



2023 ANNUAL SECURITY & FIRE SAFETY REPORT

The Report covers the reporting years of 2020, 2021 and 2022 for the main Garden City campus and centers in Manhattan, Hauppauge**, and Poughkeepsie.*

Adelphi University

Garden City Campus – Manhattan Center – Hauppauge Center** – Hudson Valley Center*

The Adelphi University Department of Public Safety and Transportation prepares the Annual Security and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Violence Against Women Reauthorization Act of 2013.

**Manhattan Center, originally located at 75 Varick Street, has been changed and renamed to New York City – Brooklyn Center, located at 179 Livingston and 133 Remsen, Brooklyn, NY 11201, effective August 2023. Statistical Data in this report is reflective of the Manhattan Center (75 Varick Street) up until August 2023. Policies and Procedures in this report are indicative of the NYC-Brooklyn Center (179 Livingston and 133 Remsen).*

***Hauppauge Center, originally located at 55 Kennedy Drive, has been changed to 150 Motor Parkway, Hauppauge NY 11788, effective August 2023. Statistical Data in this report is reflective of the 55 Kennedy Drive up until August 2023. Policies and Procedures in this report are indicative of the 150 Motor Parkway location.*

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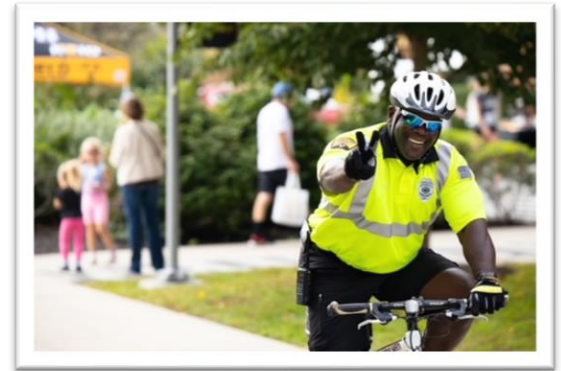


Message from the Department of Public Safety and Transportation

Adelphi University has long been committed to maintaining a comprehensive safety and crime prevention program for all members of the Adelphi community. With the assistance of our students, faculty, and staff, and through the cooperative efforts of the Garden City community and local law enforcement agencies, this program has contributed to what we believe is an excellent record of safety.

Our [website](#) and this annual report are designed to inform you of the extensive public safety services performed by the University, and to assure you that while Garden City remains one of the safest neighborhoods on Long Island, and Adelphi University one of the safest campuses in the country, we remain as determined as ever to be vigilant about concerns for safety here as well as at all of the University's centers.

Working together as a community, we will continue to ensure a safe environment for everyone at Adelphi University.



Mission Statement

Pride - Professionalism - Service

The mission of the Adelphi University Department of Public Safety and Transportation is to enhance the quality of life for the entire Adelphi community by maintaining a secure and open environment where the safety of all is balanced with the rights of the individual. This department strives to accomplish its mission while adhering to its core values of Pride, Professionalism, and Service to the University Community.

The success of this mission depends upon an effective working relationship between Public Safety and Transportation personnel and the diverse community at Adelphi. This includes students, staff, faculty, and visitors. Critical to this relationship is mutual respect. 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 Adelphi University a place that is safe from crime, fear, disorder, and to provide a civil and open environment that fosters learning.

About the Department of Public Safety and Transportation

The University Department of Public Safety and Transportation office, Levermore Hall and the Security Command Center, Levermore Hall, provides Public Safety services 24 hours a day, 7 days a week, 365 days a year. The department consists of:

- A Chief of Campus Safety and Emergency Management;
- One (1) Associate Director of Transportation and Administrations;
- One (1) Captain of Operations, Emergency Management, Fire Life Safety and Training
- Four (4) Sergeants (two of which are our tour supervisors while the other two play a role as our Sgt. of Community Relations and Crime Prevention, and a Sgt. of Transportation); and
- Thirty-Three (33) carefully selected and trained male and female officers, many of whom have law enforcement backgrounds.



Public safety officers provide vehicle, bicycle, and foot patrols of the entire campus, parking lots, buildings, and residence halls; protect life and property; in concert with Health Services ensure that those sick or injured receive prompt medical treatment; respond to and investigate reports of crime; enforce traffic regulations, fire safety, and conduct crime-prevention programs and seminars. Jurisdiction is limited to the interior and the sidewalk perimeter of the Garden City. Each of the centers provides security only for the interior space that is leased by the university.

The Department of Public Safety and Transportation maintains a close working relationship with the Garden City, Hempstead, Nassau County, Suffolk County, Poughkeepsie and the New York City police departments, all of which provide police services, including criminal investigation and emergency services. Although Adelphi public safety officers are not peace officers and therefore do not have authority to make arrests as such, they do provide crime-scene services pending the response of the law enforcement agency concerned. Officers have the authority to issue parking and moving violation summonses on campus, and have the authority to request identification of persons on campus. The University maintains a Memorandum of Understanding with the Garden City Police Department, which has geographical jurisdiction to investigate alleged criminal offenses that occur on the main campus in Garden City. The police department and the University's Department of Public Safety communicate on an almost daily basis discussing types of incidents occurring on or in proximity of the campus.

Although currently there are no formal MOU's, the department also maintains close working relationships, which include cooperative programs and information exchanges, with the New York Police Department 84th pct., which covers the NYC-Brooklyn Center, Suffolk County Police Department, which covers the Hauppauge Education and Conference Center, as well as, the Poughkeepsie Police Department, which covers the Hudson Valley Center. Each department is contacted annually or as needed to ascertain whether any Clery crimes occurred that affect reportable crimes.

The Department of Public Safety meets often with representatives from local, state, and federal law enforcement partners on a formal and informal basis to engage in cooperative programs, relay information on crimes that may pose a threat to students or employees on our Campus or Centers, as well as cooperate in police matters for mutual investigation, concern, and interest to monitor and record criminal activity by students at campus and center locations.

The University and the Garden City Police Departments have a signed Memorandum of Understanding agreeing to the coordination, response and subsequent investigation of sexual assault crimes.

Event Staff

Public safety officers and event staff monitor compliance on campuses, in buildings and on the Panther Express Shuttle. Event Staff are also given duties related to traffic detail, event security, and others as assigned. They have undergone training to ensure checks are fair, equitable and comprehensive.

ID Cards for Students, Alumni, and Employees

University identification cards (ID cards) are required and are issued to all faculty, staff, and students. ID cards are necessary to access all residence halls or academic and administrative buildings, use of the library, entry to sports events, and all University facilities. ID cards expire upon leaving the employment of the University or upon a student's graduation or leaving the University. Alumni ID cards are issued upon request after confirmation of alumni status.

For your convenience, you are now able to obtain an electronic version of the Adelphi identification card on your smartphone using the Adelphi mobile app. However, the physical I.D. card distributed by Public Safety remains the only official identification for access control to buildings, parking facilities, venues and when requested by an official of the University. For information on hours of operation and on how to obtain a Physical I.D. Card in person or through an online request, please visit website adelphi.edu/safety-transportation/id-cards.

If an identification card is lost, stolen, or destroyed, students and employees may obtain a replacement card by going to the Department of Public Safety and Transportation. There is a \$15.00 replacement fee. The fee is waived when damaged identification cards are intact and not working or if all pieces of the broken card are in possession of the cardholder.

New York City – Brooklyn Center ID Cards

At the 179 Livingston location, Security is maintained by the St. Francis College and all Adelphi students and staff are presented with a St. Francis College Identification Card which is issued to Adelphi students and staff that attend this location to access the facility.

Parking and Transportation Services

The Department of Public Safety and Transportation maintains and operates the use of University parking lots and garages on campus including parking decals/permits for students, staff faculty, and visitors. For more information on parking, please visit adelphi.edu/safety-transportation/parking-and-traffic.

The department also operates the Adelphi University's Panther Express service, which provides shuttle bus transportation to local transportation centers, supermarkets, retail stores and entertainment destinations. For more information and Panther Express schedule, visit the website adelphi.edu/safety-transportation/transportation/shuttles.

Public Safety Community Affairs

Adelphi University Department of Public Safety is dedicated to a strong partnership with the community we serve. To effectively create and maintain a safe and secure environment, the Department of Public Safety actively engages in the day-to-day operations on campus.

Find out more information on the Community Affairs office by visiting the website at adelphi.edu/safety-transportation/about-the-department/community-affairs/.



Annual Security and Fire Safety Report

Adelphi University's Annual Security and Fire Safety Report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Adelphi University; and on public property within, or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security, such as, policies concerning alcohol and drug use, crime prevention, the reporting of crimes, hate crimes, sexual assault including Title IX, Violence Against Women Reauthorization Act of 2013 (VAWA), domestic violence, dating violence, stalking, emergency operations plans including evacuation procedures, annual fire safety report and fire log, Amanda's Law and the Kerry Rose Fire Sprinkler Notification Act, missing student notification, timely warnings and emergency notifications, and other matters.

All policies mentioned in this report are for the main campus in Garden City as well as the centers in NYC-Brooklyn, Hauppauge, and Hudson Valley. When this report mentions "University Community", it is indicating the main campus and the centers located off campus, unless otherwise indicate.

Adelphi Department of Public Safety administration is responsible for preparing and distributing this report. Through the collaboration of University professionals, the Campus Security Authorities in addition to departments including but not limited to Student Conduct, Title IX, Health Services, and Residential Life, talks and meetings occur throughout the year to discuss security and safety issues and review existing policies. Public Safety also has a close relationship and meets regularly with the local police departments to discuss safety in the area and statistical data that is included in this report. Adelphi Public Safety is able to analyze reports, compile crime statistics, and develop strategies to reduce criminal incidents and enhance preventive measures. Each member of the University community receives an email, which includes an exact URL to a PDF of the report. In addition, this report can be viewed or printed by accessing the Public Safety website at adelphi.edu/safety-transportation/ or may be obtained upon request in the Department of Public Safety and Transportation in Levermore Hall.





The best education in the world is useless if a student doesn't survive with a healthy mind and body.

— Connie and Howard Clery

The Clery Act

Jeanne Clery, a 19-year-old Lehigh University freshman, was raped and murdered in her campus residence hall in 1986. There were other incidents that occurred on campus that were not reported to the community.

It is believed that if students knew of previous incidents they would be more cautious. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

After the suspect of Jeanne's rape and murder was arrested, Jeanne's family started to fight for reform to improve college and university safety. In 1990, Congress approved the Crime Awareness and Campus Security Act. Later renamed in Jeanne's memory, the federal Jeanne Clery Act took effect in 1991. What happened to Jeanne Clery was a tragedy, but it inspired colleges and universities to create safer campuses for all.

The goal of the Clery Act is to ensure students, prospective students, parents, employees, and prospective employees have access to accurate information about crimes committed on campus and campus security procedures that will assist them in making decisions that affect their personal safety.

Definitions of Clery Act Crimes as reported in the Annual Security and Fire Safety Report

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Sex Offenses: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. Offenses that fall in this category include: Rape; Fondling; Incest; and Statutory Rape

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Non-forcible sexual intercourse between 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.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily 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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common;

- (A) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- (B) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- (C) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

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

For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this

definition is considered a crime for the purposes of Clery Act reporting.

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

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

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons Violations: Carrying, possessing, etc. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Unfounded Crimes: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded” and will not be included in Adelphi’s statistics. **Only sworn or commissioned law enforcement personnel may “unfound” a crime.** (This does not include a district attorney who is sworn or commissioned.) Note that the recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution or the failure to make an arrest does not “unfound” a legitimate offense. Also, the findings of a coroner, court, jury or prosecutor do not “unfound” offenses or attempts that law enforcement investigations establish to be legitimate.

Hate Crimes: The University is also required to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (rape, fondling, statutory rape, and incest), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property. Bias crime categories are race, religion, gender, ethnicity, disability, national origin, gender identity and sexual orientation.

Larceny-Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Definitions of Clery Act Locations as reported in the Annual Security and Fire Safety Report

We are required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus. For Clery purposes, the following are the definitions of each location.

Campus

(i) 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
(ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) 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).

Non-campus building or property

(i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
(ii) 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.

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.



Campus Security Authority (Clery Act)

According to a federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, our school is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a “Campus Security Authority.”

The law defines “Campus Security Authority” as “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, the president, senior staff, all deans of the University, student housing, student discipline, and campus judicial proceedings.” An example would be a dean of students who oversees student housing, a student center, or student extra-curricular activities and has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty adviser to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, is unlikely to have significant responsibility for student and campus activities.

Precisely, campus security authorities are defined as:

- (i) A campus police department or a campus security department of an institution.
- (ii) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
- (iii) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- (iv) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Two types of individuals with significant responsibility for student and campus activities but who are NOT CSA's are: Pastoral Counselors and Professional Counselors.

Note: To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in their official role as counselors. There may be cases where these individuals are legally responsible for reporting crimes, but they are not considered CSA's.

Designation and Training of a CSA

The job of safety on campus does not rest solely in the hands of the Adelphi University Department of Public Safety. It is a collaborative effort across campus. The purpose of including non-security department employees as CSA's is that many individuals receive reports of a crime or offense, not just Public Safety.

A CSA is designated by the Department of Public Safety and Transportation. At Adelphi University, there are several departments and individuals included as Campus Security Authorities. The departments include, but are not limited to, Athletics, AUI Staff, Auxiliary Services, Bridges to Adelphi, Deans, Honor Society Advisors, Individuals located at the Centers, Public Safety and Transportation, Residential Life, Student Affairs, Student Conduct and Community Standards, Student Engagement and Advisors [CSCE/Greek life], Title IX, and Study Abroad to name a few. Adelphi will average about 400 to 700 CSA's throughout the year.

Those designated as CSAs will receive an email of this designation and are required to complete a mandatory online, with an optional in-person training session. Once a CSA receives the email for training, via Moodle, they have a reporting requirement because the University believes that their responsibility for students, campus activities, and/or campus security will make them an individual that members of the University community will see as an authority figure and someone to whom they can seek help. A CSA is not expected to investigate or determine whether a criminal incident actually took place.

A CSA's main responsibility is to report!

For more information concerning the training sessions or CSAs, please contact the Department of Public Safety. Once they complete the training, they will receive a Certificate of Completion and access to additional information regarding Clery, their CSA responsibilities, and contact information.

Subsequently, a letter is forwarded to all individuals in departments who fit the definition of a Campus Security Authority, as previously described, at least bi-annually. If those individuals are aware of any crimes that were reported to have occurred that were not reported to the Department of Public Safety, they are instructed to forward the information. They are also told that if they are unsure if they should report something, to make the report. There is a copy of the Campus Security Authority Report available on the Moodle Training Webpage.

If it is available, a CSA is required to report the following information:

- Location of the crime
 - On-campus;
 - Public property adjacent/accessible from campus;
 - Non-campus property owned or controlled by the University];
- Time of the Crime
 - Date and time the incident took place;
 - when the person reported to you;
- Name of the victim(s), [if the victim(s) wish];
- Identity of the suspect/witnesses, [if known].

The University has a responsibility to notify the campus community about any crimes that pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the University Department of Public Safety. They are instructed, even if they are not sure whether an ongoing threat exists, to immediately contact the Adelphi University Department of Public Safety.



Reporting Crimes and Emergencies

Garden City Main Campus

Community members, students, faculty, staff, and visitors who may be a victim of a crime, observe a crime or suspicious incident, an incident of domestic violence, dating violence or stalking, or if you see what you believe to be a security problem or other emergency on the Garden City campus, you are encouraged to notify the Department of Public Safety and Transportation.

When calling, stay on the line until told to hang up and as accurately as possible, tell the dispatcher everything you can remember about the incident (e.g. sex of suspect, the suspect's clothing, vehicle, direction of travel, etc.). The Adelphi community is encouraged to program the Public Safety telephone number into their phones in case of an emergency.

Department of Public Safety and Transportation

Dial 5 or ext.3511 from any in-house telephone

Via a cell phone or outside line - **516.877.3511**

Use an emergency call box or any red phone,

Contact any public safety officer or

Respond to the Command Center, Levermore Hall.



Off Campus, the local Garden City Police Department is located at 349 Stewart Ave, Garden City, NY, 11530; Telephone: 516.465.4100 or for emergencies call 911.

If at one of the Adelphi Centers, one should: **New York City -Brooklyn Center (Previously known as the Manhattan Center)¹:**

Effective August 2023, the center is located at 179 Livingston Street, Brooklyn, NY 11201.

Call 718.489.2100 or 718.489.2105 or contact the SFC Security Guard located in the Lobby at the SFC Campus Security desk.

Part of the Center is also located at 133 Remsen Street, Brooklyn, NY 11201. Call 718.489.2100 or 718.489.2105 or contact the contract security officer located at the main entry to the building.

Off Campus, contact the New York City Police Department 84th Precinct located at 301 Gold Street, Brooklyn, NY, 11201; Telephone: 718.875.6811 or for emergencies call 911.

Hudson Valley Center:

Located at Saint Francis Medical Arts Pavilion, 241 North Road, Poughkeepsie, NY, 12601

Call **845.471.3348** or contact the contract officer at the main entry to the Adelphi area located on the fourth floor. Off Campus, contact the local Police Department, Town of Poughkeepsie located at 19 Tucker Drive, Poughkeepsie, NY, 12601; Telephone: 845.485.3666 or for emergencies call 911.

Hauppauge Education and Conference Center²:

Effective August 2023, the Center is located at 150 Motor Parkway, Hauppauge, NY, 11788. Call 631.300.4367 or 516.237.8605 or contact the public safety officer located on the first floor, Adelphi Area. Off Campus, contact the Suffolk County Police Department 4th Precinct located 727 Veterans Memorial Highway, Smithtown, NY, 11787; Telephone: 631.854.8400 or for emergencies call 911.

One may choose to call 911 to report emergencies that require immediate response from police, fire, medical, or other emergency units at any location. Be specific relative to your location. Specify that you are at Adelphi University with a specific building location (e.g. Blodgett Hall room 201).

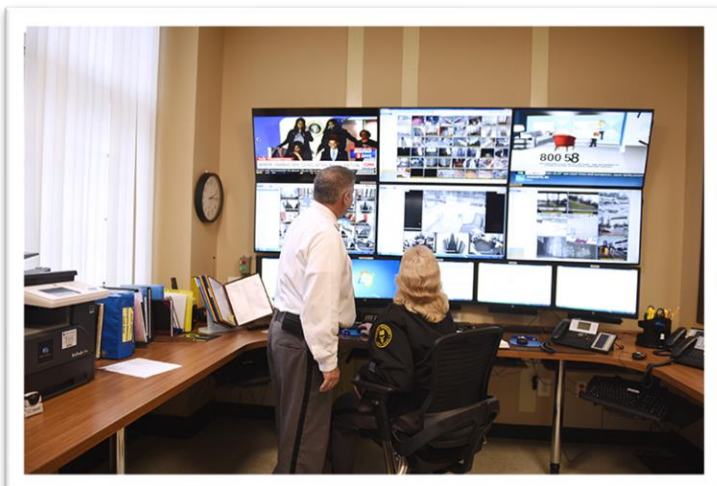
Adelphi University will protect your identity in all publicly available information, such as within our annual security and fire safety report, crime/fire log, or in warnings or notifications sent to the campus community. While the Department of Public Safety and Transportation and its personnel are responsible for ensuring that our campuses remain as safe as possible, the primary responsibility for crime prevention and personal safety rests with each individual. Each of us must take personal responsibility for our own safety, as well as for the safety of those around us. Adelphi University encourages accurate and prompt reporting of all crimes and incidents to the campus public safety and the appropriate police agencies, when the victim elects to, or is unable to make such a report.

¹ During the period up until August 31, 2023, this location was titled *Manhattan center* and was located at 75 Varick Street, NYC, NY, 10113. Previous Contact information: Call **212.965.8340** or contact the contract security officer located at the main entry to the Adelphi area on the second floor. Off Campus, contact the New York City Police Department 1st Precinct located at 16 Ericsson place, NYC, NY, 10113; Telephone: 212.334.0611 or for emergencies call 911.

² During the period up until August 2023, this location was located at 55 Kennedy Drive, Hauppauge, NY, 11788. Previous Contact information: Call **631.300.4367** or 516.237.8605 or contact the public safety officer located in the lobby. Off Campus, contact the Suffolk County Police Department 4th Precinct located 727 Veterans Memorial Highway, Smithtown, NY, 11787; Telephone: 631.854.8400 or for emergencies call 911.

Violent Felony Offenses

Under New York State Education Law, section 355 the University has implemented a violent felony offense plan. Any violent felony occurring on the Garden City campus or any of the Adelphi centers will cause for immediate notification to the appropriate jurisdiction. The Garden City campus has Memorandums of Understanding between the University and the Garden City Police Departments agreeing to the coordination, response and subsequent investigation of violent felonies.



Reporting a Crime: Privacy vs. Confidentiality

If you are the victim of a crime, including sexual assault, domestic violence, dating violence, or stalking, and do not want to pursue action within the University system or the criminal justice system you may still want, and are encouraged, to consider making a report.

Private Reporting Options

All reports made to Adelphi University Department of Public Safety are received privately. A private report means that information about a violation or incident is shared with a limited circle of University employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be informed. Adelphi University offices and employees who cannot guarantee confidentiality, will maintain your privacy to the greatest extent possible. Private University resources include, but are not limited to, the

Department of Public Safety, the Title IX Coordinator, Responsible Employees, and Campus Security Authorities (see [Campus Security Authority section](#) for more information). The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party’s rights and privacy

In cases indicating pattern, predation, threats and/or violence, the University will be unable to honor a request for confidentiality or a lack of consent to pursue an investigation because if these reported crimes are considered by Adelphi University to represent an ongoing or immediate threat to students and employees, the University will need to pursue action (i.e. investigation) to mitigate the threat and issue a timely warning or emergency notification to our community.

In cases where the victim requests confidentiality, or does not consent to an investigation, any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the University to provide accommodations or protective measures, will be maintained. When the victim of a crime elects to or is unable to make such a report, they are further encouraged to report crimes to any campus authority whereby the reporter will remain confidential as requested, but the crime will be included as a statistic for the annual security report³.

Any disclosure made in the course of institutional research, classroom discussions or writing assignments, or events such as Take Back the Night or speak-outs are not considered notice to the University unless the victim wishes a report to be made. Such information will be used to inform campus climate and educational efforts, generally.

Counselors and Crime Reporting

If a reporting party wishes for the details of an incident to remain confidential, the reporting party may speak with a confidential resource. A confidential resource means that information shared to the below resources will not disclose what you tell them to anyone else at the University or outside it. The only instances where information may be disclosed is when: (i) the individual gives written

³ Campus Security Authorities are not required to report the victim’s name, they only provide the name if the victim wishes.

consent for its disclosure; (ii) there appears to be a risk of immediate harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

The following classifications of individuals are Confidential Resources under University policy. Please note, however, that if you disclose information that you wish to remain confidential to para-professional staff, such as administrative assistants, may be required by law to pass along the report to Public Safety as a Campus Security Authority or a Title IX Coordinator as a Responsible Employee.

- » Student Counseling Center
- » Health Services Center
- » Pastoral Counseling: Interfaith Center

Campus pastoral counselors and campus professional counselors, when acting as such, are not to be considered a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Under the Clery Act, institutions are not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. The University policy is one that encourages these counselors, when they deem appropriate, to inform persons being counseled of the procedures to report crimes, however, there is no option to report on a voluntary confidential bases for inclusion in the annual disclosure of crime statistics.

Counselors are defined as:

- **Pastoral Counselor:** An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.
- **Professional Counselor and Health Services Center Personnel:** Employees of an institution whose official responsibilities include providing psychological counseling or health services to members of the institution's community and who is functioning within the scope of his or her license or certification.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. The University does not have procedures for voluntary confidential reporting of crimes, but we encourage the campus community to report crimes promptly and to participate in and support crime prevention efforts. Anyone may call Public Safety at (516) 877-3511 to report concerning information.

Crimes reported to confidential resources (professional and/or pastoral counselors, and Health Services personnel) are confidential by law. Crimes reported to the above are not included in the annual crime statistics report.

There are additional options to report crimes such as through a Campus Security Authority (*who are not required to report the victim's name, they only provide the name if the victim wishes*), the Office of Community Concerns and Resolution, anonymously online, or through the Whistleblower Hotline.

Office of Community Concerns and Resolution

Adelphi University is committed to providing an environment where everyone feels welcome, included and respected.

The Office of Community Concerns and Resolution was implemented to provide members of the Adelphi community with a single office to report a **nonemergency** complaint or concern, including those that involve harassment, discrimination or sexual misconduct and to provide oversight of the many channels for issue resolution at Adelphi.

The office will address your concern, keep you informed about the status of your report, let you know next steps, and guide you to people and resources that can help.

If you are in crisis, get help right away! Please reach out to these emergency contacts:

On campus: **Public Safety is available 24 hours a day:** Call Adelphi Public Safety by dialing ext. 5 on any campus phone.

Off campus: Call Adelphi Public Safety at 516.877.3511 or call 911.

Anonymous Reporting Option

For incidents related to alleged discrimination, harassment (including sexual misconduct), or retaliation, you may choose to file a complaint form anonymously via this [online report form](#). This form will be received and reviewed by the Executive Director of Labor Relations and Human Resources Operations and/or the Chief of Community Concerns and Resolution, Title IX Coordinator. The University will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

Whistleblower Hotline

Adelphi University is an organization with strong values of responsibility and integrity. Our [Code of Ethics](#) contains general guidelines for conducting ourselves in ways that promote mutual trust as well as public confidence in the University. Adelphi University is committed to an environment where open, honest communication is the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe violations of policies or standards have occurred. Adelphi also has a Whistleblower Plan, which details how to go about reporting a concern. A whistleblower is a person who reports an activity that they consider to be illegal, fraudulent or dishonest. Do you know of or suspect any of the following that could threaten the integrity of Adelphi University?

- Theft, fraud or any other form of dishonesty
- Accounting or financial irregularities
- **Violations of laws, regulations, policies or procedures**

In situations where you prefer to make a confidential anonymous report, you are encouraged to use this hotline, hosted by EthicsPoint, a third-party hotline provider, and managed by NAVEX Global, Inc. You are encouraged to submit reports relating to possible violations stated in our Code of Ethics. The information you provide to EthicsPoint will become an open case within this system. You can remain anonymous and still receive feedback on the case if you choose. All reports will be received by the University's internal auditor, reviewed and possibly investigated. We encourage you to provide as much detail as possible on the matter so that it can be followed up in an appropriate manner.

» [Make a report online](#)

To report by phone please call 855.375.6802.

Reporting is available 24/7.

You may report anonymously.

Response to Reports

Professionally trained and licensed public safety officers accept written reports of any incidents that occur on the main Garden City Campus or the three centers. When reports of crimes are filed with Public Safety or received by a CSA, the following actions are taken. The victims are referred to the appropriate offices or agencies on and off campus, including law enforcement, counseling and wellness, medical services, the Title IX coordinator (for sexual offenses (such as all sexual misconducts), relationship violence, and stalking), Student Conduct, and/or Human Resources. Copies of all the reports are kept on file in the Public Safety Office at the Garden City Campus. They are distributed to the appropriate people (departments) at each location with victim-identifying information withheld as appropriate. Follow-up investigations are performed and the local police department is notified when appropriate.

For information on response to a receipt of a complaint of discrimination, harassment (including sexual misconduct (which includes sexual assault, sexual harassment, sexual exploitation), dating violence, domestic violence, stalking) and/or retaliation, see the section [Sexual Assault, Domestic Violence, Dating violence, and Stalking Policy](#).

NYC-Brooklyn Center

Reports of crimes, aided cases, or other conditions occurring at this location will result in a notification to the Adelphi University Department of Public Safety and Transportation Command Center and the SFC Public Safety Office, located at the Livingston location resulting in an Adelphi University Public Safety report and response as appropriate.

Hate Crimes

Investigation of hate-motivated crimes and incidents are a priority at Adelphi University. The Department of Public Safety and Transportation's response is necessary to assure the community that hate-motivated crimes and violence will not be tolerated, and that perpetrators of such crimes will be brought to justice.

The Clery Act requires institutions to separately report all hate crime statistics as listed below or any other crime involving bodily injury that reveals evidence that the victim was intentionally selected because of the perpetrator's bias or the perpetrator

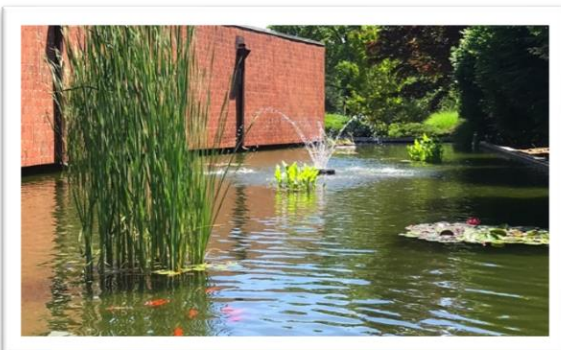
perceived the person to be in one of the protected group categories.

The campus community shall be informed of any hate-associated factors related to the below listed crimes, or of any other crimes involving bodily injury where hate crimes are involved. In addition, as of March 7, 2013, The Jeanne Clery Act was amended to include new reportable hate crimes. These Clery crimes apply when motivated by bias include:

- Criminal homicide (murder, non-negligent manslaughter)
- Sex offenses (rape, fondling, incest, statutory rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Larceny-theft
- Simple Assault
- Intimidation
- Destruction/damage/vandalism of property

Although there are many possible categories of Bias, under the Clery Act, only the following eight categories are reported in the Annual Security and Fire Safety Report:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.



- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

A Bias Crimes brochure is available on the Public Safety website at adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/ or by visiting the Public Safety office in Levermore Hall.

Reporting Hate-Motivated Crimes and Incidents

The Department of Public Safety and Transportation is responsible for collecting and reporting hate-motivated crime statistics that occur within Clery Geography (On Campus, Residential Halls, Non-Campus Property, and/or Public Property). All Hate-Motivated crimes, regardless of location, are encouraged to be reported but will not be noted in the crime statistics, unless they fall within the Clery Geography. Hate-motivated crimes should be reported as indicated in the section "[Reporting Crimes and Emergencies](#)"

These reporting categories are only reported if motivated by bias as determined by one of the bias categories (race, gender, religion, ethnicity, national origin, gender identity, sexual orientation and disability).

Anyone with information warranting a timely warning should report the circumstances to Public Safety at 516.877.3511 or in person at the public safety command center, Levermore Hall, 1st floor.

Behavioral Intervention Team

Preserving the safety and security of students and employees is a top priority for Adelphi, and one that requires commitment, coordination, and communication. To facilitate collaboration among the many individuals whose work affects our collective security, Adelphi established a Behavioral Intervention Team (BIT).

Events nationally have made us all too aware of the random and unpredictable nature of violence. This important workgroup has been effective since it was established, and meets twice a month to address important issues. The Team will continue to be coordinated by the Department of Public Safety and is designed to monitor and discuss reported incidents and implement action plans as necessary. For a complete list of BIT members visit the webpage [Behavioral Intervention Team - About the Team](#).

