors may be dismissed from Bergen Community College or any of its programs, courses, or services.

1. The exhibition of any behavior that is disruptive or threatening to any member(s) of the College community including, but not limited to students, faculty, and staff.
2. The threat of bodily harm to oneself or others.
3. The exhibition of severely disoriented behavior and/or perceptions. Students affected by this policy may appeal to the Vice President of Student Services. During such an appeal, professional assessments of the student’s behavioral and/or psychological conditions from physicians or mental health professionals may be presented to the Vice President of Student Services for consideration of reinstatement or continued enrollment. Because of the potential damage to the student’s reputation and to the student’s social, academic and professional standing, all findings, proceedings, and correspondence under this policy will be kept strictly confidential. Such information will be accessible only to staff involved in the suspension or dismissal process, the student or the student’s representative, or as provided under applicable law. The Vice President of Student Services, with the appropriate consent of the student, his/her legal guardian, or family member, may refer a disruptive student for therapeutic assistance when the student is (1) being administratively withdrawn from Bergen Community College or any of its programs, courses, or services and (2) is not currently receiving treatment for his/her disruptive behavior. Students withdrawn under this policy may be considered for re-enrollment by the Vice President of Student Services based on the recommendation of a licensed mental health professional.

**ADMINISTRATION OF DISCIPLINARY PROCEDURES**

The Vice President of Student Services is the Chief Judicial Affairs Officer. The Vice President shall select an administrative designee to be the Coordinator of Judicial Affairs. The Vice President’s responsibility will be to maintain the integrity of the Judicial Affairs process, which will include the maintenance of accurate files, drafting letters, and training committee members. In the absence of the Vice President of Student Services, the Executive Vice President will act as Chief Judicial Affairs Officer.

**SPECIAL ACCOMMODATIONS**

A student may request a translator, sign language interpreter or note taker, if necessary, for any meeting, interview, and hearing related to enforcement of the policies and procedures set forth herein. A written request for special accommodation must be submitted to the Coordinator of Judicial Affairs no later than five (5) regularly scheduled class days prior to an interview or hearing.
PRIOR JUDICIAL HISTORY

If the Judicial Committee determines the student has violated the policies and procedures of the College or the Student Senate, the Coordinator of Judicial Affairs will provide the Committee with information concerning prior judicial sanction(s). This information will be used to assist the Committee in recommending a fair and reasonable sanction.

COMPLAINTS WARRANTING IMMEDIATE ACTION

If it is determined by the Public Safety Department that a complaint of misconduct warrants immediate administrative response, the matter shall be referred to the Vice President of Student Services or in his/her absence, the Executive Vice President. If the infraction warrants immediate attention, the Vice President may impose a judicial sanction. In all other instances, the matter will follow the judicial process as outlined herein.

DISCIPLINARY PROCESS /COMPLAINT

Any member of the College community may file a complaint against a student. Reports of misconduct which violate the Bergen Community College’s “Code of Student Conduct” must be officially reported to the Department of Public Safety, Room L-154, telephone number (201) 447-7116 or 447-9200; the Coordinator of Judicial Affairs, or the office of the Vice President of Student Services, (201) 447-7491, Room A-128B. Complaints of sexual harassment of students by faculty and/or staff as well as by other students should be reported to the Manager of Training and Compliance, Room A-330, telephone number (201) 612-5331. In those incidents involving violation of the Code of Student Conduct, the Public Safety Department will interview the affected parties, prepare the reports with supporting documentation, and forward them to the Vice President of Student Services. If a community member would like to discuss their complaint before filing a report, the Vice President of Student Services will be available for consultation. When the College itself is a victim of the act, the College reserves the right to institute criminal and/or civil proceedings against a student.

Interim Suspensions

In certain circumstances the Assistant Dean of Student Life and Judicial Affairs or a designee may impose a college suspension prior to the Student Code of Conduct Board hearing.

1. Interim suspension may be imposed only:
   - To ensure the safety and well-being of members of the College community or preservation of property
   - To ensure the student’s own physical or emotional safety and well being
   - If the student poses an ongoing threat of disruption to, or interference with, the normal operations of the College.

2. During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might
otherwise be eligible, as the Director of Student Life and Judicial Affairs may determine to be appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule up to and through a Student Conduct Board hearing, if required.