You may recall that the establishment of a Threat Assessment Team was a recommendation of the Congressional report issued following the hostile intruder/active shooter tragedy at Virginia Tech in 2007. Adelphi was one of the first institutions of higher education in the country to implement this recommendation. The Behavioral Intervention Team is responsible for identifying, assessing, and responding to concerns, disruptive behaviors and/or threats by students, faculty/staff, and community members who struggle academically, emotionally, or psychologically, or who present a risk to the health or safety of the University or its members. It does not supersede, supplant, or replace the University's current judicial procedure or the protocols for reporting incidents and safety concerns.

Any member of the campus community may become aware of a troubling situation that is causing serious anxiety, stress, or fear in or out of class or work. **If such a situation appears to be imminent, including possible immediate risk of violence to self or others, it should be reported immediately to the Department of Public Safety at 516.877.3511, or by dialing "5" from any campus phone.** All of these numbers are printed on the back of your Adelphi ID card. If the risk is not imminent or immediate, the individual can contact Public Safety or submit a

[BIT Referral Report online](#)

More information about campus safety and answers to some frequently asked questions can be found at the [Behavioral Intervention Team website](#).

Members are divided into two levels - CORE and KEY.

Core Team Members

Core members attend every BIT meeting and have full access to the team's electronic record-keeping database. As core members, they represent their departments and have the authority to make independent decisions within their areas of responsibility.

- Chief of Campus Safety and Emergency Management [BIT Coordinator]
- Associate Director of Transportation and Administration [BIT Coordinator Designee]
- Associate Director of Student Counseling Center [Counseling]
- Assistant Vice President of Student Affairs and Dean of Students
- Director of Student Conduct and Community Standards
- Executive Director of University Health and Wellness [Health Services]
- Chief of Community Concerns and Resolution
- Coordinator of Integrated Care and Case Management
- Projects Manager, Dept. of Public Safety and Transportation [Records Manager]

Key Team Members

Key members serve BIT in a consultant capacity and represent departments that have frequent contact with students or employees, are likely to be involved in either case updates or interventions for Behavioral Intervention cases, and can provide valuable insights to the team. They are invited in for cases that relate to their specific content areas and do not attend meetings regularly.

- Chief Administrative Officer
- Vice President for Student Affairs and Diversity Equity Inclusion and Belonging [Student Affairs]
- Assistant Vice President and Deputy to the Provost [faculty/academic affairs representative]
- Director of Labor Relations and Human Resources Operations [Human Resources]
- Director of Residential Life and Housing [Res Life]
- Director of Athletics and Campus Recreation [Athletics]
- Executive Director International Student Services
- Director of Bridges to Adelphi Program
- General Counsel member from Cullen and Dykman LLP [for legal purposes]
- Assistant Vice President and Associate Chief Information Officer
- Director of Psychological Services
- Chief Marketing and Branding Officer Chief Financial Officer
- Clinical Associate Professor, College of Nursing and Public Health

Emergency Response and Evacuation Procedures

Emergency Notification

Adelphi University Department of Public Safety is responsible for responding to all significant incidents that may involve an immediate or ongoing threat to the health and/or safety of the Adelphi Community, in addition to, using appropriate resources to mitigate and investigate such incidents. An emergency notification may apply to both criminal and non-criminal incidents and can include but is not limited to: weather or natural disaster events, public health emergencies, hazardous materials spills or gas leaks, riots or armed intruders. The University President or designee who includes: Provost and Executive Vice President, Chief Administrative Officer, or the Chief of Campus Safety and Emergency Management (or designee), may confirm and has the authority to declare an emergency or dangerous situation (emergency condition) involving an immediate threat to the health and/or safety of students or employees. An emergency condition is defined as a sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, and/or interference with the normal activities of the University and which, therefore, requires immediate attention and remedial action. The Department of Public Safety and Transportation takes the initial lead in implementing the appropriate response plan, assessing the crisis, reviewing all the available information, delegating responsibility where appropriate, and ensuring the information needs of the Campus community and/or segment(s) of the community are met.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

Upon being notified of an emergency on campus [through phone call or in-person reporting], the Department of Public Safety will be immediately dispatched to the reported emergency location and view the situation via CCTV. Public Safety will verify that a legitimate emergency or dangerous situation exists on campus, accomplishing confirmation. As needed, the Department of Public Safety and Transportation will utilize all information resources at its disposal to confirm that there is an emergency. Confirmation may come from a number of sources, including departments on campus and/or local agencies depending on the type of emergency. To

evaluate the significance of the threat, the Department of Public Safety may consult with experts, including but not limited to: Garden City Police Department, Garden City Fire Department Other Local Law Enforcement Officials, University Environmental Health and Safety, National Weather Service, etc. The Chief of Campus Safety and Emergency Management, or designee, may confer with the Vice President for Student Affairs and Diversity Equity Inclusion and Belonging, Chief Communications Officer, and/or Chief Administrative Officer, if readily available, and then will, without delay and taking into account the safety of the community, determine the content of the notification, dependent on the emergency, and initiate the notification system(s). Due to the time sensitivity of emergency alerts, the decision to initiate the alert system will be determined as quickly and thoroughly as possible.

Determining the Contents of the Emergency Notification:

The Department of Public Safety will develop a concise message to convey the appropriate message to the community. The messages are designed to Alert, Inform, and Reassure the community. The Department of Public Safety does not use pre-determined template messages*, however, the content of every communication, which notifies the Adelphi Community of an emergency, will include:

- The specific nature and location of the event;
- Actions being taken by the University;
- Status of those involved (when known);
- Actions one should take to help assure their own safety; and
- Follow-up information will be provided to the community as well as at the conclusion of the immediate threat/emergency.

Adelphi University uses the above bullet points when drafting an alert for the situation/emergency condition that is occurring when providing information to the community.

**The Department does have at least five (5) predetermined message activation devices in the Command Center that can activate the Rave Alert system and Alertus beacons. The predetermined messages are for Hostile Intruder, Emergency PSO Response, Weather Alert, All Clear and Test.*

The goal of the alert is to ensure individuals are aware of the situation and that they know the steps to take for personal and community safety.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

Upon confirmation of a significant emergency or threat to the Adelphi Community, the Chief of Campus Safety and Emergency Management, or designee, will immediately notify the campus community. Adelphi University notifies the entire campus community and does not segment the community for notifications. Subsequently, they will initiate the University emergency notification system (Rave Alert), 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.

Procedures Used to Notify the Campus Community

In the event of a serious incident that poses an immediate threat to members of the Adelphi community, the Department of Public Safety and Transportation will initiate various electronic, public address systems and text message notifications in place for communicating information quickly. Generally, all members of the campus community will receive an emergency notification.

Some or all of the following methods of communication may be activated in the event of an immediate threat to the Adelphi community.

- Adelphi University Rave Alert System (discussed below)
- Adelphi University Webpage (Adelphi.edu)
- Mass Email
- Exterior Emergency Call Box Public Address Announcement System
- Alert Beacons
- Fire Alarms
- [Radio and Television stations](#)

Procedures Used to Notify the Larger Campus Community

The University may issue additional emergency notifications to the larger campus community. In order to notify the larger campus community, Adelphi University will share information via email and post updates on the University website. If the emergency needs to be communicated to the surrounding community, local television and/or radio stations will be notified to give or post a statement with the appropriate content as described in the section titled “*Determining the Contents of the Emergency Notification*”. In addition, the Commissioner of the Garden City Police Department receives a University mass Notification System (RAVE Alert), which they use to notify the surrounding community through their mass notification system “SwiftReach”.

University Mass Notification System (Rave Alert)

The telephone is the primary means of emergency notifications at the University. The University utilizes an off-campus vendor to send emergency notifications and timely warnings (case-by-case basis) to the entire University community. The University’s Mass Notification System is the system used for this purpose. Upon confirmation of a significant emergency or threat, the Chief will initiate the Rave Alert system. This is done by going into the Rave Alert system, entering in the message that needs to be sent, and selecting the entire campus community. An SMS message will be sent to all cellular telephones and voice messages to office telephones (if registered with the University’s Mass Notification System). Notification can also be sent over the University exterior Emergency Call Box Public Address System and/or Alert Beacons to the University community from the Command Center located in Levermore Hall.



The University’s Mass Notification System is intended for the immediate transmission of specific information regarding an emergency to all members of the University. Public Safety signs up the University Community for the University’s Mass Notification system upon receipt of their Adelphi University Identification Card.

You can change or update your registered devices through the Rave Manager Profile Dashboard accessible through eCampus at portal.adelphi.edu. It is part of the single sign-on, so you will sign in with your Adelphi username and password. After you are signed in to eCampus, go to the Services tab and select the University Mass Notification System icon.

Visitors can opt to Adelphi Alerts in for a fixed period of time during their stay on campus. Construction crews, conference and seminar attendees, parents of children attending camps, can all benefit from this enhanced capability

The Department of Public Safety and Transportation tests the University Mass Notification System at least once every calendar year, and such tests may be announced or unannounced. The campus also tests its emergency response and evacuation procedures on at least an annual basis. Furthermore, emergency tabletop exercises are conducted on an annual basis.

NYC-Brooklyn Center

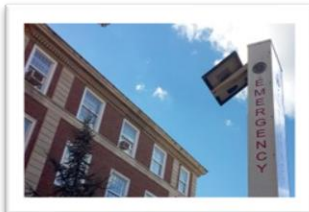
The Department of Public Safety and Transportation coordinates with SFC Security, located on site at the NYC-Brooklyn Center, to ensure distribution of communication to Adelphi community members at this center. All Adelphi students and staff at this location, and Public Safety Administrators at the Garden City Campus, are signed up for SFC Alerts, sent by SFC Campus Security in compliance with SFC's Emergency Action Plan.

This system enables SFC officials to reach members of the College by rapidly transmitting short notifications by email to an outside email address, text message to a cell phone, or by voice message to an off-campus telephone or cell phone. If you are attending classes as an Adelphi student/staff at this location and have not registered, please do so today at SFC Alerts: <https://www.sfc.edu/student-life/safety-and-security/sfc-alerts>.

You may also be notified of mass emergency and receive status updates by:

- Check www.sfc.edu
- Call (718) 522- 2300 for a recorded message
- Faculty, staff, and administrators may also check their voicemail at (718) 489.5400.

Emergency Campus Telephones [Call Boxes]



Emergency campus telephones [Call Boxes] are located both inside and outside of the Garden City Campus buildings. In case of emergency, dial 5 or extension 3507 or 3511 for

immediate help. During normal business hours, questions may be directed to extension 3500. Calls from public telephones require dialing 516.877.3500.

Garden City Main Campus

Dial 5 or x3511 (on campus) or 911
Levermore Hall, Suite 113
Off Campus: Garden City PD – 516.465.4100 or 911

New York City – Brooklyn Center

At Center: 718.489.2100 or 718.489.2105
Contract Guard, Lobby of Livingston Location, SFC
Campus Security Desk
Off Campus: NYPD 84th Pct.–718.875.6811 or 911

Hudson Valley Center

At Center: 212.965.8340
Contract Guard, Adelphi Main Entry, 4th Floor
Off Campus: Poughkeepsie PD-845.485.3666 or 911

Hauppauge Education & Conference Center

At Center: 631.300.4367
Contract Guard, Adelphi Main Entry, Lobby
Off Campus: Suffolk PD–631.854.8400 or 911

Alert Beacons

The Department of Public Safety and Transportation along with our partners in Information Technology have incorporated a new feature to the existing



“Adelphi Alert” platform. The integration of “Alert beacons” to the existing Adelphi Alert (RAVE) platform has increased the university’s capability to reach a wider audience while simultaneously reducing the time it takes to send timely and actionable information in the event of an incident affecting the campus community.

The alert beacons are strategically located in the common areas of public use spaces throughout campus and are easily identifiable in that when activated by Public Safety Officers operating the Public Safety Command Center, the beacons emit an alert tone and signal through the use of a strobe light, red flashers, and an alert siren. A predetermined message is simultaneously displayed on the screen which provides information as to the nature of the emergency and what actions to take.

In addition to the alert beacon activation, an SMS message will be immediately and concurrently sent to your wireless devices (if registered with the University’s Mass Notification System) further increasing the university’s reach when it comes to emergency notification. Follow-up information and incident updates will be disseminated through the use of the “Adelphi Alert” (RAVE) system as necessary.

Beacons are currently located in the following spaces:

- Alice Brown Early Learning Center
- Alumni House
- Center for Recreation and Sports
- Hy Weinberg Center
- Nexus Building
- Performing Arts Center
- Swirbul Library

Radio and Television Stations

The following radio and television stations are utilized to advise staff, faculty, students, parents and the general public relative to University closings:

AM Radio Stations

WHLI 1100 AM

Television Stations

News 12 (Cablevision)

Campus AU TV News

FM Radio Stations

WLNG 92.1 FM

K 98.3 FM

WALK 97.5 FM

Campus Geographic Map and Emergency Phones [Call Boxes] Locations

Visit the Public Safety website for an interactive campus map with emergency phone locations: [Call Boxes](#)



Campus Buildings			
Angello Alumni House	AHE	Levermore Hall	LVH
Alumnae Hall	ALH	Nexus	NEX
Blodgett Hall	BLH	Performing Arts Center	PAC
Chapman Hall	CHH	Parking Garage	PG
Center for Recreation and Sport	CRS	Post Hall	PSH
Eddy Hall	EDH	Post Hall Annex	PSX
Earle Hall A	EHA	Residence Hall A	RHA
Earle Hall B	EBH	Residence Hall B	RHB
Early Learning Center	ELC	Science Building	SCB
Grounds Maintenance Building	GMB	Social Work Building	SWB
Hagedorn Hall Of Enterprise	HHE	Swirbul Library	SWL
Harvey Hall	HRH	University Center	UNC
Hy Weinberg Center	HWC	Woodruff Hall	WDH
Adele and Herbert J. Klapper Center for Fine Arts	KFA	Waldo Hall	WLH
Linen Hall	LNH		

Emergency Drills, Testing, and Evacuation Procedures

The Adelphi University Department of Public Safety will, upon confirmation of an emergency, activate procedures to notify the individuals impacted and respond to and mitigate the threat to the health or safety of those individuals by utilizing appropriate measures to include emergency notification, emergency evacuation, “shelter in place” or other measures deemed necessary using the National Incident Management System (NIMS) structure.

Following the above measures, the Emergency Operation plan will provide structure and operational coordination when implemented for the Garden City Campus, Hauppauge Education and Conference Center, New York City – Brooklyn Center, and Hudson Valley Center.

The Emergency Operations Center (EOC) is one of the most important tools in coordinating emergency functions. The EOC facilitates the decision-making process and response operations to major emergencies. The Adelphi University Emergency Operations Center was established to serve as the Command/Control and Communications Center for the overall Adelphi response to an emergency. At the EOC, the Emergency Support Function Team members shall coordinate, as necessary, with the Associate Director of Transportation/Administration (Emergency Manager), Provost/Executive Vice President (Crisis Management Team Chair), and Chief of Campus Safety and Emergency Management (Incident Commander) for implementation and coordination of the campus Emergency Operations Plan and support as it pertains to their areas. Team members are to keep in constant communication with the Emergency Operations Center.

Evacuation drills are performed both live and in tabletop exercise. The purpose of evacuation drills is to prepare building occupants for organized evacuation in case of fire or another emergency.

Evacuation Procedures

Drills and/or tabletop exercises are conducted with the Garden City Police and Fire Departments each year on a minimum of three occasions. Following the

drills and/or tabletop exercises, assessments and evaluation of the university's emergency operation plan to determine the plans compatibility to actual emergencies and where improvements can be made. The plan is updated each June if any updates and/or deletions are needed.

Public Safety conducts announced and unannounced drills and exercises. All drills and exercises are evaluated, documented, and records are maintained by a Public Safety Captain who is also the Emergency Management trainer and supervisor.

Garden City Campus

Appropriate action during an emergency evacuation depends on preparation. It is the responsibility of University employees to be aware of and be familiar with the emergency evacuation procedures. The procedures are intended to minimize injury, loss of life, damage to property, and insure an orderly evacuation of a building.

Anyone having evidence of, or seeing an immediate threat to life due to a fire or smoke condition, should go to the nearest fire alarm pull station and activate the alarm. Do not attempt to put a fire out unless there is a fire extinguisher nearby and the fire is small and under control.

Upon evidence of an emergency or at the direction of the Department of Public Safety and Transportation, the Garden City Police Department, Garden City Fire Department, or Evacuation Wardens, faculty and staff members in adjacent buildings shall assume responsibility for the evacuation of their building in an orderly manner.

Evacuation of buildings should be made through the nearest safe exit. There may be times when conditions warrant the use of other non-affected buildings for refuge. If directed, persons should proceed to the University Center, Center for Recreation and Sports, the Performing Arts Center, or the Swirbul Library. Fire hydrants, streets, and driveways must remain accessible to emergency vehicles. The Adelphi Department of Public Safety and Transportation will assist with the evacuations as personnel resources permit. The Department of Facilities Management shall proceed to the Incident Command Post (ICP) to offer technical assistance to emergency responders. Fire/Evacuation Wardens,

faculty, and staff members will assist in maintaining order in the assembly areas until permission to re-enter has been given. Fire/Evacuation Wardens must report results and observations to an official of the fire department or Department of Public Safety.

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Therefore, the implementation of “shelter-in-place” is activated which means to make a shelter of the building that you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

HOW TO SHELTER IN PLACE

What it means to “Shelter-in-Place”

If severe weather or an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close and lock your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest university building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification will come from the Department of Public Safety via the RAVE university mass notification system and/or Emergency Public Address System announcement.

[For more information on Shelter-in-Place and the difference from Lockdown, view this infographic.](#)

General Building Evacuations

1. When a fire alarm sounds or when directed by other means to evacuate a building, all occupants shall immediately evacuate.
2. Never use elevators during an emergency evacuation unless absolutely necessary.
3. Be aware of the marked exits from your location in the building.
4. Know the location of fire pull stations and fire extinguishers and know how to use them.
5. When the building evacuation fire alarm is sounded or when you are directed to leave by a member of the Garden City Fire Department, the Garden City Police Department, Evacuation Warden, or a member of the Department of Public Safety and Transportation, walk quickly but do not run to the nearest marked exit and ask others to do the same.
6. Once outside, proceed to a clear area at least 150 feet (half a football field) upwind from the building. Keep walkways clear for emergency vehicles. Adelphi Public Safety Officers will assist with directions.
7. An Incident Command Post (ICP) will be established near the emergency site by the Department of Public Safety and Transportation; keep clear of the ICP unless you have important information to report.
8. Do not return to the building until you are told to do so by a representative of the Garden City Fire Department, Garden City Police Department, the Evacuation Warden, or a member of the Department of Public Safety and Transportation.

Adelphi University Centers

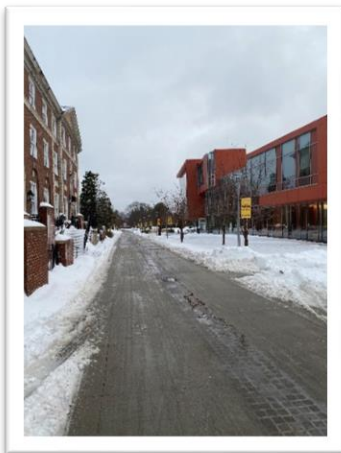
The Hudson Valley, New York City-Brooklyn, and Hauppauge Centers are in leased spaces of a shared building.

Emergency evacuation drills are conducted by the building management personnel and are guided by the local code. There are no residence halls at any of the centers. Public Safety from the main campus in Garden City will go to these centers and train the individuals at the center on campus evacuation and procedures.

Testing and Publishing the Emergency Operations Plan and Emergency Evacuation Procedures

The Department of Public Safety will test our Emergency Operations Plan (EOP), which includes publication of our Emergency Evacuation Procedures, annually. The University will (1) test the university emergency response and evacuation procedures on at least an annual basis, and (2) publicize our emergency response and evacuation procedures, along with a summary of the test. *The publication utilizes a form titled "Emergency Operations Test Activations" that is filled out by the Chief, or designee, and includes a description of the exercise, the date and time, and if it was announced or unannounced.* In addition, the Emergency Operations Plan (EOP) is updated and published on an annual basis. The publishing of the "Annual Notification of Emergency Response Testing and Procedures *YEAR*" is posted on the News and Announcements web page under adelphi.edu/safety-transportation.

Emergency Operations Plan



The Adelphi University Emergency Operations Plan (EOP) and hereinafter referred to as "The Plan," has been designed as a guide for administrators and their designees in planning for, and responding to campus emergencies. This Plan utilizes an all hazards approach and covers an ever-expanding scenario of

situations common to us as well as newer threats that need to be planned for in the 21st century. An all-hazard plan will provide structure and operational coordination when implemented for the Garden City Campus, Hauppauge Education and Conference Center, Manhattan Center, and Hudson Valley Center. The Plan contains various components that, when a situation occurs will allow for maximum flexibility to facilitate operational coordination and information sharing between the campus and outside agencies.

The University policies and procedures contained herein are expected to be followed by all administrators and staff. While the Plan does not cover every conceivable situation, it does provide basic administrative guidelines necessary to cope with most campus emergencies.

Campus emergency operations will be conducted within the framework of University guidelines. Any exception to the procedures outlined in the Emergency Operations Plan will be conducted only by, or with the approval of, those University administrators responsible for directing and/or coordinating emergency operations.

It is also available at the Department of Public Safety and Transportation in Levermore Hall.

Special Attention:

All are strongly encouraged to review and become thoroughly familiar with the section entitled "Emergency Evacuations of Buildings" also stated above.

Note: The general public cannot access the Emergency Operations Plan including students' parents or guardians. Access to the Plan can only be made through your eCampus login. Download the entire Emergency Operations Plan (PDF) at adelphi.edu/safety-transportation/policies/emergency-operations-plan/.





Crime Response

We want everyone to feel safe, secure and welcome here at Adelphi. All individuals on campus are strongly encouraged to report all crimes directly to Adelphi University Department of Public Safety and Transportation to ensure your safety and for appropriate response including, but not limited to, distribution of Timely Warnings, updates to the Daily Crime/Fire log, and providing safety resources.

Timely Warning Notifications (TWN) – Safety Alerts

Under the federal Jeanne Clery Act, Adelphi University Department of Public Safety is responsible to disseminate a Timely Notice. Adelphi University will issue a Timely Warning Notice, also known as a Safety Alert, in the event that it receives notice of an alleged Clery Crime occurring within Clery Geography. Clery Geography includes the Garden City Campus, Hauppauge Education and Conference Center, Manhattan Center, Hudson Valley Center, non-campus property (property owned/controlled by the University), and/or public property (property within or immediately adjacent to campus). The crimes that often require the distribution of a TWN/Safety Alert include Murder/Non-negligent Manslaughter (or any suspicious death), Robbery, Aggravated Assault, Sexual Assault (Rape, Fondling, Statutory Rape, Incest), patterns of Burglaries, and/or major cases of arson. In addition, you may see a TWN/Safety Alert

for other Clery or Non-Clery crimes when deemed necessary. In the event that a situation happens within Clery Geography, and the judgement of the Chief of Campus Safety and Emergency Management, or designee, considers it to constitute a serious, ongoing or continuing threat (with advisement from Local Law Enforcement and/or Title IX), a campus wide “timely warning” is distributed. For the purpose of this policy, “timely” means as soon as reasonably possible after an incident has been reported to the Department of Public Safety, to the Campus Security Authorities identified by Adelphi University or local police agencies that have reported the information to the University.

Making the Decision to Issue a Timely Warning

In determining whether to issue a timely warning, on a case-by-case basis, the University will consider all the facts surrounding the crime including factors such as the location of the crime, the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. If there is insufficient information available to determine whether the incident represents a serious and continuing threat to the Adelphi community, Adelphi will issue a Timely Warning Notice. A Timely Warning Notice will not be sent if, based on the information available: if it appears unlikely that there is an ongoing threat to the community, such as the perpetrators have been apprehended and the threat of imminent danger to the Adelphi Community has been mitigated by the apprehension; or

in which Adelphi University Department of Public Safety was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community; or in which, Adelphi does not have full information to evaluate the nature of the ongoing threat; in addition, it will be noted in the content of the Timely Warning Determination form.

A timely warning is distributed after a crime/incident has already occurred and been reported to Adelphi Public Safety but is considered ongoing (i.e. pattern of burglaries). In an emergency, an Emergency Alert is more likely to be sent out than a Timely Warning for immediate action by the campus community for an active threat (i.e. Hostile intruder; Weather Storm, etc.).

By law, Adelphi University is not required to issue a timely warning for off-campus crimes; however, situations occurring off-campus are evaluated on a case-by-case basis to determine if there is a crime that poses an ongoing or serious threat to the community. A safety alert may be distributed to the Adelphi Community in the event that a situation arises off campus, that in the judgment of the Chief of Campus Safety and Emergency Management, or designee, considers it to constitute a serious or continuing threat to the off-campus community.

When to issue a Timely Warning / Safety Alert?

As soon as pertinent information is available, the Department of Public Safety and Transportation will evaluate the need to issue a timely warning based upon the following conditions:

- A Clery Act crime occurring within the University's Clery geography or poses a risk to the campus community that has been reported to campus security authorities or the Department of Public Safety and Transportation;
- A Non-Clery Act crime occurring within or around the University or poses a risk to the campus community that has been reported to campus security authorities or the Department of Public Safety and Transportation; and
- The University considers the crime to represent a serious or continuing threat to students and employees.

What is Included in a Timely Warning?

The Chief of Campus Safety and Emergency Management or designee will determine the content, on a case-by-case basis, based on the incident that has occurred. The content will provide a clear description of what has been reported without compromising law enforcement efforts and/or jeopardizing the confidentiality of the Victim(s). The information will include, to the extent known, the date, time, nature of the offense, brief overview of circumstance, physical description of the Person of Interest(s), law enforcement's immediate action(s), a request and method for witnesses to contact Public Safety or Law Enforcement, and outline Safety Tips that the Adelphi Community can take to prevent similar occurrences. In compliance with the Violence Against Women Reauthorization Act, the names of crime victims will not be published in timely warnings.

What department or individual is responsible for issuing the Timely Warning?

The Chief of Campus Safety and Emergency Management, or designee, will approve the dissemination of the TWN/Safety Alert. Once the decision has been made to issue a timely warning, the Department of Public Safety and Transportation is responsible for distributing the warning. Timely warnings are distributed via methods reasonably likely to reach the entire campus community and updated as new crime information becomes available. This is typically accomplished by:

- Posting a notice on the Adelphi Public Safety website adelphi.edu/safety-transportation and;
- Sending a mass-email using the University email system;
- Utilizing the RAVE Alert System (see below) to send a text message or voice message to the campus community (done on a case-by-case basis).

How should a crime be reported?

TWN/Safety Alerts are provided to students and employees at Adelphi University in a manner that is considered “timely”. The intent in issuing a timely warning is to enable members of the campus community to protect themselves and to aid in the prevention of similar crimes. Anyone with information they feel warrants a timely warning/safety alert should immediately contact Public Safety at 516.877.3511 or in person at the public safety command center, Levermore Hall.

Daily Crime Log and Fire Log

The Department of Public Safety and Transportation maintains a campus Daily Crime log and a Fire Log in the Public Safety command center, Levermore Hall. At the main front desk of the NYC-Brooklyn Remsen Location, Hauppauge Education and Conference Center, and Hudson Valley Center, a daily crime log is maintained at each location, and records all crimes reported to the University. Public Safety will enter non-personally identifying information about the report into the University's daily crime log. The crime logs contain information by the category of crime, incident number, date of crime, time of occurrence, general location, and disposition if known. Public Safety must make these entries except where such disclosures are prohibited by law or would jeopardize the confidentiality of the victim. Said information may also be withheld if there was clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause the suspect to flee or evade detection, or result in the destruction of evidence. The Department must disclose any information once the adverse effect described above is no longer likely to occur. The Department may withhold only that information that would cause the adverse effects described above.

A daily crime log entry or change in the disposition is recorded within two business days of the reporting of the crime. The crime and fire log are accessible for public inspection during normal business hours for the most recent 60-day period. Any request for the portion of the log over the 60-day period will be made available within two business days of a public request.

Safety Tips and Resources

Although Garden City remains one of the safest neighborhoods on Long Island and Adelphi University one of the safest campuses in the country, we remain as determined as ever to be vigilant about concerns of safety. Please take a moment to review the University's extensive safety tips on the Public Safety website at adelphi.edu/safety-transportation/resources/safety-tips/.

We expect that you will fully enjoy living, studying and working on Long Island.

If you witness a crime or experience an emergency on campus, dial 5 from any campus phone or use any call box 24 hours a day to reach the Adelphi Department of Public Safety and Transportation.

Working together as a community, we will continue to ensure a safe environment for everyone at Adelphi University

Security of and Access to Campus Facilities

Garden City Campus

All parking lots at the Garden City Campus are routinely patrolled by public safety vehicle patrols, foot and bicycle patrols as well as closed-circuit TV cameras. Vehicular access to the campus is restricted from 11 p.m. to 5:30 a.m. when only one guarded entrance (gate C) is open by the Levermore Hall roadway. Incoming vehicles during the 11 p.m. to 5:30 a.m. period must swipe their ID card or are checked to ascertain their purpose and will be denied access if the occupants cannot establish a legitimate reason for entering the campus. Parking is by permit only.

Full-time professional Residential Life Associate/Assistant Directors, who maintain two halls each, in addition to trained graduate and undergraduate resident assistants, staff the Residence Halls. Residential Life works with public safety and other University departments to provide and maintain facilities that are safe and secure. A residence hall staff member is on duty 24 hours a day. Access to residence halls is limited to residents and their guests. Entrances are locked 24 hours a day and interior areas are patrolled by public safety officers and residential life staff. Closed-circuit television cameras are located in each resident hall lobby and lounge areas along with in-house telephones.

Hall Attendants are on duty (during Fall and Spring semesters) from 6 p.m. to 4 a.m., 7 days a week to check the identification of all people (residents and visitors) entering the residence halls. No one is admitted without proper photo I.D. (University I.D., or driver's license). Visitors are permitted in the residence halls overnight only with proper authorization from the Office of Residential Life and Housing.

During periods of extended closings, only those with approved card access will be permitted to enter the residence halls.

All campus buildings (with the exception of residence halls) are accessible Monday through Friday from 5:30 a.m. to 11 p.m., and Saturdays and Sundays according to class schedules. Exceptions are made for special events. Identification may be requested of anyone utilizing campus facilities.

Hauppauge Education and Conference Center

A contracted security officer is at the entrance of the 1st floor Adelphi entrance of the Hauppauge Center building when classes are in session. The facility is covered by closed-circuit TV cameras. There are no residence hall facilities at this location.

NYC-Brooklyn Center

A contracted security officer, by Adelphi University, is on duty at the entrance to the ground level of the 133 Remsen Location when classes are in session, which may vary each semester according to class schedules. St. Francis College maintains security at the Campus Security Desk, located in the lobby at the Livingston Location. Adelphi University Students and Staff are required to use their SFC ID Card to enter this location. Both facilities are covered by closed-circuit TV cameras. There are no residence hall facilities at this location.

Hudson Valley Center

A contracted security officer is at the entrance of area the University occupies on the fourth floor on when classes are in session, which may vary each semester according to class schedules. The facility is covered by closed-circuit TV cameras. There are no residence hall facilities at this location.

Security Considerations, Building Access and Maintenance

Special arrangements can be made through the Department of Public Safety and Transportation (ext. 3511) for access to buildings outside of regular operating hours. Special after-hours access to buildings for employees and students may be obtained by written request to the Chief of Campus Safety and Emergency Management. Students requesting access must have an after-hours access card completed by a faculty member or a University administrator to be permitted access. The card is then kept on file in the public safety command center for student access verification.

All employees and students are encouraged to report any repairs they feel need the attention of facilities management. A building engineer is on duty 24 hours a day in case of emergencies. Repairs may be called into facilities management directly to extension 3970 during business hours or public safety at extension 3511 all other times. In addition, lighting surveys of exterior spaces are conducted bi-monthly with the results forwarded to facilities for necessary action. Closed circuit television systems, crime prevention programs, and card access control systems are also utilized to assist in preventing and investigating crimes. Any security concerns should be addressed by contacting Public Safety at 516.877.3511.

Policies and Procedures for Safe Access to Residence Halls

Residence hall entrances are locked 24 hours a day. Access is by an individually coded University ID card programmed to access a residence hall front door, which is provided to each resident at the beginning of each semester.



Personal Safety

Interested individuals and groups can arrange for personal safety and security programs to be presented by a trained crime prevention officer.

Based on the circumstances, personal escorts within campus may be requested of public safety by calling the public safety command center at 516.877.3511 or by extension 3511 on any in-house telephone. Personal safety brochures are available in the Public Safety office as well as online at adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/.

Personal Property

Members of the community are encouraged to mark their personal property and keep a record of the property in case it is stolen. Members of the community are reminded to safeguard property at all times.

Property Theft

NEVER LEAVE YOUR PERSONAL PROPERTY UNATTENDED



What Can I Do?



Purse
Carry your purse close to your body.
Never wrap the strap around your body.



Laptops
Don't leave laptop computers unattended—even for a second.



Cash & Cards
Carry only the amount of cash or number of credit cards necessary to make your purchases for the day.




Distractions
Be wary of distractions. Sometimes one person diverts your attention while another picks your pocket or steals your belongings.



Car Items
Place items out of sight in the trunk of your vehicle prior to reaching your destination.
Never leave packages in open view in the vehicle.



Cell Phones
Hold on to your cell phone and keep it secured out of sight when not in use.



Headsets
White headsets are a dead giveaway. Protect your musical device by keeping it out of sight.



Wallets
Never Carry you wallet in the rear pants pocket which is one of the easiest to pick.



Instincts
Follow your instincts, and maintain situational awareness. Remember, "If it seems too good to be true, it probably is."



Books
Keep books with you at all times. Do not leave them in public places. Mark all books with your name and/or other identifying information in a specific place.



Backpacks & Handbags
When in public areas, don't leave your backpack or handbag over the back of your chair, on a stool, or on the floor. Keep your backpack or handbag with you at all times.



Bicycles
Never leave your bike unlocked—not even for a second. Always use a high-quality U-Lock or Chain. Always lock the frame and front wheel to either a rack or pole.



REPORT IT.
Immediately report a theft or suspicious activity to Adelphi University Department of Public Safety at 516.877.3511.



Monitoring of Criminal Activity at Non-Campus Locations of Student Organizations

Adelphi University does not have any student organizations officially recognized with non-campus locations; this includes fraternities or sororities. As such, the university does not work with local law enforcement agencies to monitor nor assess criminal activity by students at off-campus locations of student organizations.



Registered Sexual Offenders

The "Campus Sex Crimes Prevention Act" (Section 106 of Public Law 106-38) is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. This requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems.

It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided

by a State concerning registered sex offenders may be obtained. Lastly, the Act amends the Family Education Rights and Privacy Act of 1974 to clarify that nothing in the Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

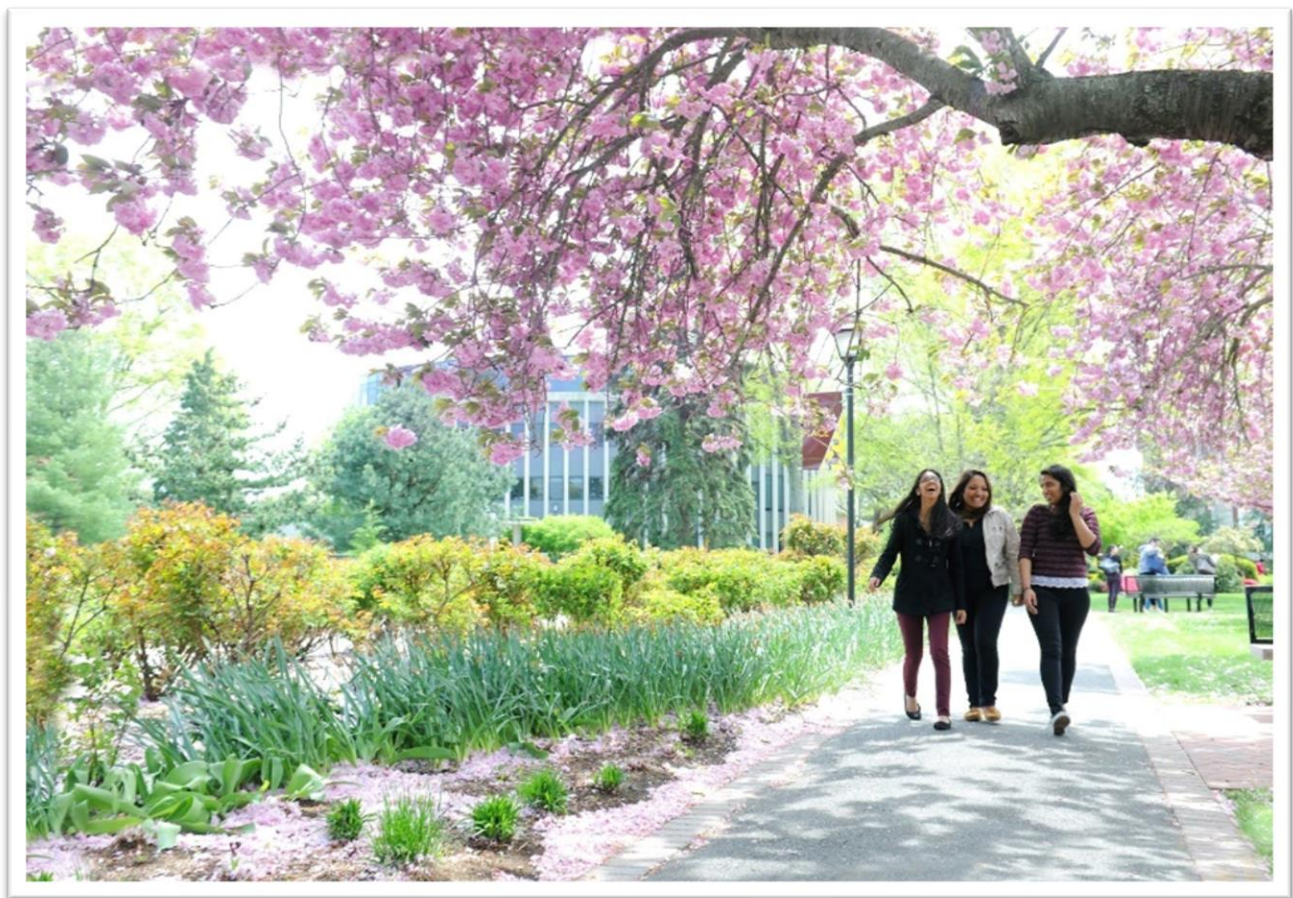
The state Division of Criminal Justice Services is partnering with NY-Alert to allow New Yorkers to sign up for alerts when moderate and high-risk sex offenders' move into or out of a community.

The DCJS system allows New Yorkers to flag communities of interest to their family and then get alerts by phone, email, text message or fax. They can sign up for notices involving three communities at once. The alerts will be carried out by the State Emergency Management Services System.

For more information, contact 1.800.262.3257 or criminaljustice.ny.gov

To view the New York Public Registry of Sex Offenders, see criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp





Missing Students Policy

Adelphi University has adopted and implemented a plan providing for the investigation of any missing student. These plans provide for the coordination of the investigation of missing students with local law enforcement agencies. This plan includes, but is not limited to, Memorandums of Understanding with the Garden City Police Department and the New York City Police Department. The University will notify the appropriate local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

How to Report a Missing Student:

All reports of a missing student, including a student living on campus who is missing more than 24 hours, should be made immediately to the Department of Public Safety at 516.877.3511. Should an acquaintance report a missing student to another department, such as Student Conduct and Community Standards, Student Affairs, Residential Life, etc., those individuals or departments will

immediately notify the Department of Public Safety who will work in conjunction with the Assistant Vice President of Student Affairs and Dean of Students, or designee. As the reporting party, be prepared to give your name and phone number as well as providing all information possible regarding the missing person including a physical description, what they were wearing when they were last seen, where they were last seen, what physical condition they were in when last seen, if they are driving or have a vehicle and its description and who they were with. Be prepared to provide information on any medical or other special conditions that you know about.

The Department of Public Safety, in conjunction with the Assistant Vice President of Student Affairs and Dean of Students, or designee, will attempt to determine whether the student is, in fact missing. Steps that may be taken, depending on the circumstances:

- Public Safety, Assistant Vice President of Student Affairs and Dean of Students, or designee will

attempt to contact the student through all reasonable and available means.

- Public Safety will investigate the validity of the missing person report and manage the information according to its established investigative standards
- Public Safety may notify appropriate University personnel and seek their aid in the investigation (i.e. Residential Life and Housing, Center for Student and Community Engagement, International Student Services, Student Counseling Center, Health Services, etc.)

If Public Safety or Student Affairs is unable to locate the missing student, the student is not known to have returned to the University (or otherwise located), or Public Safety has determined that the missing student has been missing for more than 24 hours, Public Safety will notify the local police,

At Adelphi University each student completes a “Student Emergency and a Missing Student Contact Registration Form” in order to receive their Adelphi Identification Card. The form gives the student the option to identify an individual to be notified by Adelphi University (AU) if a student is determined to be missing. If a student is determined missing, AU will also notify the appropriate law enforcement agency no later than 24 hours after the student determination.

Students are advised that the missing student contact information will be considered confidential, accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing person's investigation.

EMERGENCY INFORMATION

Contact Person: (Last) (First) (MI) (Relationship)

Address: (No.) (Street) (City) (State) (Zip Code) (Country)

(Contact Cell Phone) (Contact Home Phone) (Contact E-Mail)

STUDENT OPTION: **MISSING STUDENT CONTACT REGISTRATION FORM** ☐ Check here if same as the Emergency Information

You have the option to identify an individual to be notified by Adelphi University (AU) if you are determined to be missing. If you are determined missing, AU will also notify the appropriate law enforcement agency no later than 24 hours after the time you are determined missing. In addition, if you are under 18 years of age and not an emancipated individual, AU is also required to notify your parent or legal guardian if you are determined to be missing. Please check the box if you are under 18 and not an emancipated individual. [An "emancipated individual" refers to a minor who is self-supporting and independent of parental control, usually as a result of a court order.] ☐

Contact Person: (Last) (First) (MI) (Relationship)

Address: (No.) (Street) (City) (State) (Zip Code) (Country)

(Contact Cell Phone) (Contact Home Phone) (Contact E-Mail)

PLEASE SIGN

Signature: _____ Date: _____

Adelphi Email: _____ Alternate Email: _____

Note Regarding Parents/Guardians and Emergency Contacts of Resident Students:

If the student is under 18 years of age and not an emancipated individual, the University is required to notify a custodial parent or guardian or any other designated contact person, in addition to their missing student contact, no later than 24 hours after the time that the student is determined to have been missing.

If the student is over 18 years and provided a missing student contact, that missing student contact must be notified no later than 24 hours after the student is determined to have been missing. Students' missing student contact or emergency contact information will be registered confidentially, and this information will be accessible only to authorized campus officials. It may not be disclosed, except to law enforcement personnel in furtherance of a missing person's investigation.

If a parent/guardian, missing student contact, or emergency contact cannot be reached, the local police must be informed no later than 24 hours after the student is determined to have been missing.

All potential missing student reports must be referred to the Adelphi University Department of Public Safety and Transportation for investigation.

In the event a student has been missing for at least 24 hours, contact AU PS at 516.877.3511.

Anti-Discrimination, Harassment (Including Sexual Misconduct/Title IX⁴) and Retaliation Reporting

Any employee, student, or third party who believes that they may have been subjected to discrimination, harassment (including sexual misconduct (which encompasses Sexual Assault, Sexual Harassment, and/or Sexual Exploitation), dating violence, domestic violence, stalking) and/or retaliation is strongly encouraged to report this in accordance with the procedures set forth in this Policy:

For emergency or immediate assistance (twenty-four hours a day, seven days a week) contact the Department of Public Safety (516) 877-3511 or dial 5 from any campus phone. All emergency contact numbers are listed on the reverse side of your Adelphi identification card.

- If you are a student complainant, contact Joseph De Gearo (Assistant Vice President of Student Affairs and Dean of Students), degearo@adelphi.edu or 516.877.3654, or Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator), titleix@adelphi.edu or (516) 877-4819.
- If you are an employee or third party complainant, or if you have questions pertaining to this policy, contact Jane Fisher (Executive Director of Labor Relations and Human Resources Operations), fisher2@adelphi.edu or 516.877.3222 or Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator), titleix@adelphi.edu or 516.877.4819.
- To file a complaint involving R. Sentwali Bakari, Joseph De Gearo, or Jane Fisher, contact Allison Vernace, Chief of Community Concerns and Resolution, Title IX Coordinator, as above.
- To file a complaint involving the Title IX Coordinator, please direct your complaint to Jane Fisher, as above. Anyone who reports misconduct to the above resources will be informed about this process, as outlined in this Policy.
- In addition, you may contact any member of the Anti-Harassment, Discrimination (including Sexual Misconduct/Title IX), and Retaliation Panel ("[Anti-Discrimination Panel](#)").

You may also report online at:

adelphi.edu/title-ix/reporting-harassment/

This form is designed to provide Adelphi University students, staff, faculty, vendors, or visitors with an easy method to report specific information related to an alleged incident(s) of discrimination, harassment (including sexual misconduct), or retaliation.

You may choose to file this complaint form anonymously. This form will be received and reviewed by the Executive Director of Labor Relations and Human Resources Operations and/or the Chief of Community Concerns and Resolution, Title IX Coordinator. The University will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

Inquiries concerning the application of Title IX may be referred to the University's Chief of Community Concerns and Resolution, Title IX Coordinator, Allison Vernace at titleix@adelphi.edu, Levermore Hall, Room 207, (516) 877-4819, or

Office for Civil Rights (OCR)

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100

Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172,
Email: OCR@ed.gov
Web: ed.gov/ocr, or

U.S. Equal Employment Opportunity Commission (EEOC)

131 M Street, NE
Washington, DC 20507
202-663-4900 / (TTY) 202-663-4494, 1-800-669-4000
Email info@eeoc.gov,
Web: eeoc.gov/contact/index.cfm

The above reporting procedures are provided in the written notification document to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, visa and immigration and other services available for those involved in a crime or incident.

⁴ Sexual Misconduct includes Sexual Harassment, which encompasses Sexual Assault [Rape, Fondling, Incest, and Statutory Rape], Domestic Violence, Dating Violence, and Stalking.

Anti-Discrimination Panel

Note: Anti-Discrimination, Harassment (Including Sexual Misconduct/Title IX), and Retaliation Panel (“Anti-Discrimination Panel”)

The Anti-Discrimination Panel, which includes the Title IX Coordinator, is a diverse group of individuals composed of Adelphi employees who have been selected and trained on issues related to this Policy.

Fabian Burrell
Coordinator for Programming and
Community Engagement
Alumnae Hall, Room 118
p – 516.877.4978
e – fburrell@adelphi.edu

Joseph De Gearo
Assistant Vice President of Student
Affairs and Dean of Students Nexus
Building, Room 302
p – 516.877.3654
e – degearo@adelphi.edu

Brian Glick
Director of Student Conduct and
Community Standards
Levermore Hall, Room 014
p – 516.877.3940
e – bglick@adelphi.edu

Michael LaCombe
Associate Professor
College of Arts and Sciences, History
Alumnae Hall, Room 212
p – 516.877.4787
e – lacombe@adelphi.edu

Anne Mungai
Associate Provost for Strategic Initiatives
and Graduate Studies
Levermore Hall, Room 108
p – 516.877.4707
e – mungai@adelphi.edu

Bria Thorne
Student Conduct Officer
Levermore Hall, Room 014
p – 516.877.3483
e – bthorne@adelphi.edu

Allison Vernace
Chief of Community Concerns and
Resolution
Levermore Hall, Room 106
p – 516.877.6808
e – avernace@adelphi.edu

The Anti-Discrimination panel are specially trained⁵ campus officials, who receive annual and ongoing training on conducting investigations and hearings, conduct all University disciplinary proceedings in a prompt, fair and impartial manner from the initial investigation to the final result. They also receive training on the dynamics of dating violence, sexual assault, domestic violence, and stalking, including victim trauma and the effects of alcohol and drugs on sexual consent.

⁵ The training provided is titled, “Anti-Harassment & Title IX Training”. This training explores discrimination in the workplace; based upon gender and other protected classes. Participants explore responsibilities and reporting mechanisms under the law and University policy. In addition, the campus officials are trained in conducting an investigation, definitions, prima facie cases, types of questions, student conduct components, and trauma informed interviewing.



Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy

Adelphi University is committed to providing a safe learning environment. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act), Adelphi University has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the Adelphi community (students, faculty, and staff as well as contractors and visitors).

Acts of sexual assault, domestic violence, dating violence, and stalking is prohibited by Adelphi University and offenders will be subject to disciplinary action and/or criminal prosecution. The University will fully cooperate with any criminal prosecution⁶.

Adelphi's administrators are dedicated to providing consistent, caring, and timely response when sexual assaults, domestic violence, dating violence, and stalking incidents occur within the University community. The University is committed to meeting the needs of the sexual assault, domestic violence, dating violence, and stalking victims by honoring the wish of the victim to preserve anonymity after the traumatic experience while fulfilling its responsibility to maintain the integrity and safety of the campus as a whole; and to provide fair and appropriate adjudication of campus sexual assault, domestic violence, dating violence, and stalking cases.

New York State Education Law, Article 129-B, section 6441: Affirmative Consent to Sexual Activity states:

1. "Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as these words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression."
2. Each institution's code of conduct shall reflect the following principles as guidance for the institutions community."
 - a. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
 - b. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
 - c. Consent may be initially given but withdrawn at any time.
 - d. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily retained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
 - e. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
 - f. When consent is withdrawn or can no longer be given, sexual activity must stop.

⁶ This statement is mentioned in the written notification document, brochures, programs (education, awareness, & prevention), website, and orientations.

The following are University policy definitions from a compilation of Clery, VAWA, New York State Penal Law (Article 120 and Article 130), and the Code of Federal Regulations (34 CFR 668.41) and are also included in the Awareness and Prevention training programs:

- **Sex Offenses⁷:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. Offenses that fall in this category include: Rape; Fondling; Incest; and Statutory Rape.
- **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. This definition includes victims or offenders of any gender. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Non-forcible sexual intercourse between 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. There is no force or coercion used in Statutory Rape; the act is not an attack.
 - If the offender used or threatened the use of force or the victim was incapable of giving consent because of his/her youth or mental impairment, either temporary or permanent, law enforcement should classify the offense as Rape, not Statutory Rape.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family

violence laws of the jurisdiction in which the crime of violence occurred. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition: (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

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

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Please see [Appendix 3 for New York State Law Definitions Regarding Sex Offenses](#).



⁷ Definition consistent with [NY law 129B](#) and federal statute [20 USC § 1092\(f\)\(6\)](#).



Title IX

Title IX of the Education Amendments of 1972 (Title IX), and its implementing regulations, **prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance**. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. An example of sex-based discrimination prohibited by Title IX would be sexual harassment, including sexual assault, domestic violence, dating violence, and stalking, occurring in connection with any academic, athletic, extracurricular, employment or other University program regardless of the location. Adelphi University is committed to providing an educational and employment community which is free of discrimination and harassment.

Adelphi University will investigate all complaints and information related to discrimination and/or harassment (including sexual misconduct, sexual assault, dating violence, domestic violence, stalking) in order to maintain a collegial and non-hostile environment conducive to learning and working, and free of retaliation.

The Title IX Coordinator is responsible for assuring that all Title IX complaints are treated in accordance with the requirements of Title IX and should, therefore, be notified of all complaints and information that has been provided to others.

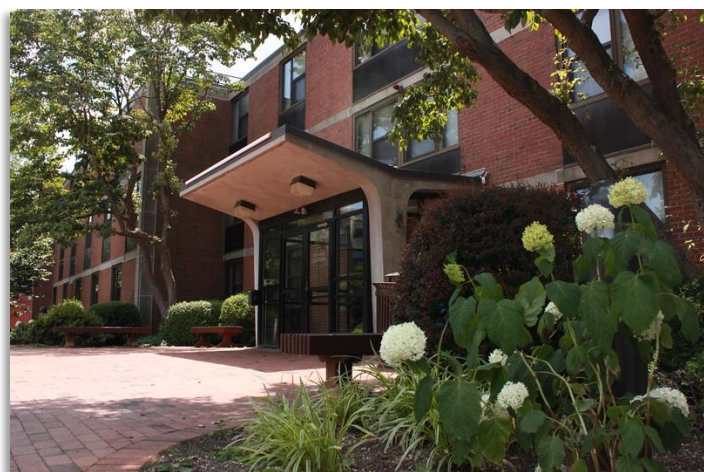
Allison Vernace
Adelphi University
Chief of Community Concerns and
Resolution, Title IX Coordinator,
One South Avenue
Levermore Hall, Room 207
Garden City, NY, 11530
Telephone - 516.877.4819
Email - titleix@adelphi.edu

Regardless of whether there is a report to local police or public safety, there are specific options available, if requested and reasonably available.

Supportive measures are individualized services to restore or preserve equal access to education, protect student and employee safety, or deter sexual harassment. Supportive measures are offered even if a complainant does not wish to initiate or participate in a grievance process. These measures include living accommodations, academic accommodations, transportation accommodations, working accommodations and additional protective measures, including an institutional “no contact” order. For more information on how to obtain these measures, contact the Division of Student Affairs at 516.877.3650 or the Chief of Community Concerns and Resolution, Title IX Coordinator, at 516.877.4819.

There are two types of disciplinary proceedings for the University in regards to sexual assault, domestic violence, dating violence, and stalking for students and employees.

1. Process A: Title IX Sexual Harassment Grievance Process.
 - The Title IX Sexual Harassment Grievance Process (referred to as “Process A”) only applies to qualifying allegations of Title IX sexual harassment and must have occurred during the University’s education program or activity and, at the time of filing of the formal complaint, the complainant must have been participating in the University’s education program or activity.
2. Process B: Process for resolution of Allegations of Discrimination, Harassment (including Sexual Misconduct), and/or Retaliation
 - The resolution process set forth under “Process B” applies to all allegations of Discrimination, Harassment (Including Sexual Misconduct), and/or retaliation, NOT including Title IX Sexual Harassment, which are addressed under the Title IX Sexual Harassment Grievance Process, “Process A”.



Reporting and Disciplinary Proceedings for Process A: Title IX Sexual Harassment Grievance Process

All members of the University community who violate the Code of Conduct and the Adelphi University Anti-Discrimination, Harassment (Including Sexual Misconduct) and Retaliation Policy (as noted in the Code of Conduct) are subject to the full range of institutional disciplinary actions, up to and including separation from the University and/or referral to authorities for criminal prosecution, where appropriate.

Step 1: Reporting and Resources

There is no time limit on when a complaint may be made. Once an incident is reported to Title IX or an Official with Authority⁸. Resources [private and confidential] are made available which provide information about on- and off-campus resources, reporting options, and rights.

Sexual assault is gender neutral and includes any sexual intercourse (anal, oral or vaginal) or any sexual penetration however slight of a body part or object committed without consent and/or by force. It also includes the intentional touching of an intimate body part for the purpose of sexual gratification committed without consent and/or by force.

Domestic / Dating violence is also referred to as intimate partner or relationship violence. It can be defined as a pattern of behavior in an intimate relationship that is used to gain power or control over a partner. Abuse can be physical, sexual, emotional, economic, or psychological acts or threats of action. This includes any behavior that frightens, intimidates, terrorizes, manipulates, hurts, humiliates, coerces, blames or injures someone.

Stalking is a course of unwanted conduct directed at a particular person designed for no legitimate purpose other than to place the person or a third person in reasonable fear of physical, emotional or mental harm.

Where applicable, the rights of victims and the University's responsibilities for orders of protection, 'no-contact' orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court

or by the University are maintained on file and are strictly adhered to.

Any individual (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute Title IX sexual harassment) who believes that he/she has been a victim of a sexual offense, dating violence, domestic violence, and stalking is encouraged to report these incidents to Public Safety, Title IX Coordinator (at any time, including non-business hours), the police, or any campus authority, including Resident Assistants, Faculty, Deans or Administrators. However, it is the individual's choice to report, decline to report, and/or decline to notify such authorities. Anyone wishing to report the incident to the police will be provided assistance by University personnel. The University will promptly and equitably respond to all reports of Title IX sexual harassment made to the Title IX Coordinator or Official with Authority.

Reports of Title IX sexual harassment may be made using the following options:

- In person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator;
- Using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator;
- Reporting online at: [Harassment and Discrimination Report](#);
- By any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Student Complainants:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levermore Hall, 1st Floor, Suite 113
- Joseph De Gearo (Assistant Vice President of Student Affairs and Dean of Students), degearo@adelphi.edu or 516.877.3654;
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819
- You may also report online to: [Harassment and Discrimination Report](#)

You may choose to file this complaint form anonymously. This form will be received and reviewed by the Executive Director of Labor Relations and Human Resources Operations and/or the Chief of Community Concerns and Resolution, Title IX Coordinator. The University will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

⁸ An employee of the University who has the authority to implement corrective action on behalf of the University [includes individuals listed under reporting a student or employee or third-party complaint]

Employee or Third-Party Complainants:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levermore Hall, 1st Floor, Suite 113
- Jane Fisher (Executive Director of Labor Relations and Human Resources Operations) at fisher2@adelphi.edu or 516.877.3222
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819
- You may also report online to: [Harassment and Discrimination Report](#)
 - You may choose to file this complaint form anonymously. This form will be received and reviewed by the Executive Director Labor Relations and Human Resources Operations and/or the Chief of Community Concerns and Resolution, Title IX Coordinator. The University will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

General Comments or Inquiries:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levermore Hall, 1st Floor, Suite 113
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819

In addition, you may contact any member of the Anti-Harassment, Discrimination (including Sexual Misconduct/Title IX), and Retaliation Panel (“Anti-Discrimination Panel”)

For emergency or immediate assistance at any time on campus, contact the Department of Public Safety and Transportation, available twenty-four hours a day seven days a week, at 516.877.3511 or by dialing 5 from any campus phone.

Confidentiality will be maintained to the extent required by law and to the extent possible given the University’s obligations under law and under this Policy. At the beginning of the process, the University will inform the complainant about confidentiality standards and privacy concerns, as well as confidential and other resources available.

Anyone who wishes to speak with someone confidentially about the incident can speak to Student Counseling Services or a University Chaplain where they may speak with complete confidentiality.

Medical examinations are very important. In sexual assault cases, victims can receive a sexual assault forensic examination by a Sexual Assault Nurse Examiner at one of our two cooperating local

hospitals (listed below). All public safety personnel are trained on the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order in sexual assault cases. Victims should not change clothes, shower, douche, brush teeth, eat or drink before the forensic medical exam.

Victims of crimes of violence such as dating violence, domestic violence, and stalking, should also preserve any evidence, including any recordings, torn clothing, damaged property, written communications, photos showing damage, any evidence linked to the emotional distress, financial distress, and psychological and physical evidence of the crime. The victims of a crime of violence are informed that preserving the evidence is important if the victim/survivor chooses to seek resolution through the campus complaint process, obtaining an order of protection, and/or to take criminal action. Additional Rights for Reporting Individuals and

Cooperating Hospitals with a Sexual Assault Nurse Examiner (SANE):

Nassau University Medical Center*

2201 Hempstead Turnpike,
East Meadow, NY, 11554

*NUMC is preferred for incidents involving minors.

North Shore University Hospital
Northwell Health

300 Community Drive,
Manhasset, NY, 11030

Complainants in Sexual Assault, Dating Violence, Domestic violence, and stalking cases include: the right to have the University issue a “No Contact Order⁹” consistent with the procedures outlined in the Code of Conduct and/or the Anti-Discrimination, Harassment (Including Sexual Misconduct) and Retaliation Policy which also provides for prompt review; to be assisted by Public Safety in obtaining an Order of Protection¹⁰ or an equivalent protective or restraining order; to receive a copy of the Order of Protection or equivalent when received by the University and be provided with the opportunity to speak with a Public Safety Officer to answer questions and explain the provisions of the order; to receive assistance from Public Safety in effecting an arrest when an Order of Protection is violated.

The University will consider all requests for confidentiality. Every effort will be made to honor these requests; however, in certain circumstances the University may be unable to do so. We can however promise that every report will be kept as private and confidential as possible.

⁹ For details on a “No Contact Order” and how to obtain one, see [Appendix 4](#)

¹⁰ For details on an Order of Protection and how to obtain one, see [Appendix 5](#)

Step 2: Assessment

Dependent on who you report the incident to, a case can be created by Title IX or Student Conduct. If you report to Public Safety, Public Safety will refer the incident to the appropriate party if you wish for disciplinary action.

If you report or are referred to Title IX, a case is created by Title IX Staff or Conduct Staff (Dependent on who is the first point of contact). After the case is created, the Title IX coordinator does an initial assessment within 5-7 business days to determine whether the scope of the allegations fall within the jurisdiction of the Title IX sexual harassment and its applicable grievance process.

During this time, the Title IX coordinator will:

- Contact the complainant to provide them with a written explanation of their rights and options with respect to the report of a Title IX Sexual Harassment;
- Provide a written explanation of the Formal Complaint Process [A]¹¹.
- Promptly make supportive measures available to the complainant upon receipt of notice [with or without filing a formal complaint].

Step 3: Grievance Process Decision

The Title IX Coordinator will work with the complainant to determine whether the complainant prefers only a supportive response or whether the complainant would like to proceed with a formal grievance process and whether there is an option for resolution through the informal grievance process. Should the complainant wish to proceed through the grievance process, the TIX Coordinator will then, based on the allegations, determine if the incident is Process A or B using the following criteria:

1. If the incident falls under Title IX Sexual Harassment, Process A (Title IX Sexual Harassment Grievance Process [described below]) will be used.
2. If the incident falls outside Title IX Sexual Harassment, then Process B (Process for resolution of Allegations of Discrimination, Harassment (including Sexual Misconduct), and/or Retaliation) will be used.



¹¹ Formal Complaint Process [A] refers to the Process A: Title IX Sexual Harassment Grievance Process.

Supportive Measures

Supportive measures are non-disciplinary and non-punitive¹² individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties before or after the filing of a complaint or formal complaint or where no complaint or formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter prohibited conduct.

The University will maintain as confidential any supportive measures provided to the parties, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures. The Title IX Coordinator will work with the complainant to determine their requests for supportive measures and confirm that such requests are considered.