**Student Judicial Hearing Committee**

**MEMBERSHIP**

The Committee membership will be appointed by the Vice President of Student Services in consultation with the President of the College.

**NOTICE OF STUDENT JUDICIAL HEARING**

A written notice of the judicial hearing shall be sent to all parties involved no later than ten (10) regularly scheduled class days after a determination that a hearing shall be held. The notice shall contain:

1. The time, date and location of the hearing,
2. A list of the charges being brought against the student including the rule or regulation he/she is charged with violating;
3. A statement of rights:
   a. To present his/her side of story; and
   b. To present witnesses and evidence on his/her behalf which are relevant to the charge(s).

**WAIVER OF STUDENT JUDICIAL COMMITTEE HEARING**

A student may waive his/her right to a Student Judicial Hearing in writing submitted to the Director of Judicial Affairs no later than five (5) regularly scheduled class days before a hearing. If warranted, the student will be informed within (10) regularly scheduled class days of the sanction imposed for the violation. In such cases, the sanctions will be determined and imposed by the Director of Judicial Affairs.

**GUILTY PLEA**

If the student pleads guilty, the student filing the complaint and any witnesses will be dismissed. The student accused will be asked to present any extenuating circumstances, which might be pertinent to the complaint. The student will be informed that the Committee, after reviewing his/her judicial file, will forward its recommendations to the Vice President of Student Services. The Assistant Dean of Student Life and Judicial Affairs, in consultation with the Director of Student Life and Judicial Affairs, will administer and forward a Letter of Sanction after the recommendation has been received by the Vice President of Student Services for sanctions.
NOT GUILTY PLEA

If the student pleads not guilty, the following procedure will be employed:

1. The Chair will ask the person filing the complaint to state their reason for filing the complaint. The Committee will have the opportunity to ask questions and to recall the witness;
2. The Chair will ask the student accused to give his/her statement. The Committee will have the opportunity to ask questions and to recall the witness;
3. The Chair will call all witnesses individually into the hearing. The witnesses will be asked to give a brief statement and the Committee will have the opportunity to ask questions and to recall witnesses;
4. Once all parties have made their statements, the Chair will dismiss the participants for Committee deliberation. After the Committee has reached its decision, the Chair, if permitted by this policy, will disclose to the Committee information concerning prior judicial record;
5. If the Committee determines that the student is guilty, the Committee will forward its recommendation for sanctions to the Vice President of Student Services.
6. The Vice President of Student Services, in consultation with the Assistant Dean of Student Life and Judicial Affairs, will send a Letter of Sanction to the student by certified mail return receipt requested and first class mail.
7. If the Committee determines that the student is not guilty, the complaint will be dismissed and a Letter of Notification of the Committee’s determination will be sent to the student by certified mail return receipt requested and first class mail.

APPEAL PROCESS

If the student wishes to appeal a sanction, a written request of appeal must be submitted to the Vice President of Student Services no later than five (5) regularly scheduled class days after the hearing or after receiving notice of sanction mailed certified. After consultation with the Vice President of Student Services, the Assistant Dean of Student Life and Judicial Affairs will inform the student concerning the status of his/her request for appeal no later than ten (10) regularly scheduled class days after the recommendation has been received by the Vice President of Student Services. If an appeal hearing is warranted, the Vice President of Student Services will:

1. Read the charges;
2. Read the Committee findings and recommendations;
3. Ask the student to state the reason for the appeal;
4. Excuse the student while the matter is deliberated/considered;
5. Inform the student that he/she is upholding or amending the original decision of the Student Judicial Hearing Committee. If the sanction is amended, the Vice President of Student Services will replace the existing sanction letter, with an amended sanction letter.

Note: All letters will be sent to the student’s address as it appears in the most current student record. It is the responsibility of the student to maintain current information with the College. All letters will be sent through both registered and first-class mail when appropriate.
REFERRALS

Once a report has been received, the Vice President of Student Services will initiate one of the following actions:

1. If the allegation(s) does not warrant disciplinary action, the parties involved will be notified in writing that the matter is closed and that no further action will be taken; or
2. Notify all parties involved that a formal Student Judicial Hearing Committee will be held.

NOTIFICATION OF COMPLAINT DISMISSAL

If it is determined by the Vice President of Student Services that the allegation(s) do not warrant judicial review, the person filing the complaint will be notified in writing that the complaint has been dismissed and the reason for dismissal shall be indicated within the notification.