The determination of appropriate supportive measures must be based on the facts and circumstances of that situation. Supportive measures include but are not limited to:

- Providing campus escort services;
- Modifications to work or class schedules;
- Extensions of deadlines or other course-related adjustments;
- Changes to work, academic, housing, living, transportation, or other applicable situations including changes in residence hall assignments or office locations;
- Providing counseling and academic support services, such as tutoring;
- Referral to counseling, medical and/or other healthcare services;
- Providing course-related adjustments such as extensions of deadlines;
- Providing leaves of absence;
- Establishing restrictions on contact (no-contact orders) between the parties;
- Providing increased security, supervision or monitoring of certain areas of the campus; and
- Other similar measures or any other actions deemed appropriate by the Title IX Coordinator.

The University will review the facts and circumstances of each case and will implement measures in a way that does not unreasonably

¹² Non- Punitive - not inflicting, involving, or aiming at punishment

burden the other party. Upon written request and in accordance with University policies, a student may seek prompt review of the need for/terms of supportive measures to the extent the relevant supportive measure has a direct impact on them. This request should include the basis for the request and any supporting evidence. A student may also ask for review of a request for additional supportive measures and submit evidence in support of the request. Such requests should be submitted in writing to the Title IX Coordinator. The other party will have the right to respond to the request for review to the extent the relevant supportive measure has a direct impact on them.

Adelphi University will provide notification in writing to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, range of protective measures, and other services available for victims, both within the institution and in the community. Furthermore, the University will offer information about options for, and available assistance in how to request changes to academic, living, transportation, and working situations or protective measures. The university will offer these services, upon request, regardless of whether the victim chooses to report the crime to campus Public Safety or local law enforcement. Contact the Office of the Dean of Student Affairs 516.877.3146, or the Title IX Coordinator at 516.877.4819.

Step 4: Investigation

File a Formal Complaint

Process A: Title IX Sexual Harassment Grievance Process starts once a Formal Complaint is filed, and will lead to a resolution within sixty (60) to ninety (90) business days. A Formal complaint is a signed document by the Complainant or the Title IX coordinator, which initiates the grievance process and may be filed with the Title IX coordinator in person, by mail, or by electronic mail, using the contact information listed above.

The Complaint then has two options: Formal grievance Process or an Informal Grievance Process.

Note: A complainant may withdraw a report or formal complaint from the University at any time. However, the University may still have an obligation to investigate and/or take action. The University may also be compelled to act on alleged employee conduct regardless of the complainant's wishes.

Advisor of Choice

The parties may have an advisor present during the course of any grievance process, including the opportunity to be accompanied to any related meeting, interview, or hearing by the advisor of their choice who may advise and assist the parties. A party's advisor of choice may be, but is not required to be, an attorney. Each party is permitted one advisor. If a party does not have an advisor present for a Process A hearing, Adelphi will appoint an advisor of Adelphi's choice, free of charge, to conduct cross-examination on behalf of that party.

Throughout the process, the role of the advisor is narrow: they may attend and help the Party prepare for all proceedings, such as meetings, interviews, and hearings, that the Party is entitled to attend, but the Parties themselves must ask and answer any questions other than asking cross-examination questions during a Process A hearing; those questions will be asked by an Advisor because Parties are not permitted to personally do so. Except for cross-examination during a hearing, as described below, advisors cannot actively participate or speak on behalf of the parties, or act as a proxy for any party. However, as reasonably needed, they may confer privately with the Party during the proceedings. Accommodations, including scheduling of the process, generally will not be made for any advisors if they unduly delay the process, as determined by the Title IX Coordinator. The University reserves the right to take appropriate action regarding any advisor who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the Title IX Coordinator.

Formal Grievance Process

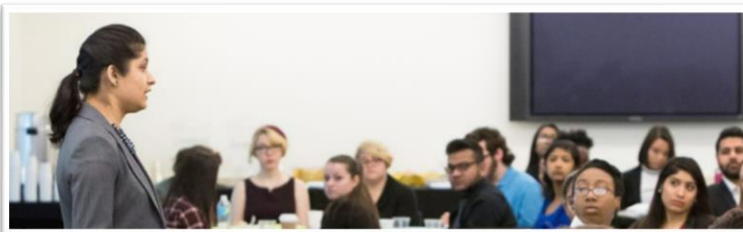
Once the formal grievance process is initiated, through a formal complaint, the Title IX Coordinator will provide an initial notice of allegations which will include:

- Notice of the formal grievance process, including any informal grievance process that may be available;
- Notice of the allegations of sexual harassment potentially constituting Title IX sexual harassment, as well as sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment under 34 C.F.R. § 106.30, and the

date, location, and factual allegations of the alleged incident, if known;

- The specific section(s) of this Policy alleged to have been violated;
- A statement about the University's prohibition on retaliation;
- A description of the range of possible disciplinary sanctions and remedies or a list the possible disciplinary sanctions and remedies that the University may implement following any determination of responsibility;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the formal grievance process;
- A statement that informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
- A statement informing the parties that they may inspect and review the evidence collected in an investigation; and
- A statement informing the parties that this Policy prohibits knowingly making false statements or knowingly submitting false information during the formal grievance process.

This is followed promptly by an investigation of the Formal Complaint through an appointed trained investigator. Should parties choose, they have three (3) business days after receiving the investigators name to object the investigator with reasoning. If no objections, the trained investigator has up to thirty (30) business days from the formal complaint to conduct interviews, discuss allegations, and inspect and review any evidence obtained¹³. By the end of the thirty (30) business days, the Trained Investigator will send the final investigative report to both parties and advisors. The parties will then have ten (10) business days to submit a written response. The Trained investigator will then finalize and send the case file and investigative report to both parties ten (10) business days prior to hearing [Step 5].



¹³ The standard of evidence used throughout the University disciplinary proceedings (student or employee) is the preponderance of the evidence. The preponderance of the evidence means such evidence (testimonials; documents (emails/screenshots/etc.); photos; physical evidence; etc.) that, when considered

Informal Grievance Process

Informal Grievance Process Initiated

At any time prior to reaching a determination of responsibility, the University may offer the parties the option to resolve the formal complaint through the voluntary informal grievance process without completing a full investigation and hearing. The informal grievance process may not be used: (1) to resolve an allegation of Title IX sexual harassment unless a formal complaint is filed, or (2) to resolve an allegation of Title IX sexual harassment against a University employee where the complainant is a student.

Unless there is good cause for temporary delay(s) or limited extension(s), the University will promptly resolve an informal grievance process within thirty (30) business days of the filing of a formal complaint of Title IX sexual harassment with the Title IX Coordinator.

Any party may withdraw from the informal grievance process at any time and resume the formal grievance process with respect to the formal complaint.

Written Notice and Consent

If a complaint or formal complaint is eligible for informal resolution, an informal resolution may begin at any time prior to a determination regarding responsibility being reached if the University:

- Provides to the parties a written notice disclosing:
 - the allegations;
 - the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
- Obtains the parties' voluntary, written consent to the informal resolution process.

[See Step 5 for resolution of informal grievance process]

and compared with that opposed to it, is more convincing, creating the belief that what is sought to be shown is more likely than not to have occurred.



Step 5: Hearing and Resolution **Formal Grievance Process**

At the time of release of the Investigative Report and Case File, the hearing Panel is chosen from the Anti-Discrimination Panel [this occurs 10 business days prior to hearing]. Five (5) business days before the hearing, both parties and advisors will receive a Written Notice which includes, at the minimum:

- The date, time, and place of the hearing [which has to occur 10 business days after the release of Investigative Report]
- The name and contact information of the Hearing Panel.
- The participants in the hearing (including but not limited to the parties, witnesses, etc.)
- Any technology expected to be utilized at the hearing.
- The purpose of the hearing

A party wishing to challenge the participation of the Hearing Panel must notify the Title IX Coordinator, in writing, within three (3) business days of receipt of the notice of hearing, stating the specific reason(s) for the party's objection.

The hearing will take place on the date and time specified in the notice of hearing. If circumstances arise that require a change in the hearing date or time, the University will provide the parties with written notice explaining the reason for such change.

Hearing

Live Hearings

Live hearings may be conducted with all parties physically present in the same geographic location, or under the discretion of the University, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to simultaneously see and hear each other.

Cross-Examination

During the live hearing, cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice. Cross-examination will never be conducted by a party and at no point shall the parties be permitted to question each other. If a party does not have an advisor present at the live hearing, the University will provide to that party, without fee or charge, an advisor of the University's choice, who may be, but is not required to be an attorney, to conduct cross-examination on behalf of that party.

Resolution

Hearing Panel Deliberation

The parties will be offered an opportunity to provide impact statements to the Hearing Panel while the Hearing Panel is deliberating on appropriate sanctions. The impact statement must be provided to the Title IX Coordinator. Parties will also receive a copy of submitted impact statements. The Title IX Coordinator will provide the impact statements to the Hearing Panel only once the Hearing Panel is deliberating on appropriate sanctions. Impact Statements cannot and will not be considered by the Hearing Panel when reaching a determination of responsibility

Determinations Regarding Responsibility

The Hearing Panel will evaluate the allegations under a "preponderance of the evidence" standard. The respondent will only be found responsible for the alleged Title IX sexual harassment if the Hearing Panel concludes, based upon careful review of all information presented, that such Title IX sexual harassment more likely than not occurred in violation of the Policy. The Hearing Panel will determine any disciplinary sanctions imposed on the respondent and any remedies to be provided to the complainant, and the Title IX Coordinator will enforce and implement the same.

Within ten (10) business days from the hearing, the Hearing Panel will simultaneously issue both parties a written notice of the determination regarding responsibility. The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, as described below, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Disciplinary Sanctions and Remedies

Both the complainant and the respondent have the right to receive simultaneous written notice of the outcome of the proceeding, receive simultaneous written notice of the right to appeal the decision, receive simultaneous written notice of any change to the result, and receive simultaneous written notice when the results become final.

The Hearing Panel may impose any of the following disciplinary sanctions that are determined to be fair and proportionate to the violation of the Policy under the grievance process¹⁴:

- A reprimand or written warning;
- Changing the respondent's work or academic schedule;
- Disciplinary probation;
- Revocation of honors, awards, or a degree;
- Community service and/or training;
- Restricting the respondent's access to University's facilities or activities;
- Changing the respondent's work or housing assignment;
- Dismissal from or restricting or reassignment of University employment;
- Removing the respondent from student housing;
- Suspension (time defined);
- Expulsion or termination;
- Forfeiture of a benefit, honor, leadership position, or other privilege enjoyed by virtue of the person's membership as adjunct faculty, staff, or administration;
- Demotion or forfeiture of promotion or salary increase;
- Reassignment of University employment;
- respondents who are non-student employees may also be placed on administrative leave during the pendency of a formal grievance process or resolution process
- Any other actions deemed appropriate by the Title IX Coordinator.

For defined sanctions, please see [Appendix 6](#).

Informal Grievance Process

Resolution

Once the parties can reach a mutually satisfactory resolution, which may include an acceptance of responsibility and sanctions by the respondent, the facilitator, Title IX Coordinator, will consider the matter final without involving a full formal investigation and hearing determination. At that point, the agreed upon sanctions will be promptly implemented.

Note: there is no appeal option after the parties reach a resolution through informal means.



¹⁴ This list is not exhaustive.

Step 6: Appeal Process (If Requested) and Resolution

Grounds for an Appeal

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator, and/or Hearing Panel had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the formal complaint.

Appeal Process

Within five (5) business days of the delivery of the written determination of responsibility or from dismissal of the formal complaint or any allegations therein, the respondent and/or complainant may file an appeal with the Title IX Coordinator. The appeal must contain the party's grounds for the appeal indicating why the party requesting the appeal believes the determination of responsibility, or dismissal of the formal complaint or any allegations

therein, was inappropriate. The appealing party may also submit a written statement challenging the outcome. The Title IX Coordinator will promptly notify the non-appealing party about the appeal in writing and will implement appeal procedures equally to the parties. Within five (5) business days from the notification of the appeal, the non-appealing party may submit a written statement in support of the outcome.

A panel composed of three members of the Anti-Discrimination Panel, the "Appeals Panel," will review the appeal. The Appeals Panel shall not include the Title IX Coordinator, the Hearing Panel, or investigator. The Appeals Panel shall be fair and impartial and will not include individuals with a conflict of interest. The Appeals Panel will decide the merits.

The Appeals Panel will simultaneously issue a written decision to the parties describing the result of the appeal and the rationale for the result within ten (10) business days of receipt of the complete record, including the written submissions of the parties. The decision of the Appeals Panel regarding the appeal is final.





Process B: Process for Resolution of Allegations of Discrimination, Harassment (Including Sexual Misconduct), and/or Retaliation not including Title IX Sexual Harassment

Step 1: Report the Incident

All complaints can be filed with the Department of Public Safety at 516.877.3507 and 516.877.3511. If you do not wish to report to Public Safety, there are others you can report to.

Student Complainants:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levermore Hall, 1st Floor, Suite 113
- Division of Student Affairs, Nexus Building, Room 303, divisionofstudentaffairs@adelphi.edu or 516.877.3660
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819

Employee or Third-Party Complainants:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levermore Hall, 1st Floor, Suite 113
- Jane Fisher (Executive Director of Labor Relations and Human Resources Operations) at fisher2@adelphi.edu or 516.877.3222
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819

General Comments or Inquiries:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levermore Hall, 1st Floor, Suite 113
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819

For emergency or immediate assistance at any time on campus, contact the Department of Public Safety and Transportation at 516.877.3511 or dialing 5 from any campus phone.

Step 2: Case Created, Assigned, and Interim Measures Implemented (if necessary)

Dependent on who you report the incident to, a case can be created by Title IX or Student Conduct. If you report to Public Safety, Public Safety will refer the incident to the appropriate party if you wish for disciplinary action.

If you report or are referred to Title IX, a case is created by Title IX Staff or Conduct Staff (Dependent on who is the first point of contact) and the Title IX Coordinator will meet/discuss with the Complainant on how a complaint is made and provide them with written notification of their rights and options with respect to the report. After the case is created, the Title IX coordinator does an initial inquiry to determine need for interim measures and proper assignment of the case. In addition to interim measures, Title IX will advise Public Safety in determining the need for a Timely Warning. Then the case is assigned for Title IX investigation or screened out as not Title IX and reassigned to Conduct or elsewhere.

If your incident is referred to Student Conduct, a staff member opens a case. The staff member will meet with the complaint and reporting parties to gather further information and ask if the complainant wants to file a complaint form. If no complaint is filed, the determination as to whether or not the complaint will proceed without a complainant is determined by criteria identified in the Code of Conduct.

Advisor of Choice / Faculty Advocates

An Advisor of Choice or Faculty Advocate may be a member from within or outside the University community and may include, among other people, a family member or an attorney. Advisors and Faculty Advocates cannot actively participate or speak on behalf of the complainant or respondent. If any advisor's/advocates conduct is not consistent with these guidelines, he or she may be excluded from the process. **Advisors and Faculty Advocates provide support and guidance during the investigation and process/action.**

Right to an Advisor – Process B Only

No University employee, student, or third party may be accompanied by an advisor unless they are the complainant or respondent in a matter referred under the Code of Conduct, there have been criminal charges arising from the same incident filed; or the case involves allegations of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking¹⁵. Both the complainant and the accused have the right to be accompanied by an advisor of their choice (who may or may not be an attorney) to any related meeting or institutional disciplinary proceedings.

¹⁵ Employees can have union representation (as applicable) and only would be allowed to have an attorney/advisor based on the circumstances already outlined

Step 3: Investigation

An information gathering investigation is conducted, including interviewing witnesses, and review of evidence¹⁶ to determine which type of disciplinary proceeding is most appropriate for the case and if resolution without a hearing board is possible. The determination is made based on the outlined criteria below and varies based on the circumstances of the allegation.

The University will conduct an investigation and make all efforts to provide a resolution of the investigation ideally within sixty (60) days from the time the University receives notice. However, the resolution of a complaint may vary depending on the complexity of the investigation and/or extent of the alleged harassment or discrimination. The sixty (60) day time period does not include the time period for the appeal process.

Step 4: Disciplinary Proceeding/Action and Appeal Process

Student Disciplinary Proceedings

The following Disciplinary Proceedings apply only to Student Complaints against a Student Respondent Incidents.

Informal Resolutions:

- Investigator meets with complainant, respondent, and witnesses
- An outcome letter, which includes document agreements, discussion, referrals, etc., is distributed to relevant parties
- Once a mutually satisfactory resolution is met between the complainant and respondent, the Investigator will consider the matter final.
- Referrals for Disciplinary Action or follow ups are made and the case is completed.

Resolution Conference:

- Meetings with complainant, respondent, and witnesses
- Investigator will investigate the incident further and make determination and document the outcome
- Conduct Staff will send out an outcome letter, with implemented sanctions (if applicable) to relevant parties
- The investigator will track sanctions, if applicable, or follow-up with referrals made. The incident is resolved and is pending sanctions
- Case completed

Disciplinary Hearing (Hearing Board):

- Notice of Complaint provided by complainant
- Answer to Complaint provided by respondent

- Hearing Scheduled
- Hearing Board makes determination and documents outcome
- Hearing board writes Outcome Letter which is delivered by a Conduct Officer to relevant parties
- There is an opportunity to appeal the outcome. If the appeal is valid, a new hearing is scheduled with the review board
- The Conduct Officer will track sanctions, if applicable, or follow-up with referrals made. The incident is resolved and is pending sanctions
- Case Completed

Employee Disciplinary Action

Employees do not go through a Disciplinary Proceeding. Any employee who, after appropriate investigation, has been found to have violated a policy ("Responsible"), will be subject to disciplinary action through the following methods:

Complaints Against Employee

Recommendations for disciplinary action against employees accused of violations of a policy will be forwarded to a designee in Human Resources, who will initiate disciplinary proceedings in accordance with the University Policies. The Proceedings are in the form of a meeting with Human Resources. After completion of the proceedings, the Human Resources designee will issue an outcome letter to the complainant and respondent with a copy to the Title IX Coordinator for their files.

Complaints against Union Employee

Recommendations for disciplinary action against employees accused of violations of a policy will be forwarded to a designee Human Resources, who will initiate disciplinary proceedings in accordance with the Collective Bargaining Agreement between the University and Union. The proceedings are in the form of a meeting with Human Resources. After completion of the proceedings, the Human Resources designee will issue an outcome letter to the complainant and respondent with a copy to the Title IX Coordinator for their files.

Complaints against Faculty Employee

Recommendations for disciplinary action against faculty members accused of violations of a policy will be forwarded to the Provost, who will initiate disciplinary proceedings in accordance with Article XIX of the Collective Bargaining Agreement between the University and the American Association of University Professors (AAUP). The Proceeding is in the form of a Meeting with the Provost and Human Resources. After completion of the proceedings, the Provost will issue an outcome letter to the faculty member with a copy to the Complainant, Title IX Coordinator, and a designee of Human Resources for their files.

Note: If an employee is found to not be responsible for violation of a policy, no disciplinary action will be given but the Title IX Coordinator, or designee, will issue an outcome letter to the complainant and respondent.

¹⁶ The standard of evidence used throughout the University disciplinary proceedings (student or employee) is the preponderance of the evidence. The preponderance of the evidence means such evidence (testimonials; documents (emails/screenshots/etc.); photos; physical evidence; etc.) that, when considered

and compared with that opposed to it, is more convincing, creating the belief that what is sought to be shown is more likely than not to have occurred.

Appeal Process (If Requested)

Grounds for an Appeal

1. A procedural error has occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.). This error must be described in the letter requesting an appeal. Minor or harmless deviations from the process will not invalidate the proceedings;
2. The discovery of significant and relevant new information that was unavailable during the original process, which has become available and could impact the outcome. A summary of this new evidence, why it was previously unavailable and its potential impact must be included in the request for an appeal;
3. The sanction imposed is clearly not appropriate for the violation.

How to Make an Appeal

Step 1- File for an appeal within (3) business days after the receipt of the original outcome. Employee appeals can be made to the Chief Human Resources Officer, or designee, Faculty appeals can be made to the Provost, or designee, and student appeals can be made to the Vice President of Student Affairs, or designee. (Note: if no appeal is made, the results are made final the parties will be simultaneously informed.

Step 2- Once a request for an appeal is received, a decision will be rendered on eligibility for appeal usually within ten (10) business days. If grounds are not met, the request for an appeal will be denied with no further appeal through this Policy and the parties will be simultaneously so informed. If appropriate grounds are present, for employees and faculty these will be presented to an appellate body (Appeal Panel) composed of three members of the Anti-Discrimination Panel, or will be returned to the investigator(s) for reconsideration and student appeals are sent to an appeal agent for reconsideration.

Step 3- An Appeal Panel will make changes to the finding only where there is clear procedural error and changes to the sanction(s) only if there is a compelling justification to do so. An appeal proceeding will include all parties to the complaint and all related documents. The Appeal Panel or agent will be solely responsible for determining who should participate, what information is needed, and how proceedings will be structured.

Step 4- The appeal agent (for student appeals) may find that: (a) The appeal does not have sufficient merit as to the grounds listed above. In this case, the finding stands, as does the sanction; (b) The process in the original hearing/conference/meeting contained improprieties that substantially affected the outcome of the case. In this case, the matter will normally be returned to the original hearing/investigative body or person to reopen the hearing/conference/ meeting with instructions for further proceedings. In unusual cases, the appeal board may require a new hearing/ conference/ meeting; (c) There is relevant new information that was not available at the time of the original hearing/conference/ meeting. In this case, the matter will normally be returned to the original hearing/investigative body or person for consideration; (d) the sanction is clearly inappropriate. In this case, it may, at its discretion, refer the matter back to the original hearing/investigative body or person, or modify the sanction. The appeal panel, (*for employee or faculty appeals*) based on “significant and relevant new information that was unavailable during the original process, which has become available and could impact the outcome on the ground of new evidence,” matter may be referred to the original investigator(s) for reconsideration. A successful appeal permits the original investigator(s) to consider ONLY the matter resulting in a remand, such as the new evidence, or to address ONLY those other grounds that were determined to be present and significant.

Step 5- The final outcome of the appeal will be communicated simultaneously to the parties usually within five (5) business days for employees and faculty and two (2) business days for students following deliberations.

For more specific information for Students see the [Code of Conduct](#) page 32-33; and for Employees see the [Anti-Discrimination-Harassment-and-Retaliation Policy](#) or adelphi.edu/policies/title-ix/#section-x



Step 5: Resolution

Both the complainant and the respondent have the right to call witnesses, present evidence, receive simultaneous written notice of the outcome of the proceeding, the right to appeal the decision, receive simultaneous written notice of any change to the result, and receive simultaneous written notice when the results become final.

Possible Sanctions to be imposed:

- Warning
- Censure
- Educational Sanction-Guidebook Sanction
- Education Sanction- Other
- Referral for substance abuse assessment, counseling and/or treatment
- Substance Abuse Education Referral
- BASICS 1 for Alcohol
- BASICS 2 for Alcohol
- BASICS 3 for Alcohol
- BASICS 1 for Cannabis
- BASICS 2 for Cannabis
- BASICS 3 for Cannabis
- Rehabilitation/Counseling
- Disciplinary Probation
- Residence Probation
- Restitution
- Fines
- Community Service
- Termination of Employment
- Suspension without Pay
- Suspension with Pay
- Reduction in Rank
- Reduction in Compensation
- Removal of Privileges/Restriction from Facilities and Activities
- Clubs/Organization Revocation
- Referral to police/fire authorities for prosecution
- Referral to Governmental Agencies
- Suspension

- Expulsion
- Residence Suspension
- Interim Suspension
- Persona-Non-Grata (PNG)
- Permanent Removal from Housing
- Permanent Restriction from building(s)
- Temporary Restriction from building(s)
- Interim Restriction from Residence Halls
- Interim Restriction from Other Campus Buildings
- Interim No Contact Order

Disclosure to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

Complainants, alleged victim, and respondents of crimes of violence including sexual assault, domestic violence, dating violence, and stalking receive simultaneous written notification of the results of the disciplinary proceedings, along with the rationale for the findings and their right to appeal.

If the alleged victim is deceased as a result of the crime or offense, Adelphi University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

A Sexual Assault brochure is available to download through the Public Safety website at adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/ or by visiting Public Safety or Student Affairs.

Students' complaints of sexual misconduct, domestic violence, dating violence or stalking against employees of the University are to be filed with the Department of Public Safety and Transportation, the Title IX Coordinator, or any campus authority.



Sexual Assault, Domestic Violence, Dating Violence, and Stalking – Prevention and Response

Adelphi University prohibits and seeks to eliminate all forms of sexual misconduct, which includes sexual assault, domestic violence, dating violence, and stalking.

Educational Programming

Comprehensive programming, initiatives, strategies, and campaigns intended to prevent sexual assault; domestic violence, dating violence, and stalking have been developed and implemented. These programs were developed following collaboration among Human Resources/Title IX Coordinator, Student Affairs, Public Safety, Provost Office and Residence Life. Research consisted of information found under the NCAA Five Step Program, review of current records and possible trends, and review of target groups and timely training events.

Prevention and awareness programs on sexual assault, dating violence, domestic violence, and stalking for freshmen begin before matriculation. All students are required to take an online interactive training course on these topics. Prevention and awareness training for sexual assault, domestic violence, dating violence, and stalking is also provided to transfer, new graduate, international, Greek life, athletes, student organization leaders, resident assistants, new employees, and current employees. This training also covers sexual consent and bystander intervention.

Dating Violence, Domestic Violence, Sexual Assault, and Stalking Awareness, Prevention, and Educational Programming

These programs are designed to promote the awareness and prevention of dating violence, domestic violence, sexual assault, and stalking. Included in the training are the definitions, awareness, protective measures to reduce risk, bystander intervention, recognizing the warning signs of abusive behavior, consent, and how to avoid potential assaults or abusive relationships.

Ongoing In-Person Sexual Harassment Awareness and Prevention Training and Reporting to all New Students and Employees pursuant to NYS and Federal law and the Adelphi University policy regarding awareness of definitions of harassment and discrimination based on gender, gender identity and gender expression and other protected classes so that participants can recognize, interrupt and stop potentially problematic conduct.

Sexual Assault and Alcohol Training

Adelphi University is committed to providing a safe learning environment. In order to accomplish this, we've partnered with EverFi to provide students with sexual assault and alcohol training through their online platform. Training courses are available during select periods throughout the year for all new, first-year, graduate, and transfer students.

Sexual assault awareness and prevention training provided for all new First-Year Students providing information on Sexual harassment and awareness, affirmative consent, capacity, the effect of alcohol and other drugs on capacity to consent.

Sexual Assault Prevention for Undergraduate Students

Online prevention tool helps colleges and universities comply with the educational requirements relating to sexual misconduct in Title IX and the Clery Act. Built in collaboration with leading researchers and practitioners, this course combines cutting-edge instructional design and rich media to educate students about healthy relationships, the importance of consent, and the role of bystander intervention. Interactive exercises take students through real-world scenarios and encourage students to challenge sexist language and attitudes, provide guidance for supporting someone who has experienced harm, and promote healthy relationships based on positive communication and respect—empowering students to create safe, healthy campus environments.

Behind Closed Doors is an incident simulation program provided to Resident Assistants during the Fall and Spring RA Training. The training prepares RAs to address situations including but not limited to alcohol possession/consumption, dating/domestic violence, cannabis possession/consumption, and other community standards- and policy-based incidents.

Discrimination, Harassment and Title IX (DHT) in the Workplace Training

Mandatory training for all Adelphi employees. This training explores discrimination in the workplace; based upon gender and other protected classes.

Customized Title IX Training hosted by the Office of Human Resources and provides training on Adelphi University's Anti-discrimination, Harassment (Including Sexual Misconduct) and Retaliation Policy. The goal is to help university community members understand Title IX and our Sexual Misconduct Policy.

Anti-Harassment and Title IX: This annual training, by Title IX, for the Anti-Discrimination Panel explores harassment and discrimination in the workplace; based upon gender and other protected classes. Participants will explore responsibilities and reporting mechanisms under the law and University policy. In addition, they will learn how to conduct an investigation, definitions, prima facie case, types of questions, student conduct information, and trauma informed interviewing. Included in the training is also:

- Investigative training for sexual assault/ harassment/ relationship violence cases provided to all Anti-Discrimination Panel members
- Trauma Training to the Hearing Board and Faculty

D2 Module is an Annual online program and exam for Athletic Coaches and Athletic Administrators that provides education on NCAA rules and student-athlete health and safety.

- **RECRUITING:** The recruiting section of Division II University includes 15 training modules, covering such topics as financial aid and offers, National Letters of Intent, unofficial visits, and camps and clinics.
- **ELIGIBILITY:** The eligibility section includes training modules on working with international students, outside competition, entering freshmen and progress toward a degree.
- **HEALTH AND SAFETY:** The health and safety section is produced in conjunction with the NCAA Sport Science Institute and includes modules on mental health and sexual violence prevention.

Annual "Take Back the Night" Event: The goal of Take Back the Night is to end sexual violence of all types and to create safe communities and respectful awareness. The event is for Students and Employees and includes a survivor speak-out, student performances, a march around campus, and a keynote speaker. Provided by Center for Student and Community Engagement, Public Safety and Title IX.

Group Counseling and Mental Health Workshops - Sexual Assault Survivors Group is a free and confidential counseling in a safe environment. This group looks at how sexual assault continues to affect day-to-day living. Even if the unwanted contact happened months or years ago, all survivors are

invited to participate. If interested, please contact The Safe Center LI at 516.542.0404 for more information.

Notifications:

- *Annual campus distribution of resource materials outlining resources and reporting options.*
- *Annual campus-wide email notification of sexual assault and harassment policy, including definitions of sexual harassment, sexual assault, domestic violence, dating violence, stalking, consent, resources, and reporting options.*

The Office of Community Concerns and Resolution provides training on Adelphi University's Anti-discrimination, Harassment (Including Sexual Misconduct/Title IX) and Retaliation Policy. We can customize our training to meet your needs and the needs of your audience. Our goal is to help university community members understand Title IX and our Sexual Misconduct Policy. If you would like to request training for your group of staff, faculty, or students, please complete the following form at adelphi.edu/title-ix/training/request-title-ix-training.

Our campus educational outreach efforts on sexual assault, domestic violence, dating violence, and stalking include a campus-wide poster campaign, a student created "[It's on Us](#)" video, which we feature on our website. We also provide a comprehensive "Frequently Asked Questions" on our website as well as the below brochures to provide information to our students on sexual assault, domestic violence, dating violence, and stalking.



Victims of sexual assault, dating violence, domestic violence, and stalking, whether the offense occurred on or off campus, are provided written notification (see [appendix 2](#)) of their rights, options they may choose and assistance available through brochures maintained and distributed from the public safety command center and office. The Public Safety

incident report has a “check-off box” to make certain victims of the above incidents have been given the written notification. In addition, any incident reported to the Title IX coordinator or another CSA are informed and trained to provide the written notifications to the complainant regarding their rights and options.

The brochures "Sexual Assault: What Every Adelphi University Student Needs to Know" and "Domestic Violence, Dating Violence, Stalking: What Every Adelphi Student Needs to Know" are distributed digitally to all students. It includes information on the nature of sexual assaults, prevention of sexual assaults and in the event of a sexual assault, how to report it, use support services, proceed judicially on campus, criminally and civilly, among other information. Additionally, brochures titled, "Sexual Assault: What Every Adelphi University Employee Needs to Know" and "Domestic Violence, Dating Violence, Stalking: What Every Adelphi Employee Needs to Know" are distributed.

A program on Sexual Assault Prevention, domestic violence, dating violence, and stalking and bystander intervention is presented during all student and employee orientations. Workshops, lectures, and training are provided throughout the year for resident students, resident assistants, residence hall assistant directors, commuter students, student government leaders, student athletes, clubs, employees, campus authorities, and other groups. In addition, Title IX training is conducted by the Title IX coordinator and further includes all faculty, public safety officers, and Greek Life students.

Informative pamphlets are available at the Student Counseling Center in the University Center, Health Services in Waldo Hall, and Public Safety in Levermore Hall.



Rights, Options, and Resources

Written Notification

Adelphi University provides written notification to students and employees about procedures for disciplinary action, existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.

Regardless of whether you choose to report to local police or public safety, there are specific accommodations, such as living, academic, transportation, and working as well as, protective measures, that can be requested and reasonably available through the Division of Student Affairs, 516.877.3650, or the Title IX Coordinator, 516.877.4819.

» [Written Notification \(PDF\)](#) (See [Appendix 2: Written Notification](#))

Brochures

Brochures and crime prevention pamphlets are available at Office of Community Concerns and Resolution, Title IX Office, and the Department of Public Safety and Transportation.

To access the brochures, please go to the following link:

adelphi.edu/hr/title-ix/brochures-and-publications/adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/

- Brochure: Sexual Assault: What Every Adelphi Student Needs to Know
- Brochure: Sexual Assault: What Every Adelphi Employee Needs to Know
- Brochure: Domestic Violence, Dating Violence, Stalking: What Every Adelphi Student Needs to Know
- Brochure: Domestic Violence, Dating Violence, Stalking: What Every Adelphi Employee Needs to Know

Students, employees, contractors, and visitors' complaints of sexual assault, domestic violence, dating violence, and stalking against employees, contractors, or visitors to the University are to be



In addition to the Student Bill of Rights, the following are the rights for all reporting individuals and complainants.

Rights for Reporting Individuals and Complainants in Sexual Assault, Dating Violence, Domestic Violence and Stalking cases

Student Bill of Rights for Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Complainants of the above offenses are entitled to:

- The right to make a report to the local law enforcement and/or the state police;
- The right to have disclosures of sexual assault, dating violence, domestic violence, and stalking treated seriously;
- The right to make a decision about whether or not to disclose a crime or violation and participate in the University disciplinary process and/or criminal justice process free from pressure from the University;
- The right to participate in a process that is fair, impartial and provides adequate notice and meaningful opportunity to be heard;
- The right to be treated with dignity and to receive from the University courteous, fair and respectful health care and counseling services where available;
- The right to be free from any suggestion that the reporting individual is at fault when these crimes and violations were committed, or should have acted in a different manner to avoid such crimes or violations;
- The right to describe the incident to as few University representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- The right to be protected from retaliation by the University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the University;
- The right to at least one level of appeal of a determination;
- The right to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or respondent throughout the University disciplinary proceedings including all meetings and hearings related to such proceedings;
- The right to exercise civil rights and the practice of religion without interference by the investigative, criminal justice or disciplinary proceedings of the University.

1. A reporting individual or complainant's identity shall remain private at all times if the reporting individual or complainant wishes to maintain privacy.
2. If the accused is an employee of the University, the complainant has the right to disclose the incident to Human Resources and the right to request a confidential or private employee to assist in the reporting.
3. The right to receive assistance from an appropriate University representative on how to initiate legal proceedings in family or civil court.
4. The right to withdraw a complaint or involvement from the University process at any time. The University may still have obligations pursuant to state and federal law to investigate the incident and take action. The complainant may participate in the process to whatever degree they wish.
5. All parties have the right to be provided with information about available resources, including intervention, mental health counseling and medical services, including costs. The University will also provide information on sexually transmitted infections, sexual assault forensic examinations and resources available through New York State Office of Victim Services.
6. To have the University issue a "No-Contact Order" in cases where the accused is a student, consistent with the procedures outlined in the *Code of Conduct* which also provides for prompt review.
7. To be assisted by Public Safety in obtaining an Order of Protection or an equivalent protective or restraining order.
8. To receive a copy of the Order of Protection or equivalent when received by the University and be provided with the opportunity to speak with a Public Safety Officer to answer questions and explain the provisions of the order.
9. To receive assistance from Public Safety in effecting an arrest when an Order of Protection is violated.
10. When the accused is not a student, but is a member of the University Community and presents a continuing threat to the health and

safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements and the policies of the University.

11. To receive reasonable interim accommodations (also referred to in this policy as supportive measures) regarding academics, housing, employment, transportation or other applicable arrangements to help ensure safety, prevent retaliation and a hostile environment, consistent with the University's policies. Both parties and the reporting individual shall, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects them, and shall be allowed to submit evidence in support of their request.
12. To request student conduct charges be filed against an accused student governed by this Policy in conjunction with the Code of Conduct, which include, among other things, the right to receive written notice of the charges, date, time, location and factual allegations concerning the violation, dates of meetings, the final determination, possible sanctions, to review the record and evidence in the case file, or otherwise in the possession or control of the University, and relevant to the conduct case, present witnesses and evidence and be accompanied by an advisor of choice to all meetings and the presumption that the respondent is not responsible until proven otherwise.
13. To receive a prompt response to the complaint and have it investigated and adjudicated by impartial individuals who do not have a conflict of interest and who have been trained annually in conducting investigations involving sexual assault, dating violence, domestic violence and stalking, the effects of trauma, the need for impartiality, the rights of the accused and the presumption of "not responsible".
14. Both parties have the right to exclude their own prior sexual history with persons other than the other party to the proceedings or their own mental health diagnosis and/or treatment from admittance into the disciplinary stages that determines responsibility. Past findings of dating violence, domestic violence, stalking or sexual assault may be admissible in the sanction stage.
15. Both parties have the right to choose whether to disclose or discuss the outcome of the University proceeding and have information obtained during the proceedings protected from public release until the appeals panel makes final determination, unless required by law.
16. For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), the University will make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For a respondent who withdraws from the University while such conduct charges are pending, and declines to complete the disciplinary process, it will make a notation on the transcript of such students that they "withdrew with conduct charges pending." A student has the right to appeal such transcript notation to request its removal in the event of a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.
17. Adelphi University has a Memorandum of Understanding with the Sexual Assault Nurse Examiner Program at Northwell Health (formerly North Shore Hospital) to provide forensic examinations in appropriate sexual assault cases.
18. The University will conduct an anonymous Campus Climate Survey every other year to ascertain general awareness and knowledge of issues pertaining to sexual assault, dating violence, domestic violence and stalking, which will be developed using standard and commonly recognized research methods. The results of this survey will be published on the University website provided that no personally identifiable information or information which can reasonably lead a reader to identify an individual shall be shared. The University will take steps to ensure that answers to climate surveys remain anonymous and that no individual is identified. Information discovered or produced as a result of the climate survey will not be subject to discovery or admitted into evidence in any federal or state court proceeding or considered for other purposes in any action for damages brought by a private party against the University, unless, in the discretion of the court, any such information is

deemed to be material to the underlying claim or defense.

19. Adelphi will make reports of certain crimes occurring in specific geographic locations that shall be included in Adelphi's annual security report pursuant to the Clery Act, 20 U.S.C. 1092(f), in an anonymized manner that identifies neither the specifics of the crime nor the identity of the reporting individual. Adelphi is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. A reporting individual shall not be identified in a timely warning. FERPA allows Adelphi to share information with parents when: i. there is a health or safety emergency; or ii. when the student is a dependent on either parent's prior year federal income tax return. Generally, Adelphi shall not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.
20. Information regarding confidential and other available resources are addresses herein and posted on the University website under "Title IX and Sexual Respect."
21. If an individual discloses information at a public awareness event the University is not obligated to initiate an investigation but may use the information to inform education and prevention efforts.

The above Bill of Rights are provided in the written notification document and Brochures to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for those involved in a crime or incident.



Support Services

Support services are listed in "Sexual Assault: What Every Adelphi Student Should Know" pamphlet which includes the Rape Hotline for the Safe Center of Long Island 516.542.0404. The pamphlet can be found in the Public Safety Office, Public Safety command center, Student Affairs Offices, the Title IX Coordinator's office, Student Counseling Services and Student Health Services or by visiting the Public Safety website at adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/, Student Affairs website at operations.adelphi.edu/handbooks/ or the Human Resources website at adelphi.edu/hr/title-ix/brochures-and-publications/.

In addition, all information on Reporting and Disciplinary Proceedings for Sexual Assault, Domestic Violence, Dating Violence, and Stalking is provided in the written notification document, which also informs students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, along with other services available for those involved in a crime or incident.

You can call any of these numbers – day or night. The hotline operators can answer your specific questions and direct you to further resources.

- [NYC Gay and Lesbian Anti-Violence Project](#) 212-714-1141 (24-hour English and Spanish Hotline)
- NYS Domestic and Sexual Violence Hotline Numbers:
 - English: 1-800-942-6906
 - TTY: 1-800-818-0656
 - Spanish: 1-800-942-6908
 - TTY: 1-800-780-7660
 - In NYC: 1-800-621-HOPE (4673) or dial 311
 - TTY: 1-866-604-5350

For further help and information regarding what to do in a situation of domestic violence:

- Go to the Help page of the [NYS Office for the Prevention of Domestic Violence](#)
- [NYS Coalition Against Domestic Violence \(CADV\)](#) (maintains a list of available resources by county)

Resources, Crime Prevention and Safety

Security Awareness, Crime Prevention, and Risk Reduction

Representatives of the University join together at first-year, transfer, and employee orientations to provide information on services offered by the University. Presentations include a Campus Safety 101 video, information relative to the safety of the campus and the crimes that do occur as well as in surrounding areas, and are informed of the numerous pamphlets, and security alerts available to the community. Hostile Intruder/Active Shooter training is provided to all students and employees. They also receive information from Health Services and Counseling Services. Parents are also invited to an orientation conducted especially for them that gives them the opportunity to become familiar with the Department of Public Safety and Transportation, present an overview of the first-year orientation, and to address concerns and questions.

Throughout the academic year, the University offers several crime prevention programs for students including a self-defense seminar, residence hall safety offering tips on living safely on campus, commuter safety meeting offering tips on safe commuting, theft prevention, sexual assault preventive measures, hate crimes as well as other crimes. All are encouraged to visit the Public Safety website at adelphi.edu/safety-transportation/ for more security tips and alerts.

In addition, under the SaVE Act along with the Violence Against Women Act, the University provides training in the areas of domestic violence, dating violence, sexual assault, and stalking. Included in the training are the definitions of each, awareness, protective measures to reduce risk, recognizing the warning signs of abusive behavior, consent, and how to avoid potential assaults or abusive relationships.

Risk Reduction

Risk reduction encompasses options designed to: decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety; and to help individuals and communities address conditions that facilitate violence.



Adelphi University offers awareness, prevention, and educational programs, which provide:

- Definitions
- Awareness and Prevention
- Protective measures to reduce risk
- Bystander Intervention – How to be a Proactive Bystander
- Recognizing the warning signs of abusive behavior
- Consent
- How to avoid potential assaults or abusive relationships.
- University's policy prohibiting these types of conduct (Sexual Assault, Domestic Violence, Dating Violence, Stalking, Alcohol, Other Drugs, etc.)
- Criminal reporting options and reporting to campus authorities,
- Campus disciplinary action,
- Possible rights regarding orders of protection, no contact orders, restraining orders, or similar court orders.

Visit the website, adelphi.edu/events/, for a list of all the upcoming events.

Awareness, Prevention, and Education programs are provided on an annual basis at different frequencies per program.

- Security Awareness, Crime Prevention and Personal Safety, and Risk Reduction ([Appendix 1](#))
- Title IX ([Sexual Assault, Domestic Violence, Dating Violence, and Stalking Programs](#))
- Alcohol and Other Drugs [Programs](#)

General Safety Tips

Safety is an important concern in any large town. Follow these safety tips and use common sense. You will find that it really is possible to fully enjoy living, studying and working on Long Island.

Survivors are not responsible for their victimization; perpetrators are accountable for their actions and the outcomes. The following safety information may help reduce the possibility of becoming a victim.

- Familiarize yourself with streets and neighborhoods you will be visiting or passing through.
- Walk in an assertive manner.
- At night, walk facing the flow of traffic.
- Know where you are going. Plan your route in advance.
- Walk in well-lighted and populated areas, especially at night. Stay out of parts at night. Be aware of your surroundings and of suspicious persons or circumstances.
- Travel with a friend if possible.
- Avoid wearing expensive jewelry and flashing money on the street and in the subways.
- Always keep bags closed and knapsacks zipped and buckled. Keep your purse on your lap at restaurants. Don't hang it on the back of your chair or leave it in an empty chair.
- If you suspect you are being followed, cross the street or go into a store, restaurant or other public building.
- Know the whereabouts of all-night delicatessens and other safe locations.
- If someone in a car asks you a question, stay a good distance from the car when responding.
- Always carry enough money for cab fare home and quarters or phone cards to make phone calls.
- Try not to use cash machines at night.

Bystander Intervention

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Additional areas considered for bystander intervention include the witnessing or having knowledge about hazing, discrimination, medical emergency, and acts of discrimination.

Bystanders are less likely to intervene if more people are present – each assuming someone else may be more qualified to intercede. However, once one person intercedes, the group will likely be more willing to assist.

Bystanders should notice the emergency, interpret it as such, assume personal responsibility for acting, choose a strategy and implement that strategy. A strategy could be as simple as saying something to the potential violator to stop the action, calling someone to help such as public safety, the police or other appropriate authority such as counselors, professors, or if safe to do so step in before the situation escalates.

Bystander training begins at orientation for incoming first-year students, all transfer students, new employee orientation, and continues throughout the year for student organizations, sports teams, faculty training, and administrative positions. Students are also trained to avoid putting themselves in dangerous situations and to call public safety or the police department whenever necessary.

Multiple Actions and Helpful Hints for Being a Proactive Bystander

- Believe that sexual and relationship violence is unacceptable and say it out loud
- Treat people with respect
- Speak up when you hear victim blaming/blaming statements
- Talk with friends about confronting sexual and relationship violence
- Encourage friends to trust their instincts in order to stay safe



- Be a knowledgeable resource for survivors
- Don't laugh at sexist jokes or comments
- Look out for friends at parties and bars
- Educate yourself and your friends
- Use campus resources
- Attend awareness events
- Empower survivors to tell their stories

Providing a Distraction Sometimes Is All It Takes to Interrupt a Potentially Dangerous Interaction

- Call a friend's cell repeatedly
- Spill something on purpose
- Tug on your friend's arm insistently
- Ask where the bathroom is
- Interrupt the conversation
- Turn off the music
- Say, "I think that guy wants to talk to you" to separate those involved
- Tell the potential perpetrator "Your car is being towed!"
- Matter-of-factly pull your friend away saying, "We need to leave" – and then go

National Campus Safety Awareness Month

Adelphi University observes National Campus Safety Awareness Month in September with weekly events designed to promote safety across the University campus and its centers.

Adelphi is a safe campus and it is important that we continue to raise awareness on relevant issues to keep it that way. National Campus Safety Awareness Month is a perfect opportunity as we start the new academic year to focus on safety and making good decisions.

The Adelphi University Department of Public Safety is partnering with the Garden City Police Department, Adelphi Counseling Center, Residence Life and Housing, Athletics, Health Services and the entire Adelphi community to provide programming on issues including sexual assault, domestic violence, dating violence, stalking, the dangers of alcohol and drugs, hostile intruder/active shooter, and pedestrian safety.

The University offers a full schedule of programming and events during the month of September to enhance the safety of our campus. It takes all of us

working together to keep Adelphi a safe campus and all are encouraged; students, faculty, and staff to participate in as much programming and events as possible. Theft prevention, hostile intruder/active shooter survival, hazing prevention, sexual assault awareness, domestic violence, dating violence, stalking, and the dangers of alcohol and drugs are issues that many do not like to talk or think about. But through awareness, we want the Adelphi community to be mindful, not fearful.

Residence Hall Programs and Building Meetings

Public Safety staff visits individual residence halls each semester to discuss security and safety issues concerning the residents. The Residential Life staff periodically conducts their own basic crime prevention discussions in their residence halls.



Safety Brochures

Brochures and crime prevention pamphlets are available at Student Affairs Offices and the Department of Public Safety and Transportation or by visiting the Public Safety website under Crime Prevention and Reporting Brochures. Subject matter deals with a variety of tips on protecting one's self from crime.

Bias Crimes: What Every Adelphi Student Needs to Know

Also called hate crimes, bias crimes are criminal acts such as aggravated harassment, arson, assault, criminal mischief, or murder committed by an individual(s) motivated by a bias against the victim's age, ancestry, color, disability, gender or gender identity, national origin, race, religion, religious practice, or sexual orientation.

Brochure available at adelphi.edu/safety-transportation/security-awareness-crime-prevention



1-Domestic Violence, Dating Violence, Stalking: What Every Adelphi Student Needs to Know

2-Domestic Violence, Dating Violence, Stalking: What Every Adelphi Employee Needs to Know

Domestic violence and dating violence are offenses, which exhibit a pattern of coercive tactics, including physical, psychological, sexual, economic, and emotional abuse perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim. Stalking is a course of unwanted conduct directed at a particular person designed for no legitimate purpose other than to place the person or a third person in reasonable fear of physical, emotional or mental harm.

Brochure available at adelphi.edu/hr/title-ix/brochures-and-publications/adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/

1-Sexual Assault: What Every Adelphi Student Needs to Know

2-Sexual Assault: What Every Adelphi Employee Needs to Know

Sexual assault describes all forms of sexual violence against male and female victims, including intercourse (rape), oral and anal penetration, penetration with an object, and touching and fondling sexual body parts by force or threat of force and without consent.

Brochure available at adelphi.edu/hr/title-ix/brochures-and-publications/adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/

Student Protection Program

The Department of Public Safety has arranged for a number of merchants in the immediate Garden City area to post stickers in their windows, identifying them as safe places for student assistance in the case of an emergency. Program Participants include:

Dunkin Donuts
334 Nassau Blvd.
Garden City South

Garden City Auto Repair
347 Nassau Blvd.
Garden City

La Rosa's Pizzeria
504 Hempstead Tpke.
West Hempstead

Luigis Shoe Repair
12 Nassau Blvd.
Garden City

My Three Sons Bagel Cafe
295 Nassau Blvd.
Garden City

Premier Barber Shop
12 Nassau Blvd.
Garden City

Rite Aid
498 Hempstead Tpke.
West Hempstead

South City Gardens
267 Nassau Blvd.
Garden City South

Stop & Shop
50 Cherry Valley Ave.
West Hempstead

Subway
508 Hempstead Tpke.
West Hempstead

Xin Xing
30 Nassau Blvd.
Garden City South

Personal Theft: What Every Adelphi Student Needs to Know

Theft is the #1 reported crime on college and university campuses. This brochure is a brief guide on how to safeguard your property and what to do if you are a victim of theft.

Brochure available at: adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/

Emergency Procedures

If an emergency procedure is required, remain calm and contact public safety. Provide assistance to others if necessary.

Brochure available at: adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/

Annual Security Report and Fire Evacuation Tips

These evacuation tips will help you in case of an emergency.

Brochure available at: adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/

NYS Penal Law Vs. Campus Disciplinary Procedure

The New York State Education Law Article 129-B requires that college/university or other officials explain differences between college/university processes and the criminal justice process in addressing sexual and interpersonal violence.

Brochure available at: adelphi.edu/safety-transportation/security-awareness-crime-prevention-and-reporting/brochures/

ADELPHI
UNIVERSITY
NEW YORK

Volunteer Student Protection Program

This establishment will assist
Adelphi University students
in an emergency.

516.877.3511

Alcohol and Other Drugs Policy

Adelphi University, in its mission to provide a quality education for students and to prepare them for a healthy and productive life, realizes the importance of a drug-free campus and is therefore strongly committed to the prevention of substance abuse.

The abuse of alcohol and other drugs by students and employees, regardless of age and of location (on-campus or off-campus), is prohibited by the Code of Conduct and Employee Handbook at Adelphi University. This includes on- or off-campus activities sponsored by the university, such as officially sanctioned field trips, student-sponsored social activities, athletic travel, activities of a student organization recognized by the institution, professional meetings attended by both students and employees, and institution sponsored activities abroad fall under this code.

In addition, it is the University's policy to prohibit the unlawful manufacturing or distribution, dispensing, possession, or use of illicit or non-prescribed drugs and alcohol anywhere on the Adelphi campus or as part of any Adelphi University activity. Note: The University does allow limited use of alcoholic beverages by individuals of the New York State legal drinking age of 21, at University-sanctioned events in licensed facilities on campus in compliance with all laws. Alcohol is not permitted in the residence halls. The Department of Public Safety and Transportation with the assistance of the Garden City police enforce state and local laws pertaining to unlawful underage alcohol possession, sale and use. The Department of Public Safety and the Garden City Police Department also regularly enforces state drug laws and may from time to time assist federal agencies with the enforcement of federal drug laws.

The laws of New York State provide sanctions for the unlawful possession or distribution of illicit drugs and Alcohol. For more information, see:

- New York Penal Law Article 220 (controlled substances)
<http://ypdcrime.com/penal.law/article220.htm>
- New York Penal Law Article 222 (cannabis)
<https://ypdcrime.com/penal.law/article222.php>
- New York Alcoholic Beverage Control Law Article 10 <http://ypdcrime.com/abc/article10.htm>

- The penalties for driving while intoxicated or impaired may be found on the New York State Department of Motor Vehicles website at <https://dmv.ny.gov/tickets/penalties-alcohol-or-drug-related-violations>

Any member of the Adelphi community (including staff, faculty, and students) found to be in violation of this rule will be subject to strict discipline, up to and including dismissal as well as criminal prosecution, fine and imprisonment if applicable.

A full statement of the University's Policies, Rules and Standards Regarding Illicit Drugs and Alcohol, health risks associated with drug and alcohol use, legal sanctions, treatment and counseling availability may be found in the publication Adelphi University Policies, Rules, and Standards Regarding Illicit Drugs and Alcohol which can be found at

- Student Counseling Center
- Dean of Student Affairs Office
- Health Services
- Office of Human Resources
- Online
 - adelphi.edu/wp-content/uploads/2017/06/Drug-and-Alcohol-Policy.pdf
 - adelphi.edu/policies/illicit-drugs-and-alcohol/

In addition, the Universities Policy regarding Alcohol and Other Drugs is distributed in the

- Employee Handbook page 5 (adelphi.edu/hr/handbook/);
- Code of Conduct page 15-16 (adelphi.edu/policies/conduct/); and
- By e-mail via the Annual Disclosure (adelphi.edu/policies/student-disclosure/).

An annual notification of an institution's drug and alcohol abuse prevention programs (DAAPP) is distributed to students via the Student Disclosure and Students and Employees receive this information through the distribution of the Annual Security and Fire Safety Report.

Students charged with violations of this policy shall be referred to the Office of Student Conduct and Community Standards (or in some cases to the student's residence assistant director, if the student is a resident) for adjudication under provisions of the

Code of Conduct. Outcomes of disciplinary proceedings may result in the following determinations:

1. Dismissal of charges, student found not responsible
2. Student found responsible and sanctions imposed

Depending on the merits of the case, possible sanctions may include:

1. Referral for substance abuse assessment, counseling and/or treatment
2. Community service and/or educational sanction (which may include the mandatory completion of an educational program for which a fee is charged to the student)
3. Restitution
4. Probation
5. Loss of privilege(s)
6. Loss of University housing
7. Suspension from the University
8. Expulsion from the University

In addition to University sanctions, the president of the University or a designated representative may refer students to appropriate governmental authorities when the student's activity is in clear violation of federal, state, or local laws.

Clubs/Organizations that violate the Alcohol and Drug policies for events and programs can have their campus recognition revoked by both Center for Student and Community Engagement (CSCE) and Student Government Association (SGA), and face possible sanctions from Student Conduct and Community Standards.

Employees suspected of violating these policies, rules and standards, or convicted under a federal, state or local drug or alcohol statute, shall be subject to review in accordance with human resources policies and in compliance with all federal, state and local laws. Such a review may result in the following findings:

1. Dismissal of charges
2. Official warning or other appropriate discipline/action
3. Institution of proceedings in accordance with the applicable University Human Resources policies, which may lead to suspension and/or termination of employment

For findings 2 and 3, the employee may be required to seek rehabilitation through counseling, rehabilitation, treatment or re-entry program approved by the chief of human resources officer or a designated representative.

Failure to cooperate with the review process may result in expulsion from the campus and will result in the immediate institution of termination proceedings under the appropriate human resources policies.

In addition to University sanctions, the chief of human resources officer or a designated representative may refer the employee to appropriate governmental authorities when the employee's activity is in clear violation of federal, state, or local laws.

Amnesty: Adelphi University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to report for fear of disciplinary action. In an effort to encourage reporting, an individual who reports sexual assault, dating violence, domestic violence, or stalking, either as a complainant or a witness, **will not** be subject to disciplinary actions by the University for his/her own personal consumption of alcohol or drugs at or near the time of the incident. This amnesty policy applies to the University's student conduct process.

The primary Adelphi University source for information on alcohol and drug free awareness is the University's Alcohol and Other Drugs site at adelphi.edu/scc/alcohol-and-other-drugs-program/.

The **Alcohol and Other Drugs program** is a service of the Division of Student Affairs of Adelphi University. The AOD program serves the campus community through a variety of resources, prevention, intervention and education in supporting students on making healthy choices.

If you are dealing with a drug or alcohol problem or are worried about a friend, there are a number of support services that you can contact at Adelphi and outside the university (adelphi.edu/scc/alcohol-and-other-drugs-program/).

The Student Counseling Center (SCC) is designated as the coordinating office for all matters regarding referrals for substance abuse counseling, treatment programs, and ongoing seminars, workshops,

education programs and outreach activities for students. Under [academic year prevention programming](#), you will find that the following represents the ongoing activities provided by the SCC, Health and Wellness Peer Educators, the Center for Student and Community Engagement, and Student Conduct and Community Standards.

Alcohol and Drug Use Prevention and Awareness Programs

Under the direction of the Drug and Alcohol Counselor, from Adelphi University, in collaboration with the Crime Prevention Officer at Public Safety and Residential Hall Assistant Directors at Residential Life, various alcohol and drug use prevention and awareness programs are provided to the Adelphi University community.

Alcoholic beverages and illicit drugs are not permitted under any circumstances anywhere in the residence halls, including student rooms. The Student Conduct and Community Standards and Residential life and Housing Offices have continued to enforce the Alcohol and Drug policies and support alcohol and other drug awareness education by:

- Posting fliers and signs in the residence halls reminding students that all halls are “dry” halls
- Posting education flyers designed to be proactive
- Housing applications include the following statement: “I understand that the use or possession of drugs or alcohol is prohibited in the residence halls and are violations of the Code of Conduct”.
- Meeting with student leaders and student groups to explain the AOD policies on campus.
- Mandating resident students to sign an Alcohol and Drug Contract as they move into their residence hall rooms
- Training Resident Assistants and Hall Attendants in proper enforcement and communication of AOD policies and alcohol awareness education
- Addressing the AOD policies during residence hall meetings
- Inviting public safety and the AOD counselor to speak with resident students and staff, fraternities and sororities, as well as international and commuter students relative to alcohol and other drug topics.

- During first-year student orientation and first-year parent and family orientation, members of Public Safety, the Coordinator of Substance Abuse Counseling and Prevention Programming (SACPP Coordinator), and Health Services give presentations focused on AOD awareness, including a sixteen-minute safety video “Campus Safety 101” (available for additional viewing of the Adelphi Public Safety Webpage).
- University Hearing Board/Faculty Advocate Training: Student Conduct and Community Standards has implemented annual AOD training for the University Hearing Board and Faculty Advocates, which supports the Board and Advocates in fulfilling the responsibilities of their roles and complex decision-making.

Academic Year Prevention Programming

(i) Prevention Programs

Workshops, trainings, presentations and courses uniquely designed for our faculty, staff and students.

(ii) Educational Programs

Online intervention programs designed to help our students improve their health and wellbeing by making responsible and informed choices.

(iii) Harm Reduction Interventions

The AOD Program provides brief interventions to students experiencing substance use issues through its brief Alcohol Screening and Intervention for College Students (BASICS) Program.

(iv) AlcoholEdu for College Students: Online prevention tool for alcohol use and abuse awareness

Alcohol abuse on campus doesn’t just put students’ safety and health risk, but greatly threatens the ability of institutions of higher education to achieve their organizational objectives. AlcoholEdu® can help. This interactive online program incorporates the latest evidence-based prevention methods to create a highly engaging user experience, inspiring students to reflect on and consider changing their drinking habits. Today, AlcoholEdu is used on more than 500 campuses and by 36% of all first-year students at America’s four-year higher education institutions, and is the only program proven to reduce negative alcohol-related consequences

among students. *This training is for Students and is distributed bi-annually in the fall and spring semesters.*

(v) eChug: Online Assessment Tool for Alcohol Sanctions

eCHUG is an ongoing online, personalized, brief screening tool that lets you see how your drinking, family risk and campus norms affect your life and future.

- Program description:
- Is available to all Adelphi faculty, staff, and students
- Takes about 15 minutes
- Provides quick, anonymous feedback
- Allows for a personal check-up on multiple occasions to track changes in alcohol use and risk (just keep your e-CHUG identification number for comparisons)

(vi) Drunk Driving Obstacle Course

Bi-annual event in which students and/or employees are provided goggles meant to simulate one's vision at .08% blood alcohol concentration. Then, the student and/or employee is seated behind the wheel of a Public Safety Security cart and asked to drive through an obstacle course without hitting any cones. The event allows students and/or employees the opportunity to see just how dangerous it is to use alcohol and operate a vehicle while impaired or intoxicated.

(vii) Defensive Driving Class

Offered at a discounted rate of \$5, this six-hour class is offered twice annually to students and employees. This course is designed to teach students and employees driving strategies that help minimize risks associated with hazards on the road. In addition, this defensive driving course includes applicable New York state traffic laws that help drivers use safer driving techniques to avoid and prevent accidents. A 10% discount on their insurance is often applied as well as a result of completing the class.

(viii) NARCAN Training

This bi-annual training is offered as a free service to both on and off campus communities. Participants can expect to learn: the history of the drug trade in the US, signs and symptoms of opioid overdose, steps in how to respond to an overdose and how to administer naloxone and

the benefits of the NYS 911 Good Samaritan Law including the importance of calling emergency medical services.

(ix) National Prescription Drug Take Back Day (taken from dea.gov)

The National Prescription Drug Take Back Day addresses a crucial public safety and public health issue. According to the 2015 National Survey on Drug Use and Health, 6.4 million Americans abused controlled prescription drugs. The study shows that a majority of abused prescription drugs are obtained from family and friends, often from the home medicine cabinet. The DEA's Take Back Day events provide an opportunity for Americans to prevent drug addiction and overdose deaths. *This training is for Students and Employees and is distributed bi-annually in the fall and spring semesters.*



(x) National Collegiate Alcohol Awareness Week (October each year)

Events, programs, and educational workshops that take place during National Collegiate Alcohol Awareness Week are designed for all members of the Adelphi University Community. The goal is to provide information so attendees make informed choices about their substance use.

(xi) Alcohol Awareness Month (April each year)

Events, programs and educational workshops designed to address alcohol and other drug use. We employ a harm reduction method to all programming during this time and it is open and available to all faculty, staff and students.

In addition to the Awareness programs, links are provided for prevention.

- Substance Abuse and Mental Health Services Administration [samhsa.gov/](https://www.samhsa.gov/)
- Need help or struggling with an addiction? Visit nassaualliance.org for a referral or call 516.481.4000 (NAFAS)

- This is your one-stop resource for comprehensive research-based information on issues related to alcohol abuse and binge drinking among college students: collegedrinkingprevention.gov
- Mothers against drunk driving: madd.org
- Support for families struggling with their son or daughter's substance abuse: drugfree.org



Weapons

All members of the University community, as well as visitors, are prohibited from possessing firearms, explosives or weapons on the premises of the University without the explicit advance authorization of the University, regardless of whether a federal or state license to possess the same has been issued to the possessor. This prohibition does not apply to

sworn federal, state or local law enforcement officers who are legally authorized to carry firearms in the jurisdiction and are the University facilities or events in the course of their official duties and/or at the request of the University. Law enforcement officers bringing weapons to University premises must carry valid identification that establishes their law enforcement status. Authorized possession of a firearm on University premises must at all times be discreet and out of view of any casual observer.

Annual Fire Safety Report

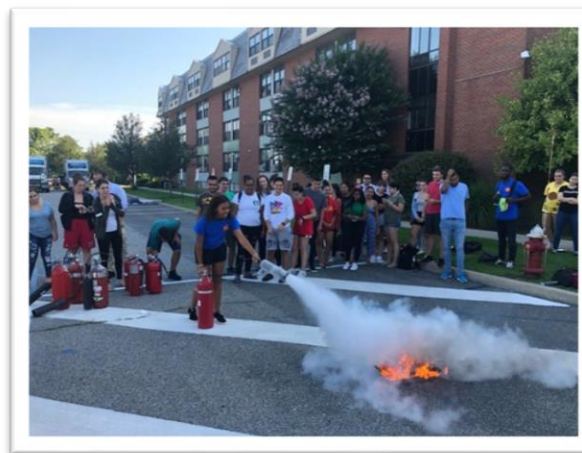
To report a fire on campus, call Public Safety at 516.877.3511 or dial “5” from any campus phone.

Adelphi University has long been committed to maintaining a comprehensive fire safety program for all members of the Adelphi community with the assistance of our students, faculty and staff, and through the cooperative efforts of the Garden City Fire Department, Nassau County Fire Marshal’s Office, and the New York State Office of Fire Prevention. Our fire safety program has contributed to what we believe is an excellent record of safety.

At Adelphi University, all residence halls have a sprinkler/standpipe system. All residence halls have a smoke detection system with automatic alerting to the fire department and public safety. All Residence halls have carbon monoxide detection in full compliance with Amanda’s Law. The Kerry Rose Fire Sprinkler Notification Act provides written information on fire safety and sprinkler systems to all students residing in University residence halls. Residence halls are all equipped with fire extinguishers and emergency lights.

Fire Safety Systems in Residential Facilities

Facility	Chapman Hall	Earle Hall	Eddy Hall	Linen Hall	Res Hall A	Res Hall B	Waldo Hall
Sprinkler/ Standpipe System (Full)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Smoke Detection System with Automatic Alerting (To Public Safety and Local Fire Department)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Carbon Monoxide Detection	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fire Extinguishers	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Emergency Lights	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Evacuation Plans and Placards	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Number of Evacuation (Fire) Drills Calendar Year 2022	4	4	4	4	4	4	4



Adelphi University is concerned about the safety of every individual on campus and therefore has very strict fire safety regulations. Students who do not observe these regulations jeopardize the safety of others on this campus and therefore will be subject to disciplinary action and/or fines.

State law requires that hallways and stairways be completely clear at all times. This means that students cannot store anything in these areas (examples: shoes, clothes racks, boxes, furniture, and bicycles.)

Fire and life safety programs must receive community-wide support in order to be effective. Cooperation from all students at fire drills, announced and unannounced, is expected. Students who do not

vacate in a timely manner are subject to disciplinary action. There is a minimum of four fire drills conducted in each of the residence halls each year. Two drills are conducted in the evening, and two are conducted during the day. Public Safety Officers conduct the drills in conjunction with the Resident Assistants or Residential Hall Assistant Directors, when available, in each Residence Hall. The Resident Assistants or Residential Hall Assistant Directors, when available, assist Public Safety in the evacuation process during both fire drills and actual alarms guiding students outside of the building and to aid in accounting for those occupants who have evacuated. Students are encouraged to take the opportunity of a fire drill to learn the quickest and safest ways out of the residence halls

Policies for Education and Program

Fire safety education programs for all students and staff living or working in on-campus residence halls are held at the beginning of each semester. These programs are designed to familiarize everyone with the fire safety system in each residence hall, train everyone on the procedures to be followed in case there is a fire, and distribute information on the University's fire safety policies. During the training, Residential Life distributes a fire safety instructional



brochure containing a copy of the Kerry Rose Fire Sprinkler Notification Act. They also discuss policies and procedures regarding electrical appliances, smoking, and open flames. During these training sessions, it is emphasized that all must participate in fire drills.

The Garden City Fire Department visits the campus to hold seminars for residence hall assistant directors and all resident hall

assistants. The training includes video presentations followed by a "smoke out" whereby a hallway is filled by "smoke" so the participants are trained on how to respond.

All are encouraged to visit the public safety website for more information and tips at adelphi.edu/safety-transportation/resources/fire-safety.

Fire Reporting and Evacuation Response

The Department of Public Safety Command Center monitors all building fire alarms 24 hours a day, 7 days a week. In the event of a power failure, the individual fire alarm system panels have standby batteries to power alarm detection and evacuation signals in case of normal power failure in accordance with applicable codes and standards. In the event that the fire system is not working, not due to a power failure, a Fire Watch is implemented and provided by

a trained Adelphi University Public Safety Officer, in accordance with Nassau County Law.

Upon discovery of a fire, students, staff and faculty are urged to activate the building fire alarm by pulling the handle on a red fire pull station, evacuate the building, and contact the Department of Public Safety Command Center [516.877.3511]. If individuals are in the building and the alarm goes off, they should go outside by the shortest possible route and wait until permission is given to re-enter the building.

In addition, in the event that a fire seems to be extinguished, please call the Department of Public Safety Command Center at 516.877.3511.

When calling, please provide as much information as possible about the location and if known, the date, time, and cause of the fire.

Escape Plans

In the event of a fire, remember - time is the biggest enemy and every second counts! Escape plans help you get out of your home or location quickly. In less than 30 seconds, a small flame can get completely out of control and turn into a major fire. It only takes minutes for a location to fill with thick black smoke and become engulfed in flames.

Emergency Evacuations

On occasion, the University must evacuate a building or buildings. Although evacuations are usually fire related (fire alarms, fire drills) evacuations are not always fire related. A structural issue, threats both natural and man-made may also necessitate an evacuation. In order to provide the University community with a safe and orderly evacuation everyone's assistance is required. Faculty, administrators, and staff need to be informed and must act appropriately in a leadership role when an occasion to evacuate a building or buildings is necessary. Knowing what to do and how to respond to an emergency is of utmost importance to the safety of others as well as yourself. Some faculty and/or staff may be requested to take on the added title and responsibility of Evacuation Warden. Those who agree to act in that capacity will receive training in properly responding to a building evacuation.

Fire/Evacuation Warden

A Fire/Evacuation Warden is requested to remain onsite briefly and only if it is safe to do so, to verify that people have been evacuated and assist anyone in need. Essentially, this requires the evacuation wardens to check their assigned area ensuring that everyone has been safely evacuated. The evacuation warden will receive additional training in fire safety and evacuation procedures provided by Public Safety and the Fire Department.

Procedure:

In the event of a fire, remain calm. If you must take immediate action, use your judgement as to the safest course of action, guided by the following information:

If the fire is in your residential room:

- Close the door to the room where the fire is located after leaving the room.
- Make sure EVERYONE leaves the room with you.
- Take your keys.
- Close the entrance door as you exit, but do not lock the door.
- Ensure that nearby persons are aware of the emergency. You can alert them by knocking on the doors on your way to the exit.
- Use the nearest stairway to leave the building.
- DO NOT USE THE ELEVATOR
- Once you reach a safe location, call Adelphi Public Safety (516.877.3511) and 911. Do not assume the fire has been reported unless Adelphi University Public Safety and firefighters are on the scene.
- If known, notify responding emergency personnel if anyone is unaccounted for.

If the fire is not in your residential room:

- If you can safely exit your room, follow the instructions for a “fire in your room” above.
- If you cannot safely exit your room, stay inside and listen for instructions from firefighters, unless conditions become too dangerous.
- When you exit your room, first feel your room door and doorknob with the BACK OF YOUR HAND. If they do not feel hot, open the door slightly, with face and body away from ajar door, and then check if there is any flame or

smoke in the hallway. If safe to exit, follow instructions for “fire in your room” above.

- If you cannot safely exit your room or building, call Adelphi Public Safety at 516-877-3511 or “5” from any campus phone, call 911 or the Fire Department Dispatcher (516-742-3300) and inform them of your situation. Provide the address/building name, floor, room number, and the number of persons present.
- Seal the room door with wet sheets or towels. Seal air ducts and any other openings where smoke may enter.
- Open windows a few inches at the top and bottom unless flames or smoke is coming from below.
- Do not break any windows; they may need to be closed later.
- If conditions in the apartment appear life threatening, open a window and wave a bed sheet or towel side-to-side to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

The above procedure is effective for all residential facilities on campus.

Tips

- Always know at least two (2) escape routes and emergency exits from your building.
- Learn where the nearest fire alarm pull station is.
- Know how many doors are between your room and the exit stairwells in the event that you might have to crawl to safety because of heavy smoke. Take time to focus on a mental picture of the route you intend to use to exit your building.
- Check your door before you open it. Feel with the back of your hand, and if it feels hot to the touch, do not attempt to leave. Without delay, telephone the Department of Public Safety and Transportation by dialing #5, 3507, 3511, or 911. Remain calm and inform the answering officer of your name, location, and nature of the emergency. Next, go to the window and wait there to attract arriving firefighters.

- In the event that you are able to exit your room do the following:
- Take an outer garment with you.
- Close the door and windows behind you.
- Calmly proceed to the nearest safe stairwell while knocking on all other resident doors alerting them of the emergency condition.
- Assist anyone with special needs.
- Use the stairs. If possible do not take the elevator. Smoke rises into elevator shafts.
- Stay on the right side of the stairwell as you descend in order to allow fire fighters enough room to quickly move to the emergency floor.
- Exit building and move 150 feet from the entrance in order to allow others to safely exit and fire fighters to move freely to the emergency.
- Re-enter the building only upon the orders of the fire department.
- Finally, never think that it's probably just another fire drill, or it's not really a fire.

National Fire Prevention

The Adelphi University Department of Public Safety and Transportation would like to remind everyone that National Fire Prevention Week is usually the second week in October in which the University actively participates.

Annual observances like National Fire Prevention Week are excellent opportunities to focus on fire hazards. But we should all practice fire safety every day – at work, at play, and particularly at your residence. The most common causes of home fires result from cooking, heating, electrical malfunction, smoking materials and candles.

Fire Violations Disciplinary Actions

The University bans dangerous items from resident's rooms such as candles, microwaves, hot plates, floor lamps, holiday decorations, and lights. Candles (including those used for religious purposes), incense, and other open flame devices are not allowed in residential buildings or classrooms. Smoking is prohibited in all areas of all University residence halls. Smoking devices including, but not limited to pipes, bongs, vapor/e-cigarettes and

hookahs are not permitted in the residence halls. Students who violate the above will be referred to the Dean's Office and may be disciplined up to and including suspension or dismissal from the University.

Students who misuse, tamper, or otherwise disturb fire safety equipment, including detectors, fire extinguishers, pull stations, and fire doors, or remove batteries from detectors are subject to fines as well as the cost of restoring the equipment. (See Adelphi's Fire Violations Disciplinary Actions later in this report.) These students will be referred to the Dean of Student Affairs or Student Conduct and Community Standards and may be dismissed or suspended from the University.

When a student is found to be responsible for fire safety violations, the following are typical sanctions. Depending on the circumstances of the specific case, the person hearing body imposing the sanctions may impose additional or more severe sanctions.

1. Violation: Causing a Fire

- a. Disciplinary Action: Careless or Reckless: \$100 fine, restitution for property damage, and one-year University disciplinary probation, and residence hall probation for a resident student.
- b. Disciplinary Action: Intentional (Arson): Referral to police/fire authorities for prosecution, restitution for property damage, and expulsion from the University

2. Violation: Knowingly Filing a False Fire Alarm

- a. Disciplinary Action: Referral to police/fire authorities for prosecution, \$250 fine, and one-year suspension from the University

3. Violation: Activating a smoke, heat or beam detector, pull station or carbon monoxide alarm

- a. Disciplinary Action: Careless or Reckless: \$100 fine
- b. Disciplinary Action: Intentional: Referral to police/fire authorities for prosecution, \$250 fine, and one-year suspension from the University.

4. Violation: Activating the Sprinkler System

- a. Disciplinary Action: Careless or reckless: \$100 and restitution for property damage.
- b. Disciplinary Action: Intentional: Referral to police/fire authorities for prosecution, \$250 fine, restitution for property damage, and a one-year suspension from the University.

5. Violation: Tampering with Fire Equipment

- a. Disciplinary Action: \$250 fine, restitution for property damage, and one-year University disciplinary probation (and residential hall probation for a resident student).

6. Violation: Failure to Evacuate During a Fire Alarm

- a. Disciplinary Action: First Offense: \$100 fine.
- b. Disciplinary Action: Second Offense: \$200 fine, seven-day suspension from the residence halls and residential hall probation (if resident student).
- c. Disciplinary Action: Third Offense: Permanent removal from housing (if a resident student) and possible suspension from the University.

Notes:

In New York State, knowingly filing a false fire alarm is a felony punishable by a minimum of one year in prison.

As per University practice, students arrested on the complaint of the University shall be placed under Emergency Suspension pending the outcome of the case. Repeated fire safety violations will result in harsher sanctions, which may include suspension or expulsion from the University.

The University may terminate a student's Residence Hall Agreement at any time for violation of the University's policies concerning student conduct and discipline, regulations governing the residence halls, non-payment, or for health, safety, or social reasons.

Definitions

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

Fire Drill: A supervised and scheduled orderly evacuation of faculty, staff, students and visitors from a facility for the purpose of ensuring the safety of occupants during an actual emergency. Fire drills are conducted at various times throughout the year to provide occupants familiarization with a facility's fire safety features and avenues of egress. In the residence halls and places of assembly fire drills are conducted a minimum of four times a year, two of which are in the evening.

Fire Log: The Department of Public Safety and Transportation maintains a daily campus fire log in

the public safety command center, Levermore Hall. This log records incident number, date of fire, time of occurrence, general location of the fire in a residence hall, and cause if known. The fire log is accessible for public view for the most recent 60-day period during normal business hours. The University will make available any portion of the log older than 60 days within two business days of a request for inspection.

Fire-Related Death: Any death occurring as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire or dies within one year of injuries sustained as a result of the fire that occurred in a residence hall.

Fire-Related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term "person" may include students, employees, visitors, firefighters, or any individuals. For statistical purposes, a fire-related injury only includes individuals who are transported to a medical facility (even if they refuse treatment at the facility), treated at a temporary medical facility that is set up at the fire site, or individuals who are treated in an ambulance.)

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

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

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

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

Property Loss: Any damage to the structure and contents of an on-campus facility as a direct result of

an occurrence of a fire therein. Included in any assessment shall be any damage resulting from the suppression efforts.

Fire Protection Equipment: All Adelphi University residence hall facilities are equipped with automatic fire detection and alarm systems, and are fully covered by sprinklers. The two newest residence halls, A and B, are equipped with carbon monoxide detectors in compliance with New York State law. The equipment is monitored by public safety and a central station 24 hours a day, 7 days a week, and 365 days a year.

Health and Safety Inspections: The New York State Office of Fire Prevention perform annual fire inspections of all residence halls. Residence Life conducts monthly health and safety inspections with emphasis on fire related issues (e.g. prohibited items such as hot plate burners, extension cords, electric heaters, halogen lamps, Medusa Lamps, or lamps with plastic covers, etc.).

Smoking: Smoking is prohibited in all areas of all University residence halls. Smoking devices including, but not limited to, pipes, bongs, and hookahs are not permitted in the residence halls.

Open Flame: Candles, incense, outdoor grills, or any other type of open flame or open coil device are not permitted in the residence halls.

Plans for Future Improvements

Adelphi University is committed to ensuring that all on-campus housing is fully equipped. Fire safety is continually assessed to ensure compliance with all regulatory agencies and opportunities for improvement. During the 2022-2023 academic year, the Department of Public Safety replaced microwave fire prevention sensor devices, which automatically turns the microwave off at the first sign of smoke, in some of the Residence Halls. The Department of Public Safety continues to look into making ALL fire extinguishers in the Resident Halls Standardized to be the same type (ABC) to eliminate confusion as to what type to use on what kind of fire and make training easier, and provide better coverage. In addition, the Department of Public Safety is looking into placing “escape route” maps either behind every residential hall door or in hallways in at least three (3) locations per floor. All plans for future improvements in fire safety, if determined necessary by the University, will be implemented with all due diligence and speed.



Annual Campus Security Crime and Fire Statistics

Adelphi University's annual security and fire safety report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Adelphi University; and on public property within or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, hate crimes, sexual assault including Title IX, Violence Against Women Reauthorization Act of 2013 (VAWA), domestic violence, dating violence, stalking, annual fire safety report.

In preparing the annual disclosure of crime statistics, Adelphi University reviews its own investigative reports and crime reports from Campus Security Authorities. On at least an annual basis, the University also contacts the Garden City Police Department, New York City Police Department,

Suffolk County Police Department and Poughkeepsie Police Department to ascertain whether any Clery crimes occurred in the University's Clery geography.

Per federal law, an institution may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor or other similar non-campus official. Furthermore, an institution must record a crime statistic for the calendar year in which the crime was reported to local police agencies or to a campus security authority.

"Unfounded" crimes: if a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may categorize a crime as "unfounded".

Fire statistics for Manhattan¹⁷, Hauppauge¹⁸, and Poughkeepsie Centers are not required because there are no campus student housing facilities at these locations. Only the Garden City Campus is required.



¹⁷ NYC-Brooklyn (179 Livingston and 133 Remsen) were obtained by the University in August 2023. There are no statistics to report for this report.

¹⁸ Hauppauge Center (new location at 150 Motor Parkway) was obtained by the University in August 2023. There are no statistics to report in this report.

Garden City Campus - January 1, 2020- December 31, 2022

Statistics for 2020 are lower in counts due the ongoing Pandemic, which lead to a lower population on campus.

Number of Crimes Reported:

Crime Category	On Campus			Residence Halls			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	3	0	0	3	0	0	0	0	0	0
Fondling*	0	3	3	0	2	3	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary*	0	3	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft**	0	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

*The three 2021 Burglaries consisted of 1 incident committed by 3 individuals who were arrested.

**The 2022 Motor Vehicle Theft was an unauthorized use of a University Owned Golf Cart.

Unfounded Crimes:

Includes crimes or incidents of Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sexual Assault (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hate Crimes [including previously listed crimes and Larceny-Theft, Simple Assault, Intimidation, and/or Destruction/Damage/Vandalism of Property based on 8 previously stated Bias Categories], Domestic Violence, Dating Violence, Stalking, and Arrest/Disciplinary Actions for Illegal Weapons Possession, Drug Law Violations, and Liquor Law Violations.

Geographical Areas: On Campus, Residence Halls, Non-Campus Building/Property, and/or Public Property

2022: No unfounded crimes reported.

2021: No unfounded crimes reported.

2020: No unfounded crimes reported.

Hate Crimes:

Includes crimes or incidents of Murder/Non-Negligent Manslaughter, Sexual Assault (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and/or Destruction/Damage/Vandalism of Property motivated by the eight categories of bias (Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and/or Disability).

Geographical Areas: On Campus, Residence Halls, Non-Campus Building/Property, and/or Public Property

2022: No hate crimes reported.

2021: One (1) On Campus Intimidation characterized by Gender Identity and One (1) Residence Hall Intimidation characterized by Gender Identity.

2020: No hate crimes reported.

VAWA Offenses:

Crime Category	On Campus			Residence Halls			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	4	2	0	2	2	0	0	0	0	0	0
Stalking	0	5	6	0	5	1	0	0	0	0	0	0

Number of Arrests for:

Crime Category	On Campus			Residence Halls			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	1	0	0	1	0	0	0	0	0	0

Number of Persons Referred for Campus Disciplinary Action(s):

Crime Category	On Campus			Residence Halls			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violations*	27	40	30	27	40	30	0	0	0	0	0	0
Drug Law Violations*	17	9	7	16	9	7	0	0	0	0	0	0
Illegal Weapons Possession ^	1	0	0	1	0	0	0	0	0	0	0	0

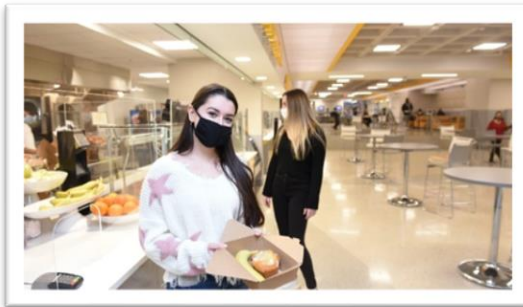
Note: Detailed data reflects only reports of incidents and not their eventual dispositions.

*The 2020 lower counts for liquor law violations and Drug Law Violations for Campus Disciplinary Action are due the ongoing Pandemic, which lead to a lower population on campus.

^The 2020 illegal weapons possession was metal knuckles found in bag.

Fires in On Campus Student Housing Facilities at the Garden City Campus

Year	Name of Residence	Chapman Hall 1 South Ave.	Earle Hall 1 South Ave.	Eddy Hall 1 South Ave.	Linen Hall 1 South Ave.	Resident Hall A 1 South Ave.	Resident Hall B 1 South Ave.	Waldo Hall 1 South Ave.
2020	Reported Fire	0	1	0	0	0	0	0
	Nature/Cause of Fire	0	Microwave	0	0	0	0	0
	Number of Injuries	0	1	0	0	0	0	0
	Number of Deaths	0	0	0	0	0	0	0
	Value of Property Damage	0	\$250.00	0	0	0	0	0
2021	Reported Fire	0	0	0	0	0	0	0
	Nature/Cause of Fire	0	0	0	0	0	0	0
	Number of Injuries	0	0	0	0	0	0	0
	Number of Deaths	0	0	0	0	0	0	0
	Value of Property Damage	0	0	0	0	0	0	0
2022	Reported Fire	0	0	0	0	0	0	0
	Nature/Cause of Fire	0	0	0	0	0	0	0
	Number of Injuries	0	0	0	0	0	0	0
	Number of Deaths	0	0	0	0	0	0	0
	Value of Property Damage	0	0	0	0	0	0	0





Manhattan Center* - January 1, 2020- December 31, 2022

Note: There are no campus student housing facilities at the Manhattan Center.

*The Statistics in this report are for the location at 75 Varick Street, NYC, NY, 10113 until August 31, 2023. *Statistics for the new location at 179 Livingston and 133 Remsen begins August 2023.*

Statistics for 2020 are lower in counts due the ongoing Pandemic, which lead to a lower population on campus.

Number of Crimes Reported:

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Unfounded Crimes:

Includes crimes or incidents of Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sexual Assault (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hate Crimes [including previously listed crimes and Larceny-Theft, Simple Assault, Intimidation, and/or Destruction/Damage/Vandalism of Property based on 8 previously stated Bias Categories], Domestic Violence, Dating Violence, Stalking, and Arrest/Disciplinary Actions for Illegal Weapons Possession, Drug Law Violations, and Liquor Law Violations.

Geographical Areas: On Campus, Residence Halls, Non-Campus Building/Property, and/or Public Property

2022: No unfounded crimes reported.

2021: No unfounded crimes reported.

2020: No unfounded crimes reported.

Hate Crimes:

Includes crimes or incidents of Murder/Non-Negligent Manslaughter, Sexual Assault (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and/or Destruction/Damage/Vandalism of Property motivated by the eight categories of bias (Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and/or Disability).

Geographical Areas: On Campus, Residence Halls, Non-Campus Building/Property, and/or Public Property

2022: No hate crimes reported.

2021: No hate crimes reported.

2020: No hate crimes reported.

VAWA Offenses:

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Number of Arrests for:

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0

Number of Persons Referred for Campus Disciplinary Action(s):

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0



Hauppauge Education and Conference Center* - January 1, 2020-December 31, 2022

*The Statistics in this report are for the location at 55 Kennedy Drive until August 31, 2023. *Statistics for the new location at 150 Motor Parkway begins August 2023.*

Note: There are no campus student housing facilities at the Hauppauge Education and Conference Center.

Statistics for 2020 are lower in counts due the ongoing Pandemic, which lead to a lower population on campus.

Number of Crimes Reported:

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape*	0	0	0	0	0	0	0	0	0
Fondling*	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary**	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Unfounded Crimes:

Includes crimes or incidents of Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sexual Assault (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hate Crimes [including previously listed crimes and Larceny-Theft, Simple Assault, Intimidation, and/or Destruction/Damage/Vandalism of Property based on 8 previously stated Bias Categories], Domestic Violence, Dating Violence, Stalking, and Arrest/Disciplinary Actions for Illegal Weapons Possession, Drug Law Violations, and Liquor Law Violations.

Geographical Areas: On Campus, Residence Halls, Non-Campus Building/Property, and/or Public Property

2022: No unfounded crimes reported.

2021: No unfounded crimes reported.

2020: No unfounded crimes reported.

Hate Crimes:

Includes crimes or incidents of Murder/Non-Negligent Manslaughter, Sexual Assault (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and/or Destruction/Damage/Vandalism of Property motivated by the eight categories of bias (Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and/or Disability).

Geographical Areas: On Campus, Residence Halls, Non-Campus Building/Property, and/or Public Property

2022: No hate crimes reported.

2021: No hate crimes reported.

2020: No hate crimes reported.

VAWA Offenses:

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Number of Arrests for:

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0

Number of Persons Referred for Campus Disciplinary Action(s):

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0



Hudson Valley Center - January 1, 2020- December 31, 2022

Note: There are no campus student housing facilities at the Hudson Valley Center.

Statistics for 2020 are lower in counts due the ongoing Pandemic, which lead to a lower population on campus.

Number of Crimes Reported:

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape*	0	0	0	0	0	0	0	0	0
Fondling*	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary**	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Unfounded Crimes:

Includes crimes or incidents of Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sexual Assault (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hate Crimes [including previously listed crimes and Larceny-Theft, Simple Assault, Intimidation, and/or Destruction/Damage/Vandalism of Property based on 8 previously stated Bias Categories], Domestic Violence, Dating Violence, Stalking, and Arrest/Disciplinary Actions for Illegal Weapons Possession, Drug Law Violations, and Liquor Law Violations.

Geographical Areas: On Campus, Residence Halls, Non-Campus Building/Property, and/or Public Property

2022: No unfounded crimes reported.

2021: No unfounded crimes reported.

2020: No unfounded crimes reported.

Hate Crimes:

Includes crimes or incidents of Murder/Non-Negligent Manslaughter, Sexual Assault (Rape, Fondling, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and/or Destruction/Damage/Vandalism of Property motivated by the eight categories of bias (Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and/or Disability).

Geographical Areas: On Campus, Residence Halls, Non-Campus Building/Property, and/or Public Property

2022: No hate crimes reported.

2021: No hate crimes reported.

2020: No hate crimes reported.

VAWA Offenses:

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Number of Arrests for:

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0

Number of Persons Referred for Campus Disciplinary Action(s):

Crime Category	On Campus			Non-Campus Building or Property			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0

Appendices

Appendix 1: Awareness and Prevention Programs

Department of Public Safety and Transportation Policy, Resources, and Ongoing Training of Awareness and Prevention Programs	
<i>These trainings provide all students and employees with information about campus policies, resources, and reporting requirements. In addition, it also provides Ongoing Training on Awareness and Prevention Programs.</i>	
<ul style="list-style-type: none"> • Campus Safety 101: Video with resources that can help you avoid danger, and provides tips on how to handle risky situations. This is provided during all new student and employee orientations throughout the year. • Operation Gotcha! Theft Prevention Awareness: Public Safety will go around Swirbul and the UC to spot potential thefts, unlocked doors and vehicles around campus, while providing brochures and then inform students of the risk. Operation Gotcha is when Officers and authorized staff will check the UC and the library for unattended valuables and unlocked doors; If you receive a "Gotcha" tag, your items were found unattended. • Public Safety as a Resource in Community Incidents: Provides an overview of response for Aided emergencies, Fire Alarms, and Notifications from the Department of Public Safety to students and staff. • Team Up For Safety: Outreach, Connection, Collaboration. This is a proactive approach in which Public Safety will develop a rapport with students and staff in res halls by being available to answer questions, address safety issues, and arrange to attend meetings, seminars and other scheduled programs. • A General Public Safety Information Table provides pamphlets, brochures, and other sources of information throughout the year at the following locations: Health Fair; Accepted Students Day; Matriculation-Welcome Back Festival; Open House; National Campus Safety Awareness Month; Bridges Orientation; Pre-College Orientation; UC Lobby; Team up for Safety Residence Hall Event. • Park, Walk, and Talk: This program is run throughout the semesters and has the officers park and exit their patrol vehicles, walk around a zone and go inside the buildings to visit with the people directly. They provide our "Did You Know" card with Public Safety information to students and employees. • Residence Hall Talk/Meet and Greet: Offering tips on residence hall safety and living safely on campus • Commuter Table and Commuter Safety meeting: offered bi-annually [at the beginning of each semester] to commuter students and offers tips on safe commuting • PEST Training [Members of PEST only]: PEST is an all-volunteer group of Adelphi administration and staff members trained to support the Department and local first responders during an emergency on campus. They may provide assistance in operating phone banks, staffing the Emergency Operations Center (EOC), or supporting Public Safety officers at the scene of an incident. All non-faculty staff members are invited to complete the form to inquire about volunteering for Adelphi University's PEST. A Public Safety team member will be in touch to provide details and we will match you with a meaningful volunteer role. • Campus Wide Test of the Adelphi Alert/Emergency Alert Notification System: send out a Rave Alert to test the notification system [done on at least an annual basis]. • Behavioral Awareness Training: Educating the Campus Community on Behavioral Awareness and the role of the Behavioral Intervention Team (BIT) is crucial. Provided through Moodle to the Entire Campus Community. 	<ul style="list-style-type: none"> • Emergency Procedures Training (NOTE: Hostile Intruder/Active Shooter (Shots Fired) and Fire Safety Training is included in the Emergency Procedures Training) offered annually at the beginning of the fall semester. <ul style="list-style-type: none"> • Hostile Intruder/Shots Fired/Active Shooter: provided to all students and employees (incoming and current) throughout the year (usually during orientations). The training provides an overview of Hostile Intruder events, details the Universities Run, Hide, Fight Guidelines, and highlights the various preparedness and mitigation efforts the Department has taken to protect the Adelphi Community. The lecture is designed to leave the audience feeling confident on what actions to take, and recognize their ability to survive a Hostile Intruder event occurring on the grounds of the University. • Fire Prevention Table: offers fire prevention training and tips • Smoke Out: Interactive training for students that simulates escaping a smoke/fire building • Fire Safety Crowd Training: Controlling crowds during a Fire • Lockdown Exercise: this exercise follows procedures set forth to instruct on how to deal with a hostile intruder and what to do during a lockdown. • Hostile Intruder/Shots Fired/Active Shooter: Active Shooter [Guidelines; Preparedness; Action Plans (Run, Hide, Fight)] • Bi-Annual Take back the Drugs (2x a year): The National Prescription Drug Take Back Day addresses a crucial public safety and public health issue. According to the 2015 National Survey on Drug Use and Health, 6.4 million Americans abused controlled prescription drugs. The study shows that a majority of abused prescription drugs are obtained from family and friends, often from the home medicine cabinet. The DEA's Take Back Day events provide an opportunity for Americans to prevent drug addiction and overdose deaths. • National Alcohol Awareness- DWI Simulation-Students and/or employees are provided goggles meant to simulate one's vision at .08% blood alcohol concentration. Then, the student and/or employee is seated behind the wheel of a Public Safety Security cart and asked to drive through an obstacle course without hitting any cones. The event allows students and/or employees the opportunity to see just how dangerous it is to use alcohol and operate a vehicle while impaired or intoxicated. <i>[part of the AOD Programs]</i> • Campus Security Authority Training (Identified C.S.A.'s): If you are taking this course, that means you have been designated as a Campus Security Authority (CSA) under the Jeanne Clery Act. The short training you are about to receive will educate you about your responsibilities as a CSA, including your legal requirement to report specific crimes/incidents. • Annual "Take Back the Night" Event [April]: The goal of Take Back the Night is to end sexual violence of all types and to create safe communities and respectful awareness. The event is for Students and Employees and includes a survivor speak-out, student performances, a march around campus, and a keynote speaker. Provided by Public Safety and Title IX.

Ongoing Policy, Resources, & Ongoing Training of Awareness & Prevention Programs Offered to Public Safety Only

Ongoing professional development for the Public Safety Department that assists with responding to or investigating reports and complaints, and on the Safety of the Campus Community. Most programs are when class deliveries are offered to the Department of Public Safety & Transportation [most times on an Annual basis].

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| <ul style="list-style-type: none"> • Hostile Intruder/Active Shooter and Active Shooter Response Operations - (Internal) OEM Exercise - (Internal): Utilizing our EOP, reviews our current Policy & procedures on our response to a Hostile Intruder. • Bomb Threat Assessment & Search – (Internal): Utilizing our EOP, reviews our current Policy & procedures on our response to a Bomb Threat, assessment of the situation, and search methods. • Emergency Preparedness – (Internal): Reviews our current Policy & procedures on our Emergency Preparedness. • Drug Investigation – (Internal): Reviews our current Policy & procedures on how to conduct a drug investigation. • Evidence Preservation – (Internal): Reviews our current Policy & procedures on preservation of evidence • Missing Student Protocol – (Internal): Reviews our current Policy & procedures on the protocol for missing students. • Mental Health First Aid Training – (Internal): Reviews our current Policy & procedures responding to mental health first aid incidents. • Pandemic/Influenza – (Internal): Utilizing our EOP, reviews our current Policy & procedures on our plan and response to a Pandemic or Influenza outbreak. • Protest & Demonstration – (Internal): Utilizing our EOP, reviews our current Policy & procedures on our plan and response to a Protest or Demonstration. • Report Writing – (Internal): Reviews our current Policy & procedures on our response to a Hostile Intruder. • Title IX Investigations – (provided by Adelphi University Title IX Coordinator): reviews our current Policy & procedures on how to properly handle Title IX incidents. • Behavioral Awareness [Moodle] – (Internal): Policy, Procedures, and Methods for assessing behaviors and threats to a person or campus community • Annual Security License Course - (MSS Security Trainers): Outside training that allows the PSO's to take the 8hr training course to renew their security officer license. • Defensive Driving: Offered at a discounted rate of \$5, this six-hour class is offered twice annually to students and employees. This course is designed to teach students and employees driving strategies that help minimize risks associated with hazards on the road. In addition, this defensive driving course includes applicable New York state traffic laws that help drivers use safer driving techniques to avoid and prevent accidents. A 10% discount on their insurance is often applied as well as a result of completing the class. • Suicide Prevention - (Counseling Center)- This training is designed to equip you with the necessary tools to recognize the warning signs of suicide. You will learn the three-step APA method: Ask, Persuade, Assist. [see counseling training] | <ul style="list-style-type: none"> • Exercises (Tabletop, functional, and full scale), drills, and informal roll call training sessions. <ul style="list-style-type: none"> • The following Tabletop exercises are based on current procedures & policies: <ul style="list-style-type: none"> • Smoke Condition in Levermore Tabletop • Closing the School in an Emergency Tabletop • Demonstration Calm & Disruptive Tabletop • Suspicious Backpack Tabletop • Missing Student Tabletop • ICE on Campus Tabletop • Shots Fired on Campus Tabletop • Power Failure Campus Wide Tabletop • Missing Bridges Student Tabletop • Vehicle onto Sidewalk Terrorism Tabletop • EOC I & II Setup Drill: How to set up the Emergency Operation Center I & II and what to do after; for Public Safety & CCERT. • Emergency Phone Room Set Up Drill: How to set up the Emergency Phone Room and what to do after; for Public Safety & CCERT. • Emergency Evacuation Stair-chair Drill: how to properly & quickly evacuate an individual who is in a wheelchair without the use of an elevator. • RAVE Alert Messaging Drill RSS Feeds: Sending out an AU/Emergency Alert through the RAVE system. • Crisis Management: Skills for De-Escalation & Preventing Vicarious Trauma - (Counseling Center): The workshop helps participants identify and prevent interpersonal crisis situations before they happen. It provides concrete tactics for de-escalating crises when necessary. Using a trauma-informed perspective this workshop reviews triggers, flight-freeze responses, and their connection to crisis management. • Blood Borne Pathogens – (Health Services): discusses the Blood Borne Pathogen Exposure Control Plan policy & procedures to the PSO's. • First Aid, CPR/AED – (Health Services) - provided annually, but certification renewal is every 2 years, on how to conduct First Aid and, if needed, perform CPR or utilize an AED. • Safe Zone – (LGBTQ): The mission of the Safe Zone training program at Adelphi University is to identify and support students, faculty, and staff who identify as a Safe Zone advocate on behalf of the LGBTQ community. Through education, advocacy and awareness, they will be empowered to speak out against homophobia and heterosexism. The program's goal is to contribute to an open campus climate that is safe, accepting and just for all members of the University community. • NARCAN (the opiate antidote to save a life) - (Nassau County Health Department): This is offered as a free service to both on and off campus communities. Participants can expect to learn: the history of the drug trade in the US, signs and symptoms of opioid overdose, steps in how to respond to an overdose and how to administer naloxone and the benefits of the NYS 911 Good Samaritan Law including the importance of calling emergency medical services. • Campus Security Authority Training (Identified C.S.A.'s): If you are taking this course, that means you have been designated as a Campus Security Authority (CSA) under the Jeanne Clery Act. The short training you are about to receive will educate you about your responsibilities as a CSA, including your legal requirement to report specific crimes/incidents. |
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Ongoing Policy, Resources, & Ongoing Training of Awareness & Prevention Programs Offered to Public Safety Only Continued

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| <ul style="list-style-type: none"> • Numerous Outside training and webinar sessions <ul style="list-style-type: none"> • NIMS (Internal): The National Incident Management System (NIMS) Training Program helps to mitigate risk by achieving greater preparedness. The training program facilitates training and qualification of emergency management personnel to NIMS concepts and principles. The NIMS Training Program identifies a deliberate method to develop and maintain a complete NIMS core curriculum and, concurrently, to provide training guidance to stakeholders for developing their training plans. NIMS Courses taken include: NIMS 100: Introduction to Incident Command System; NIMS 200. ICS for Single Resources and Initial Action Incidents; NIMS 300: Intermediate ICS for Expanding Incidents; NIMS 400: Advanced ICS for Command and General Staff; NIMS 700: National Incident Management System, An Introduction; NIMS 800: National Response Framework, An Introduction • AWR – 219 Site Protection through Observational Techniques (S.P.O.T): This course helps public safety personnel improve their observational techniques by using a four-step ongoing screening process—assessing, identifying, evaluating, and acting. Participants will examine each step of the process and apply the concepts to fictional scenarios, photographs, and videos. At the end of this course, participants will be able to better recognize, communicate, and act upon suspicious behaviors that could indicate a terrorist attack. • ICS-100 Introduction to the Incident Command System: This independent study course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS. • ICS-200 Basic Incident Command System for Initial Response: This independent study course is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS. • ISC-402: As Executive & Senior Leadership, your primary responsibility within the National Incident Management System Framework (NIMS) is to support the establishment of overall incident policy, provide guidance on incident priorities, and ensure that the University's resources are appropriately engaged in incident management. The purpose of this course is to familiarize Executive & Senior leadership with their role in supporting incident management within the National Incident Management System - Incident Command System. • Implicit Bias Training: The 8-hour training helps the recruit and patrol officer to: Understand that even well-intentioned people have biases; Understand how implicit biases impact on what we <i>perceive/see</i> and can (unless prevented) impact on what we <i>do</i>; Understand that fair & impartial policing leads to <i>effective policing</i>; and, Use tools that help him/her (1) recognize his/her conscious and implicit biases, and (2) implement "controlled" (unbiased) behavioral responses. • IS-2900.A: National Disaster Recovery Framework (NDRF) Overview: The National Disaster Recovery Framework (NDRF), developed in conformance with Presidential Policy Directive-8, outlines the basis for a national approach to disaster recovery. The NDRF defines how we will work together to best meet the needs of individuals, families, communities and states in their ongoing efforts to prevent, protect, mitigate, respond to and recover from any disaster event. | <ul style="list-style-type: none"> • Numerous Outside training and webinar sessions continued.... <ul style="list-style-type: none"> • AWR – 331 - Winter Weather Hazards: Science and Preparedness: This course assists to provide emergency managers, first responders, and community members across all sectors with a basic understanding of the latest knowledge in winter weather science, forecasting, warning, and best practices in preparedness. The course enhances the ability of participants to identify and describe the hazards associated with winter weather and to better prepare for and mitigate the impacts of snow, sleet, freezing rain, and dangerously low temperatures. • N.C.P.D. School Safety Forum: NCPD forum in preparing for active shooters, coping with drug overdoses, cyber bullying, and medical advice for traumatic injuries. • Stop DWI – Recognizing Impaired Persons Course (8 hours): course teaches attendees the signs and symptoms of probable alcohol misuse, and the signs and symptoms of probable drug use. This course provides attendees with the basic knowledge and skills needed to identify, document, and communicate their observations of persons who appear to be impaired. It will cover the physical, behavioral, speech, and performance indicators associated with probable alcohol misuse and/or drug use. In addition, attendees will learn the most commonly abused drug categories, current trends, and common methods of use. • Clery Act Seminar Training - Clery Center's in-person Clery Act Training Seminars (CATS) give higher education professionals a unique chance to engage with subject matter experts and institutional peers in a detailed review of important campus safety subjects. Comprehensive CATS is a 3-day training for anyone whose role intersects with any area of the Clery Act. CATS: Fundamentals is a 1-day training for a high-level overview of the Clery Act and its requirements. Training seminars are conducted by expert Clery Center presenters in a variety of locations throughout the country. • Clery Act Training – (Clery Center Webinars) - Clery Center provides webinars throughout the year to help keep us up to date on new information and inform us of the Federal Clery Law. • J. Reid Investigative and Interviewing and Advanced Interviewing Techniques (24 Hours): Through our training seminars you will learn The Reid Technique of Interviewing and Interrogation, widely recognized as the most effective means available to exonerate the innocent and identify the guilty. Our specialized interrogation training seminars are designed for law enforcement and government investigators, corporate security and loss prevention professionals. The course purpose is to provide the finest training in one of the most specialized and difficult phases of law enforcement or security investigation interrogation. • Enough is Enough, Combating Sexual Assault on Campus - New York State Police: compliance and enforcement of the "Enough is Enough" law. • Opioid Event: Annual event in Collaboration with AOD on the opioid epidemic which is an unprecedented crisis. Attend this training and learn the: Ability to recognize the signs of an opioid overdose; NARCAN Training; harm reduction in the overall opioid public health crisis solutions / action plan / strategy. |
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Health and Wellness Outreach, Awareness, Prevention, and Educational Programming

The Health Outreach programs below are designed to educate on awareness and prevention. Included in the training are the definitions, awareness, protective measures to reduce risk, recognizing the warning signs, and how to avoid certain situations.

- **Athlete Mental Health & Wellbeing:** This ongoing workshop addresses and normalizes student athlete experiences around mental health, wellbeing and wellness, as well as provides them with information on the Student Counseling Center
- **First Year Seminar - Wellness Presentation:** This ongoing workshop addresses and normalizes first year student experiences around mental health, wellbeing and wellness, as well as provides them with information on the Student Counseling Center
- **Mental Health & Well-being for Students (Presentation):** This ongoing workshop addresses and normalizes student experiences around mental health, wellbeing and wellness, as well as provides them with information on Adelphi Support Services
- **Student Leaders Supporting Wellbeing:** This ongoing workshop addresses and normalizes student experiences around wellbeing and wellness, as well as provides them with information on the Adelphi support services. It also teaches student leaders how to recognize the signs of a student who may need support.
- **Health and Wellness Peer Education Program:** Our newest program launching this fall is a peer to peer model in which a small team of students will learn leadership skills, wellbeing tools and prevention resources to then implement on campus.
- **Orientation Leader Training:** This ongoing workshop addresses and normalizes student experiences around mental health, wellbeing and wellness, as well as provides them with information on the Student Counseling Center. It also teaches student leaders how to recognize the signs of a student who may need mental health support.
- **SCC Syllabus Statement In-service:** This ongoing presentation teaches faculty and staff how to recognize the signs of a student who may need support for their mental health, as well as how to refer students' information on what to do if a student is in crisis. Also included is a statement for faculty to include in their syllabus about the counseling center support services.
- **Wellness & Safety 101 (Orientation Presentation):** This brief annual orientation presentation, to students and parents, addresses freshman well-being, mental health and wellness and connects interested students to counseling center services.
- **Suicide Intervention and Prevention:** Question, Persuade, Refer (QPR): Ongoing Training to Students & Employees designed to equip you with the necessary tools to recognize the warning signs of suicide. You will learn the three-step QPR method: Question, Persuade, Refer. After completion of this training you will have the knowledge, resources and courage to be a Suicide Intervention & Prevention Gatekeep.
- **Group Counseling and Mental Health Therapy Groups:**
 - **Anxiety Support Group:** Combining education and intervention, this support group is tailored to individual needs, applied in a supportive and encouraging group setting. Interventions will include counter-conditioning such as relaxation, breathing, yoga, and imaging, along with education including how avoidance sustains anxiety and can even make it worse.
 - **Stress Workshop Series:** We offer a workshop series during the semester to help you learn healthy ways of coping with stress.
 - **Coping with Grief and Loss Group:** An eight week group focused on learning how to manage feelings around loss.
 - **Mindfulness Group:** Learning to use present-centered meditative practice to cope with life's stressors.
 - **Sexual Assault Survivors Group:** See Title IX program list

Diversity, Equity, & Inclusion [DEI] Awareness, Prevention, and Educational Programming

The DEI programs below are designed to educate on awareness and prevention. Included in the training are the definitions, awareness, protective measures to reduce risk, recognizing the warning signs, and how to avoid certain situations.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Diversity Certificate (1.0) Training for General Faculty & Staff: The Adelphi University Diversity Certificate Program is designed to promote a positive, respectful workplace and learning space for all of our constituents. It is led by the Office of Human resources and supported by the Office of the Provost, Office of the President and the University Diversity Committee. The Diversity Certificate program is intended to address diversity and inclusion holistically including, but is not limited to, race, creed, color, national origin, ethnicity, sex, sexual orientation, gender identity, disability, age, religion, and marital and veteran status. • The Adelphi University Diversity Certificate Program is composed of five (5) classroom workshops (four required and one elective) and a capstone experience, and is open to Adelphi faculty and staff. The workshops meet for 2-3 hours and are led by our own Adelphi faculty and administrative expert facilitators. All participants seeking to earn a certificate must complete all five (5) workshops and the capstone within three (3) academic years to earn the certificate. • <i>Required Courses [All 4 courses]</i> <ul style="list-style-type: none"> • Diversity and Cultural Competence in Higher Education: This workshop provides an overview and rationale for the importance of promoting diversity and cultural competence in higher education. The workshop addresses issues related specifically to race, ethnicity, gender, class and intersectionality. • Addressing Racism: This workshop defines racism and provides illustrations of its influence in the workplace, on-campus and in the classroom. The workshop participants will explore strategies for recognizing racism, as well as actions to take to diminish its influence. • Confronting Implicit Bias and Microaggressions: This workshop helps participants recognize implicit biases and micro-aggressive behavior that may exist in themselves and others, particularly as it relates to race, religion, gender and gender identity, class, ethnicity and people with disabilities. • Gender Bias and Title IX: This workshop explores gender stereotypes and bias (both conscious and unconscious), with particular emphasis on Title IX. The workshop focuses on such issues as gender bias in the workplace and classroom and provides an overview of the federal law, as well as its history and implications in higher education. (see above) • <i>Electives [select 1 of 3]</i> <ul style="list-style-type: none"> • SafeZone Training: A SafeZone is a place where all people can feel safe, supported and welcome, particularly members of the lesbian, gay, bi-sexual and transgender communities. This workshop explores micro-aggressive and discriminatory behavior; inclusive language use; the complexity of sexual identity, as well as specific actions that can be taken by individuals and groups to become allies and create SafeZones. More information about Safe Zone Training • The Americans with Disabilities Act - Issues of Access: Using the Americans with Disabilities Act (ADA) as its foundation, this workshop addresses the nuances of disability etiquette; legal responsibility and accountability; and awareness concerns from an equity and access perspective. • White Privilege: the workshop will help participants explore issues, behaviors and practices of white privilege through techniques utilizing non-judgmental approaches to anti-racism and intercultural competence, particularly in the workplace • <i>Capstone [required]</i> <ul style="list-style-type: none"> • Capstone Experience: Becoming a Diversity Change Agent: This Capstone Experience is taken at the completion of the program. Participants will work closely with a facilitator to explore service learning or experiential activities either that can be accomplished on campus or in local communities. | <ul style="list-style-type: none"> • Diversity Certificate (2.0) Program for General Faculty & Staff: designed to be a follow-up for faculty and employees who have completed the Diversity Certificate Program. The focus of DCP 2.0 will be to equip participants across different levels of the university to respond when they notice discrimination, harassment, bullying, and other forms of aggression on campus, and engage in behaviors that promote a climate that is open to diversity and inclusion. <i>This program runs during the Spring Semesters only.</i> • <i>Required Courses [4 workshops]</i> <ul style="list-style-type: none"> • Developing Cultural Intelligence: In this workshop participants will do the following: Complete and receive feedback on the Cultural Intelligence Scale (CQS); Explore ways to develop CQ; and Learn how to reconcile cultural dilemmas • Attend (3) workshops developed by selected community partners that promote equity around issues such as race, creed, color, national origin, ethnicity, sex, sexual orientation, gender identity, disability, age, religion, marital and veteran status. Each participating organization will design a workshop for AU attendees that equips attendees with the practical learning and tools around Inclusive Leadership, Disrupting Unconscious Bias and How to Be an Ally. • Completing DCP 2.0: All participants seeking to earn a DCP 2.0 certificate must attend a total of (4) workshops. At the end of the program, the participant should be able to: <ul style="list-style-type: none"> • Develop a plan to increase cultural intelligence • Address issues of discrimination, harassment, bullying, and other forms of aggression on campus in constructive and transformational ways • Evaluate the nuances and textures of cultural identity, behaviors and dispositions of themselves and others • Develop strategies and practices to promote, welcome and enhance diversity and inclusion at Adelphi University |
|--|--|

Other Awareness, Prevention, and Educational Programming

The other programs below are designed to educate on awareness and prevention. Included in the training are the definitions, awareness, protective measures to reduce risk, recognizing the warning signs, and how to avoid certain situations.

Health Services

• Stop the Bleed

- Blood loss is the leading cause of preventable death in multiple casualty events, like mass shootings, terrorist attacks and earthquakes. Significant external bleeding can also result from everyday events such as a motorcycle crash, or an industrial accident. Rapid control of bleeding at the scene of the event can be life-saving.
- In addition to training law enforcement officers in bleeding control and instantly providing them with equipment to do so, emergency medical service personnel also need quicker access to the wounded. However, another key element calls for using civilian bystanders as immediate responders who perform external bleeding control for victims at the point of wounding before the arrival of professional responders. This element from the Hartford Consensus is at the core of the "Stop the Bleed" campaign by the Department of Homeland Security through the National Security Council.
- That's why the American College of Surgeons, FEMA, and the US Department of Homeland Security have partnered together to ensure that: Bystanders have skills and knowledge to provide immediate bleeding control in an emergency; Bleeding control supplies are located in all public gathering locations next to AEDs; Bleeding control education is incorporated into our schools and workplace; People know what to do in an active shooter situation.
- Class length is approximately 2 hours. Please be aware that images shown during the course may be graphic in nature.

Residential Life

- **Behind Closed Doors** is an incident simulation program provided to Resident Assistants during the Fall and Spring RA Training. The training prepares RAs to address situations including but not limited to alcohol possession/consumption, dating/domestic violence, cannabis possession/consumption, and other community standards- and policy-based incidents.
- **RA Training:** Campus Partners hosted a session on Clery reporting, as well as, FERPA and other legislation that affects the RA position. Assistant Directors then reviewed this information with their Resident Assistants during Training In-Hall Time.

Student Conduct

- **OL Training:** An annual interactive training for orientation leaders on difficult conversations that may arise when meeting new students from all over the country. Orientation leaders were given information on different types of conflict that may arise and tips on how to handle difficult and uncomfortable conversations. Orientation leaders were also given information on upcoming programs for the fall semester and what the office of Student Conduct and Community Standards does.
- **Coordinates with Residential Life RA Training.**

Athletics

- **D2 Module** is an Annual online program and exam for Athletic Coaches & Athletic Administrators that provides education on NCAA rules and student-athlete health and safety [also listed under VAWA Programs]
- **RECRUITING:** The recruiting section of Division II University includes 15 training modules, covering such topics as financial aid and offers, National Letters of Intent, unofficial visits, and camps and clinics.
- **ELIGIBILITY:** The eligibility section includes training modules on working with international students, outside competition, entering freshmen and progress toward a degree.
- **HEALTH AND SAFETY:** The health and safety section is produced in conjunction with the NCAA Sport Science Institute and includes modules on mental health and sexual violence prevention.



Appendix 2: Written Notification

You have the right to live, learn, and/or work in a safe and welcoming environment. Violence is unacceptable. Unsure of where to start? You may want more information or to talk to someone confidentially as you decide what you'd like to do moving forward. You can access crisis counseling, information, and support by connecting with the resources listed below.

[Access the Written Notification Document Here>>>](#)

Written Notification

This notification explains the rights, options, and resources for those involved in a sexual assault, domestic violence, dating violence, and/or stalking incident.

ADELPHI
UNIVERSITY
NEW YORK

ADELPHI UNIVERSITY

Written Notification

If you or someone you know has experienced dating violence, domestic violence, sexual assault, and/or stalking, Adelphi University is here to help. You have the right to live, learn, and/or work in a safe and welcoming environment. Violence is unacceptable, and University policy prohibits acts of violence including (but not limited to) sexual assault, domestic violence, dating violence, and stalking. This document outlines steps to take depending on what services you want or need.

Unsure of where to start?
You may want more information or to talk to someone confidentially as you decide what you would like to do moving forward. You can access crisis counseling, information, and support by connecting with the resources listed below.

First Steps: Things to Consider

Are you in Danger?

If yes, Call 911

Adelphi University Department of Public Safety can also provide support. You can contact the Department of Public Safety and Transportation immediately by dialing "5" or ext. 3507 or 3511 from any in-house telephone, utilize any blue light emergency call box, pick up any red phone, contact any public safety officer, or respond to the public safety command center located in Levermore Hall. To contact Public Safety via a cell phone, please call 516.877.3511. If off campus, the local Garden City Police Department is located at 349 Stewart Ave, Garden City, NY, 11530; Telephone: 516.465.4100 or for emergencies call 911.

If at one of the Adelphi Centers, one should:

New York City – Brooklyn: Located at 179 Livingston Street, Brooklyn 11201; Call 718.489.2100 or 718.489.2105 or contact the SFC Security Guard located in the Lobby at the SFC Campus Security desk. Located at 133 Remsen Street, Brooklyn NY 11201; Call 718.489.2100 or 718.489.2105 or contact the contract security officer located at the main entry to the building.
Off Campus, contact the New York City Police Department 84th Precinct located at 301 Gold Street, Brooklyn, NY, 11201; Telephone: 718.875.6811 or for emergencies call 911.

Hudson Valley Center: Located at Saint Francis Medical Arts Pavilion, 241 North Road, Poughkeepsie, NY, 12601
Call 845.471.3348 or contact the contract officer at the main entry to the Adelphi area located on the fourth floor.
Off Campus, contact the local Police Department, Town of Poughkeepsie located at 19 Tucker Drive, Poughkeepsie, NY, 12601; Telephone: 845.465.3666 or for emergencies call 911.

Hauppauge Center: Located at 150 Motor Parkway, Hauppauge, NY, 11788
Call 631.300.4367 or 516.237.8805 or contact the contract officer located at the entrance of the Adelphi area.
Off Campus, contact the Suffolk County Police Department 4th Precinct located 727 Veterans Memorial Highway, Smithtown, NY, 11787; Telephone: 631.854.8400 or for emergencies call 911.

Do you need medical attention?

You can receive medical attention at any medical facility; however, certain facilities have specially trained staff to help survivors of sexual assault. The following locations have sexual assault nurse examiners.

Cooperating Hospitals with a Sexual Assault Nurse Examiner (SANE):

Nassau University Medical Center*	North Shore University Hospital Northwell Health
2201 Hempstead Turnpike,	300 Community Drive,
East Meadow, NY, 11554	Manhasset, NY, 11030

*NUMC is preferred for incidents involving minors.

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

Medical exams can also address other physical needs or trauma and assess for sexually transmitted infections or pregnancy. If possible, please do not bathe, douche, smoke, use the toilet or clean the location where the incident occurred. Save items you were wearing, 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, domestic violence or stalking.

Your immediate and long-term safety is what is most important. The resources and options outlined below may be helpful as you decide what next steps are a good fit for you.

Adelphi University | One South Avenue, Garden City, NY 11530 | 516.877.3511

Emotional and Physical Impact

Emotions are to be expected.

Dating violence, domestic violence, sexual assault, and stalking are significant and can be traumatizing. Though each person's experience is unique, there are a wide range of emotions that may be felt over the days, weeks, months and even years following a traumatic experience. These reactions may change over time and it may be helpful to address them with the assistance of a trained counselor or therapist, victim/survivor advocate or even a trusted friend or family member.

Possible physical effects may include:

- Pain and soreness
- Injuries, Nausea
- Vomiting
- Headaches
- Panic attacks
- Sleep pattern disturbances
- Insomnia or sleeping more than usual
- Loss of appetite or change in eating habits (overeating or under-eating, etc.)

Possible psychological and/or emotional effects may include:

- Impaired memory
- Shock, Denial
- Irritability and anger
- Sadness and grief
- Social withdrawal
- Apathy (detachment, loss of caring)
- Hypervigilance (always on guard)
- Sleep disturbance (including nightmares)
- Flashbacks
- Difficulty concentrating
- Loss of trust in self or others
- Guilt, shame or embarrassment
- Thoughts of suicide or death
- Diminished interest in activities or sex
- Increased interest in sexual activity

Confidential Resources on Campus

Student* Counseling Center:

Student Counseling Center Location Information

Hours of Operation: Regular Semester Hours: Monday–Thursday: 8:30 a.m.–7:00 p.m.; Friday: 8:30 a.m.–4:30 p.m.; summer and winter break hours: Monday–Friday: 8:30 a.m.–4:30 p.m.

p – 516.877.3646; e – scoc@adelphi.edu

Counseling services are also available for students* at our learning hubs via telehealth. For assistance and to set up a virtual appointment, contact the Student Counseling Center at 516.877.3646 or scoc@adelphi.edu.

*Note: Employees do have access, as needed, to counseling at the Main Campus and learning hubs.

Health Services Center: Waldo Hall

Hours of Operation: During the semester there is 24hr Coverage Monday through Thursday and Closes Friday at 8pm. Closed on Saturday and Sunday (for specific hours/days, please visit adelphi.edu/health).

p – 516.877.6000; e – healthservicescenter@adelphi.edu

For more information: [Health Services Brochure](http://HealthServicesBrochure)

There are no Health Services available at our learning hubs.

Pastoral Counseling: Interfaith Center- Interfaith Center

Location Information

Hours of Operation: Monday–Friday: 8:30 a.m.–4:30 p.m.

p – 516.877.3113; e – auinterfaith@adelphi.edu

For more information: [Interfaith Center Brochure](http://InterfaithCenterBrochure)

There are no Pastoral Counseling Services available at our learning hubs.

If You Need Medical Attention

On Campus Services

Adelphi University Health Services Center

Waldo Hall

p – 516.877.6000

e – healthservicescenter@adelphi.edu

The center is under the direction of a nurse practitioner. Registered nurses or emergency medical technicians have 24 hours Coverage Monday through Thursday and Closes Friday at 8pm, and closed on Saturday and Sunday, when classes are in session during the fall and spring semesters. During the summer and semester breaks, the center is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. Our services are available to all registered students. In case of emergency, when the Health Services Center is closed, call the Office of Public Safety and Transportation by dialing "5" from any campus telephone, or by dialing 516.877.3511. You can also reach out to GoHealth, Adelphi's Telehealth program partnered with Northwell Health.

The Health Services Center offers many services including: Nurse practitioners trained in primary and urgent care; Routine gynecological care; Birth Control; Emergency Contraception; HPV testing (Pre-Exposure Prophylaxis-HIV prevention option); STI Testing; Clearances for student-athletes; Emergency response to accidents or injuries on the Adelphi campus; Referrals to other healthcare professionals or community organizations for non-emergency concerns, as appropriate; Peer educators who provide programs of interest and need to the campus population; LGBT Health and Wellness Services; Registered dietitian for consultation by appointment; and more.

Visit adelphi.edu/health for more information about Adelphi University and the Health Services Center.

Off Campus Services

Cooperating Hospitals with a Sexual Assault Nurse Examiner (SANE):

Nassau University Medical Center*	North Shore University Hospital Northwell Health
2201 Hempstead Turnpike,	300 Community Drive,
East Meadow, NY, 11554	Manhasset, NY, 11030

*NUMC is preferred for incidents involving minors.

Adelphi University does not provide direct transportation to these hospitals. If the victim is not taken by ambulance, Health Services or Public Safety can provide the victim with a Taxi Voucher. Please obtain the Taxi Voucher before going to the hospital.

Quick Guide: Available Resources

On Campus Resources

Victim Advocacy

The Safe Center Long Island

For More Information Contact

Student Counseling Center or

The Safe Center LI 24-hour hotline:

516.542.0404

Counseling & Mental Health

Student Counseling Center

Student Counseling Center Location Information

p – 516.877.3646*

e – scoc@adelphi.edu*

Counseling services are also available for students* at our learning hubs via telehealth. For assistance and to set up a virtual appointment, contact the Student Counseling Center at 516.877.3646 or

scoc@adelphi.edu.

*for the Main Campus and learning hubs

Health Services Center- Main Campus

Waldo Hall

p – 516.877.6000

e – healthservicescenter@adelphi.edu

[Health Services Brochure](http://HealthServicesBrochure)

GoHealth: Telehealth program with Adelphi and Northwell Health

Visa and Immigration Assistance

International Services

Post Hall, Suite 200

p – 516.877.4990

e – is@adelphi.edu

global.adelphi.edu/jaca-immigration-and-international-support

Student Financial Aid

Office of Student Financial Services

Levermore Hall, Lower Level

p – 516.877.3080

e – financialservices@adelphi.edu

Off Campus or Community Resources

Legal Assistance

Main Campus: Garden City Police Department

349 Stewart Ave., Garden City, NY, 11530;

Telephone: 516.485.4100 or for emergencies call 911

NYC-Brooklyn Center: New York City Police Department

84th Precinct located at 301 Gold Street, Brooklyn, NY, 11201;

Telephone: 718.875.6811 or for emergencies call 911.

Hudson Valley Center: Town of Poughkeepsie Police Department

19 Tucker Drive, Poughkeepsie, NY, 12601;

Telephone: 845.485.3666 or for emergencies call 911

Hauppauge Center: Suffolk County Police Department 4th

Precinct

727 Veterans Memorial Highway, Smithtown, NY, 11787;

Telephone: 631.854.8400 or for emergencies call 911.

Visa & Immigration Assistance

For more information and links visit:

Immigration Legal Services of Long Island: A nonprofit organization that

provides immigration assistance and removal defense services to detained

and non-detained immigrants who live or work in the tri-state area.

Community Legal Advocates of NY: Provides free or low-cost holistic civil

legal and advocacy services to residents of Long Island and New York City.

Catholic Charities: Provides services such as Affordable Housing, Food &

Nutrition, and Immigration & Refugee to people in need – no matter their

religion or nationality.

HHS: Provides vital services to refugees and asylum seekers around the

world and advocates for their fundamental rights so they can rebuild their lives.

Immigration Law Help: A searchable online directory of over 1,000 free or

low-cost nonprofit immigration legal services providers in all 50 states.

Immigrant Legal Resource Center: Working with and educating immigrants,

community organizations, and the legal sector to help build a democratic

society that values diversity and the rights of all people.

The Legal Aid Society: This organization provides urgent legal services to

reunite families and assist low-income immigrants in obtaining lawful status,

applying for citizenship, and defending against deportation.

LawHelpNY: An online tool for helping New Yorkers locate free or low-cost

legal services throughout New York State.

JUSTIA Lawyers: Nassau County Immigration Legal Aid & Pro Bono

Services.

Additional Resources

Adelphi University Website Links related to VAWA Offenses: Sexual Assault, Domestic Violence, Dating Violence, & Stalking
[Anti-Discrimination-Harassment-And-Retaliation-Policy](#) [Link to Brochures & Pamphlets](#) [Annual Security & Fire Safety Report](#)

Making a Report

You may choose to report to law enforcement, you may choose to report to Public Safety, you may choose to report to a CSA, you may choose to report to Title IX, you may choose to report through our campus disciplinary process, you may report to all, or may choose to access none of these options. Adelphi University will protect your identity in publicly available information, such as within our annual security report or in warnings sent to the campus community. You can access the accommodations listed below regardless of where you choose to report and we will keep these accommodations confidential, as long as it does not limit our ability to provide them to you. If we would need to share information in order to provide an accommodation, we would notify you of what information needs to be shared, why, & with whom prior to sharing the information.

On Campus

There are people on and off campus who can support you in reporting to law enforcement if you choose to do so.

You can contact Adelphi University Department of Public Safety. They can assist you in notifying law enforcement and can help connect you to other people and resources on our campus.

Regardless of whether or not you report to the police, you can report to the University by contacting:

Department of Public Safety & Transportation

Main Campus: Garden City

Command Center- Levermore Hall 1st Floor

p - 516-877-3507

p - 516-877-3511

Dial "5" from any campus phone

If at one of the Adelphi Centers, one should:

New York City - Brooklyn Center:

179 Livingston Street, Brooklyn 11201

p - 718.489.2100 or 718.489.2105

contact the SFC Security Guard located in the Lobby at the SFC Campus Security desk.

133 Remsen Street, Brooklyn NY 11201

p - 718.489.2100 or 718.489.2105 or contact the contract security officer located at the main entry to the building.

Hudson Valley Center:

Saint Francis Medical Arts Pavilion, 241 North Road,

Poughkeepsie, NY, 12601

p - 845.471.3348

contact the contract officer at the main entry to the Adelphi area located on the fourth floor.

Hauppauge Center:

150 Motor Parkway, Hauppauge, NY, 11788

p - 631.300.4367 or 516.237.8805

contact the contract officer at the entrance of the Adelphi area.

Division of Student Affairs

Vice President for Student Affairs

p - 516.877.3660

e - divisionofstudentaffairs@adelphi.edu

Office of Community Concerns & Resolution

Chief of Community Concerns & Resolution

p - 516.877.8864

e - ccor@adelphi.edu

Student Conduct and Community Standards

Director of Student Conduct and Community Standards

p - 516.877.3940

e - studentconduct@adelphi.edu

Title IX Coordinator

Allison Vernace

Adelphi University

Title IX Coordinator,

Director of Equity and Compliance

One South Avenue

Levermore Hall, Room 207

Garden City, NY, 11530

p - 516.877.4819

e - titelx@adelphi.edu

Reporting Website

To report incidents of alleged discrimination, harassment, or

retaliation- follow this link: [Title IX Report](#)

Law Enforcement

If you would like to contact the local police department, you can do so with the below information.

Main Campus: Garden City Police Department

349 Stewart Ave, Garden City, NY, 11530;

Telephone: 516.465.4100 or for emergencies call 911

NYC-Brooklyn Center: New York City Police Department

84th Precinct located at 301 Gold Street, Brooklyn, NY, 11201;

Telephone: 718.875.6811 or for emergencies call 911.

Hudson Valley Center: Town of Poughkeepsie Police Department

19 Tucker Drive, Poughkeepsie, NY, 12601;

Telephone: 845.485.3666 or for emergencies call 911

Hauppauge Center: Suffolk County Police Department 4th Precinct

727 Veterans Memorial Highway, Smithtown, NY, 11787;

Telephone: 631.854.8400 or for emergencies call 911.

Please note that what law enforcement agency to report to can vary depending on the specifics of your case, but we can help you figure out where to go and will assist you in reporting to law enforcement.

Many survivors find law enforcement to be a great resource.

Others choose not to report to law enforcement. We always

encourage reporting, but know that only you can determine if

doing so is the right decision for you.

Regardless of whether or not you report to the police, there are

campus options, including resolution through the University

process, available to you.

Requesting Supportive Measures

Regardless of whether you choose to report to local police or public safety, there are specific options available to you, if requested and reasonably available. These options include Living Accommodations, Academic Accommodations, Transportation Accommodations, Working Accommodations and additional protective measures, including an institutional "no contact" order. For more information on how to obtain these measures, contact the Division of Student Affairs at 516.877.3650 or the Title IX Coordinator at 516.877.4819.

Order of Protection for Family, Criminal, & Supreme Court

You can also access orders of protection within our state as well as within the institution. Depending on the nature of the incident, Adelphi University may be able to issue a no contact order to prevent contact between two individuals.

To request a no-contact order, please contact the Title IX Coordinator, Allison Vernace, Levermore Hall-Rm 207 at 516.877.4819.

A Family Court Order of Protection, Criminal Court Order of Protection, or Supreme Court Order of Protection may also be available. Adelphi University complies with all Court Order of Protections.

Adelphi University Department of Public Safety & Transportation can assist you in obtaining an order of protection.

To obtain a Family Court order of protection you need to file a form called a "Family Offense petition". The form requires the petitioner to list the reasons for the order, which can include: disorderly conduct, harassment, aggravated harassment, criminal mischief, sexual abuse, strangulation, menacing, reckless endangerment, sexual misconduct, stalking, and forcible touching.

A criminal court order of protection can only be issued against a person who has been charged with a crime. The judge decides whether to issue the order of protection for the victim or complaining witness and what terms and conditions will be included in the order.

A Supreme Court order of protection can be issued as part of an ongoing divorce proceeding. During an ongoing divorce case you can submit a written or make an oral request at a court appearance. The judge decides whether to issue the order of protection and what terms and conditions will be included in the order.

Adelphi University Main Campus [Garden City- Nassau County]			Adelphi University Hauppauge Center [Hauppauge- Suffolk County]		
Court	Location	Contact	Court	Location	Contact
Family	Nassau County Family Court 1200 Old Country Road, Westbury, NY 11590	(516) 493-4000	Family	Suffolk County Family Court John P. Cohan Jr., Courthouse 400 Carleton Avenue, Central Islip, NY 11722	(631) 740-3800
Criminal	Nassau County Courthouse 262 Old Country Road, Mineola, NY 11501 Nassau County District Court, 1st District 252 Old Country Road, Mineola, NY 11501	(516) 493-3600 (516) 493-4200	Criminal	Suffolk County Court Arthur Cronarty Court Complex 210 Center Drive, Riverhead, NY 11901 Suffolk County District Court, 4th District Court Veterans Memorial Highway North County Complex Building 158 Hauppauge, NY 11788	(631) 852-1462 (631) 208-5775
Supreme	Nassau County Supreme Court 100 Supreme Court Drive, Mineola, NY 11501 Nassau County Supreme Court Matrimonial Center 400 County Seat Drive, Mineola, NY 11501 Nassau County Supreme Court 262 Old Country Road, Mineola, NY 11501	(516) 493-3401 (516) 493-3444 (516) 493-3600	Supreme	Suffolk County Supreme Court John P. Cohan Jr., Courthouse 400 Carleton Avenue, Central Islip, NY 11722	(631) 740-3850

Adelphi University Hudson Valley Center [Poughkeepsie- Dutchess County]			Adelphi University NYC-Brooklyn Center [Kings County (Brooklyn)]		
Court	Location	Contact	Court	Location	Contact
Family	Dutchess Family Court - 9th JD 50 Market Street, Poughkeepsie, NY 12601	(845) 431-1850	Family	Kings County (Brooklyn) Family Court 330 Jay Street, Brooklyn 11201, in Downtown Brooklyn.	Phone: 347-401-9610 Email: kingsfamilycourt@nycourts.gov
Criminal	Dutchess Supreme and County Court 10 Market Street, Poughkeepsie, NY 12601 City Court of Poughkeepsie 62 Civic Center Plaza, Poughkeepsie, NY 12601	(845) 431-1710 (845) 483-8200	Criminal	Kings (Brooklyn) Criminal Court 120 Schermerhorn Street, Brooklyn near Livingston Street & Smith Street.	(646) 386-4500
Supreme	Dutchess Supreme and County Court 10 Market Street, Poughkeepsie, NY 12601	(845) 431-1710	Supreme	Civil - 360 Adams St. Brooklyn, NY 11201 Criminal - 320 Jay Street Brooklyn, NY 11201	718-676-7699 347-396-1076

Campus Disciplinary Process: Rights & Options

You have the right to:

- A prompt, fair, and impartial process from the initial investigation to the final result (completed within the timeframes laid out by our policy in a manner that is transparent, provides timely notice of meetings and equal access to information to both the complainant and the respondent, and conducted by officials without a conflict of interest or bias for either party that receive annual training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability)
- Have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of your choice*
- Notification, in writing, of:
 - The result of any institutional disciplinary proceeding from your report of dating violence, domestic violence, sexual assault, or stalking
 - The institution's procedures to appeal the results (only if such procedures are available)
 - Any change to the results
 - When the results become final*

*Also afforded to the respondent

There are two types of disciplinary proceedings for the University in regards to sexual assault, domestic violence, dating violence, and stalking for students and employees.

Process A: Title IX Sexual Harassment Grievance Process
- The Title IX Sexual Harassment Grievance Process (referred to as "Process A") only applies to qualifying allegations of Title IX sexual harassment and must have occurred during the University's education program or activity and, at the time of filing of the formal complaint, the complainant must have been participating in the University's education program or activity.

Process B: Process for resolution of Allegations of Discrimination, Harassment (including Sexual Misconduct), and/or Retaliation - The resolution process set forth under "Process B" applies to all allegations of Discrimination, Harassment (including Sexual Misconduct), and/or retaliation, NOT including Title IX Sexual Harassment, which are addressed under the Title IX Sexual Harassment Grievance Process, "Process A."

PROCESS A: TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCESS

Step 1: Reporting & Resources

There is no time limit on when a complaint may be made. Once an incident is reported to Title IX or an Official with Authority resources [private and confidential] are made available which provide information about on- and off-campus resources, reporting options, and rights.

Any individual (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute Title IX sexual harassment) who believes that he/she has been a victim of a sexual offense, dating violence, domestic violence, and stalking is encouraged to report these incidents to Public Safety, Title IX Coordinator (at any time, including non-business hours), the police, or any campus authority, including Resident Assistants, Faculty, Deans or Administrators. Reports of Title IX sexual harassment may be made using the following options:

- In person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator;
- Using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator;
- Reporting online at: adelphi.edu/title-ix/reporting-harassment/; or
- By any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Student Complainants:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levmore Hall, 1st Floor, Suite 113
- Joseph De Gero (Assistant Vice President of Student Affairs and Dean of Students), degero@adelphi.edu or 516.877.3654;
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819
- You may also report online to: adelphi.edu/title-ix/reporting-harassment/

Employee or Third Party Complainants:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levmore Hall, 1st Floor, Suite 113
- Jane Fisher (Executive Director of Labor Relations and Human Resources Operations) at fisher2@adelphi.edu or 516.877.3222
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819
- You may also report online to: adelphi.edu/title-ix/reporting-harassment/

*You may choose to file this complaint form anonymously. This form will be received and reviewed by the Director of Talent Management and Labor Relations and/or the Title IX Coordinator, Director of Equity and Compliance. The University will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

General Comments or Inquiries:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levmore Hall, 1st Floor, Suite 113
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819

In addition, you may contact any member of the Anti-Discrimination, Harassment (including Sexual Misconduct/Title IX) and Retaliation Panel ("Anti-Discrimination Panel")

Confidentiality will be maintained to the extent required by law and to the extent possible given the University's obligations under law and under this Policy. At the beginning of the process, the University will inform the complainant about confidentiality standards and privacy concerns, as well as confidential and other resources available.

Step 2: Assessment

Dependent on who you report the incident to, a case can be created by Title IX or Student Conduct. If you report to Public Safety, Public Safety will refer the incident to the appropriate party if you wish for disciplinary action.

If you report or are referred to Title IX, a case is created by Title IX Staff or Conduct Staff (Dependent on who is the first point of contact). After the case is created, the Title IX coordinator does an initial assessment within 5-7 business days to determine whether the scope of the allegations fall within the jurisdiction if the Title IX sexual harassment and its applicable grievance process. During this time the Title IX coordinator will:

- Contact the complainant to provide them with a written explanation of their rights and options with respect to a report of a Title IX Sexual harassment;
- Provide a written explanation of the Formal Complaint Process (A); and
- Promptly make supportive measures available to the complainant upon receipt of notice (with or without filing a formal complaint).

Step 3: Grievance Process Decision

The Title IX Coordinator will work with the complainant to determine whether the complainant prefers only a supportive response or whether the complainant would like to proceed with a formal grievance process and whether there is an option for resolution through the informal grievance process. Should the complainant wish to proceed through the grievance process, the Title IX Coordinator will then, based on the allegations, determine if the incident is Process A or B using the following criteria:

1. If the incident falls under Title IX Sexual Harassment, Process A (Title IX Sexual Harassment Grievance Process [described below]) will be used.
2. If the incident falls outside Title IX Sexual Harassment, then Process B (Process for resolution of Allegations of Discrimination, Harassment (including Sexual Misconduct), and/or Retaliation) will be used.

Supportive Measures

Supportive measures are non-disciplinary and non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties before or after the filing of a complaint or formal complaint or where no complaint or formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter prohibited conduct.

The University will maintain as confidential any supportive measures provided to the parties, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures. The Title IX Coordinator will work with the complainant to determine their requests for supportive measures and confirm that such requests are considered.

The determination of appropriate supportive measures must be based on the facts and circumstances of that situation. Supportive measures include but are not limited to [this is not an exhaustive list]:

- Providing campus escort services;
- Modifications to work or class schedules;
- Extensions of deadlines or other course-related adjustments;
- Changes to work, academic, housing, living, transportation, or other applicable situations including changes in residence hall assignments or office locations;
- Providing counseling and academic support services, such as tutoring;
- Referral to counseling, medical and/or other healthcare services;
- Providing course-related adjustments such as extensions of deadlines;
- Providing leaves of absence;
- Establishing restrictions on contact (no-contact orders) between the parties;
- Providing increased security, supervision or monitoring of certain areas of the campus; and
- Other similar measures or any other actions deemed appropriate by the Title IX Coordinator.

The University will review the facts and circumstances of each case and will implement measures in a way that does not unreasonably burden the other party. Upon written request and in accordance with University policies, a student may seek prompt review of the need for/terms of supportive measures to the extent the relevant supportive measure has a direct impact on them. This request should include the basis for the request and any supporting evidence. A student may also ask for review of a request for additional supportive measures and submit evidence in support of the request. Such requests should be submitted in writing to the Title IX Coordinator. The other party will have the right to respond to the request for review to the extent the relevant supportive measure has a direct impact on them.

Step 4: Investigation

File a Formal Complaint

Process A: Title IX Sexual Harassment Grievance Process starts once a Formal Complaint is filed, and will lead to a resolution within sixty (60) to ninety (90) business days. A Formal complaint is a signed document by the Complainant or the Title IX coordinator which initiates the grievance process and may be filed with the Title IX coordinator in person, by mail, or by electronic mail, using the contact information listed above.

The complainant then has two options: Formal Grievance Process or an Informal Grievance Process.

Note: A complainant may withdraw a report or formal complaint from the University at any time. However, the University may still have an obligation to investigate and/or take action. The University may also be compelled to act on alleged employee conduct regardless of the complainant's wishes.

Advisor of Choice

The parties may have an advisor present during the course of any grievance process, including the opportunity to be accompanied to any related meeting, interview, or hearing by the advisor of their choice who may advise and assist the parties. A party's advisor of choice may be, but is not required to be, an attorney. Each party is permitted one advisor. If a party does not have an advisor present for a Process A hearing, Adelphi will appoint an advisor of Adelphi's choice, free of charge, to conduct cross-examination on behalf of that party.

Throughout the process, the role of the advisor is narrow: they may attend and help the Party prepare for all proceedings, such as meetings, interviews, and hearings, that the Party is entitled to attend, but the Parties themselves must ask and answer any questions other than asking cross-examination questions during a Process A hearing; those questions will be asked by an Advisor because Parties are not permitted to personally do so. Except for cross-examination during a hearing, as described below, advisors cannot actively participate or speak on behalf of the parties, or act as a proxy for

any party. However, as reasonably needed, they may confer privately with the Party during the proceedings. Accommodations, including scheduling of the process, generally will not be made for any advisors if they unduly delay the process, as determined by the Title IX Coordinator. The University reserves the right to take appropriate action regarding any advisor who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the Title IX Coordinator.

Formal Grievance Process

Once the formal grievance process is initiated, through a formal complaint, the Title IX Coordinator will provide an initial notice of allegations, which will include:

- Notice of the formal grievance process, including any informal grievance process that may be available;
- Notice of the allegations of sexual harassment potentially constituting Title IX sexual harassment, as well as sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment under 34 C.F.R. § 106.30, and the date, location, and factual allegations of the alleged incident, if known;
- The specific section(s) of this Policy alleged to have been violated;
- A statement about the University's prohibition on retaliation;
- A description of the range of possible disciplinary sanctions and remedies or a list of the possible disciplinary sanctions and remedies that the University may implement following any determination of responsibility;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the formal grievance process;
- A statement that informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
- A statement informing the parties that they may inspect and review the evidence collected in an investigation; and
- A statement informing the parties that this Policy prohibits knowingly making false statements or knowingly submitting false information during the formal grievance process.

This is followed promptly by an investigation of the Formal Complaint through an appointed trained investigator. Should parties choose, they have three (3) business days after receiving the investigators name to object the investigator with reasoning. If no objections, the Trained investigator has up to thirty (30) business days from the formal complaint to conduct interviews, discuss allegations, and inspect and review any evidence obtained*. By the end of the thirty (30) business days, the Trained Investigator will send the final investigative report to both parties and advisors. The parties will then have ten (10) business days to submit a written response. The Trained investigator will then Finalize and Send the Case File and Investigative report to both parties ten (10) business days prior to hearing [Step 5].

* The standard of evidence used throughout the University disciplinary proceedings (student or employee) is the preponderance of the evidence. The preponderance of the evidence means such evidence (emails, screenshots, etc.); photos; physical evidence; etc) that, when considered and compared with that opposed to it, is more convincing, creating the belief that what is sought to be shown is more likely than not to have occurred.

Informal Grievance Process

Informal Grievance Process Initiated At any time prior to reaching a determination of responsibility, the University may offer the parties the option to resolve the formal complaint through the voluntary informal grievance process without completing a full investigation and hearing. The informal grievance process may not be used: (1) to resolve an allegation of Title IX sexual harassment unless a formal complaint is filed, or (2) to resolve an allegation of Title IX sexual harassment against a University employee where the complainant is a student.

Unless there is good cause for temporary delay(s) or limited extension(s), the University will promptly resolve an informal grievance process within thirty (30) business days of the filing of a formal complaint of Title IX sexual harassment with the Title IX Coordinator.

Note: Any party may withdraw from the informal grievance process at any time and resume the formal grievance process with respect to the formal complaint.

Written Notice and Consent

If a complaint or formal complaint is eligible for informal resolution, an informal resolution may begin at any time prior to a determination regarding responsibility being reached if the University:

- Provides to the parties a written notice disclosing:
 - the allegations;
 - the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
- Obtains the parties' voluntary, written consent to the informal resolution process.

[See Step 5 for resolution of informal grievance process]

Step 5: Hearing & Resolution

Formal Grievance Process

At the time of release of the Investigative Report and Case File, the hearing Panel is chosen from the Anti-Discrimination Panel [this occurs 10 business days prior to hearing]. Five (5) business days before the hearing, both parties and advisors will receive a Written Notice, which includes, at the minimum:

- The date, time, and place of the hearing [which has to occur 10 business days after the release of Investigative Report]
- The name and contact information of the Hearing Panel.
- The participants in the hearing (including but not limited to the parties, witnesses, etc.)
- Any technology expected to be utilized at the hearing.
- The purpose of the hearing

A party wishing to challenge the participation of the Hearing Panel must notify the Title IX Coordinator, in writing, within three (3) business days of receipt of the notice of hearing, stating the specific reason(s) for the party's objection.

The hearing will take place on the date and time specified in the notice of hearing. If circumstances arise that require a change in the hearing date or time, the University will provide the parties with written notice explaining the reason for such change.

Hearing and Resolution

1- Live Hearing

Live hearings may be conducted with all parties physically present in the same geographic location, or under the discretion of the University, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to simultaneously see and hear each other.

2- Cross-Examination

During the live hearing, cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice. Cross-examination will never be conducted by a party and at no point shall the parties be permitted to question each other. If a party does not have an advisor present at the live hearing, the University will provide to that party, without fee or charge, an advisor of the University's choice, who may be, but is not required to be an attorney, to conduct cross-examination on behalf of that party.

Resolution

3- Hearing Panel Deliberation

The parties will be offered an opportunity to provide impact statements to the Hearing Panel while the Hearing Panel is deliberating on appropriate sanctions. The impact statement must be provided to the Title IX Coordinator. Parties will also receive a copy of submitted impact statements.

5- Disciplinary Sanctions and Remedies

Both the complainant and the respondent have the right to receive simultaneous written notice of the outcome of the proceeding, simultaneous written notice of the right to appeal the decision, receive simultaneous written notice of any change to the result, and receive simultaneous written notice when the results become final. The Hearing Panel may impose any of the following disciplinary sanctions that are determined to be fair and proportionate to the violation of the Policy under the grievance process:

- A reprimand or written warning;
- Changing the respondent's work or academic schedule;
- Disciplinary probation;
- Revocation of honors, awards, or a degree;
- Community service and/or training;
- Restricting the respondent's access to University's facilities or activities;
- Changing the respondent's work or housing assignment;
- Dismissal from or restricting or reassignment of University employment;
- Removing the respondent from student housing;
- Suspension (limited time or indefinite);
- Expulsion or termination;
- Forfeiture of a benefit, honor, leadership position, or other privilege enjoyed by virtue of the person's membership as adjunct faculty, staff, or administration;
- Demotion or forfeiture of promotion or salary increase;
- Reassignment of University employment;
- Respondents who are non-student employees may also be placed on administrative leave during the pendency of a formal grievance process or resolution process
- Any other actions deemed appropriate by the Title IX Coordinator.

Informal Grievance Process Resolution

Once the parties can reach a mutually satisfactory resolution, which may include an acceptance of responsibility and sanctions by the respondent, the facilitator, Title IX Coordinator, will consider the matter final without involving a full formal investigation and hearing determination. At that point, the agreed upon sanctions will be promptly implemented.

Step 6: Appeal Process (If Requested) & Resolution

Grounds for an Appeal

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator, and/or Hearing Panel had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the formal complaint.

Appeal Process

Within five (5) business days of the delivery of the written determination of responsibility or from dismissal of the formal complaint or any allegations therein, the respondent and/or complainant may file an appeal with the Title IX Coordinator. The appeal must contain the party's grounds for the appeal indicating why the party believes the determination of responsibility, or dismissal of the formal complaint or any allegations therein, was inappropriate. The appealing party may also submit a written statement challenging the outcome. The Title IX Coordinator will promptly notify the non-appealing party about the appeal in writing and will implement appeal procedures equally to the parties. Within five (5) business days from the notification of the appeal, the non-appealing party may submit a written statement in support of the outcome.

A panel composed of three members of the Anti-Discrimination Panel, the "Appeals Panel," will review the appeal. The Appeals Panel shall not include the Title IX Coordinator, the Hearing Panel, or Investigator. The Appeals Panel shall be fair and impartial and will not include individuals with a conflict of interest. The Appeals Panel will decide the merits.

The Appeals Panel will simultaneously issue a written decision to the parties describing the result of the appeal and the rationale for the result within ten (10) business days of receipt of the complete record, including the written submissions of the parties. The decision of the Appeals Panel regarding the appeal is final.

Process B: Process for Resolution of Allegations of Discrimination, Harassment (Including Sexual Misconduct), and/or Retaliation not including Title IX Sexual Harassment

Step 1: Report the Incident

All complaints can be filed with the Department of Public Safety at 516.877.3507 and 516.877.3511. If you do not wish to report to Public Safety, there are others you can report to.

Student Complainants:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levmore Hall, 1st Floor, Suite 113
- Division of Student Affairs, Nexus Building, Room 303, divisionofstudentaffairs@adelphi.edu or 516.877.3680
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819
- You may also report online to: adelphi.edu/title-ix/reporting-harassment

Employee or Third Party Complainants:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levmore Hall, 1st Floor, Suite 113
- Jane Fisher (Executive Director of Labor Relations & Human Resources Operations) at fisher2@adelphi.edu or 516.877.3222
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819
- You may also report online to: adelphi.edu/title-ix/reporting-harassment

*You may choose to file this complaint form anonymously. This form will be received and reviewed by the Director of Talent Management and Labor Relations and/or the Title IX Coordinator, Director of Equity and Compliance. The University will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

General Comments or Inquiries:

- Department of Public Safety at 516.877.3507 and 516.877.3511; Levmore Hall, 1st Floor, Suite 113
- Allison Vernace (Chief of Community Concerns and Resolution, Title IX Coordinator) at titleix@adelphi.edu or 516.877.4819

In addition, you may contact any member of the Anti-Discrimination, Harassment (including Sexual Misconduct/Title IX) and Retaliation Panel ("Anti-Discrimination Panel")

Confidentiality will be maintained to the extent required by law and to the extent possible given the University's obligations under law and under this Policy. At the beginning of the process, the University will inform the complainant about confidentiality standards and privacy concerns, as well as confidential and other resources available.

Step 2: Case Created, Assigned, and Supportive Measures Implemented (if necessary)

Dependent on who you report the incident to, a case can be created by Title IX or Student Conduct. If you report to Public Safety, Public Safety will refer the incident to the appropriate party if you wish for disciplinary action.

If you report or are referred to Title IX, a case is created by Title IX Staff or Conduct Staff (Dependent on who is the first point of contact). After the case is created, the Title IX coordinator does an initial inquiry to determine the need for supportive measures and proper assignment of the case. In addition to interim measures, Title IX will advise Public Safety in determining the need for a Timely Warning. Then the case is assigned for Title IX investigation or screened out as not Title IX and reassigned to Conduct or elsewhere.

If your incident is referred to Student Conduct, a staff member opens a case. The staff member will meet with the complainant and reporting parties to gather further information and ask if the complainant wants to file a complaint form. If no complaint is filed, the determination as to whether or not the complaint will proceed without a complainant is determined by criteria identified in the Code of Conduct.

Advisor of Choice / Faculty Advocate

An Advisor of Choice or Faculty Advocate may be a member from within or outside the University community and may include, among other people, a family member or an attorney. Advisors and Faculty Advocates cannot actively participate or speak on behalf of the complainant or respondent. If any advisor/advocate's conduct is not consistent with these guidelines, he or she may be excluded from the process. Advisors and Faculty Advocates provide support and guidance during the investigation and prosecution.

Right to an Advisor - Process B Only

No University employee, student, or third party may be accompanied by an advisor unless they are the complainant or respondent in a matter referred under the Code of Conduct, there have been criminal charges arising from the same incident filed, or the case involves allegations of Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking. Both the complainant and the accused have the right to be accompanied by an advisor of their choice (who may or may not be an attorney) to any related meeting or institutional disciplinary proceedings.

Step 3: Investigation

An information gathering investigation is conducted, including interviewing witnesses, and review of evidence* to determine which type of disciplinary proceeding is most appropriate for the case and if resolution without a hearing board is possible. The determination is made based on the outlined criteria below and varies based on the circumstances of the allegation.

The University will conduct an investigation and make all efforts to provide a resolution of the investigation ideally within sixty (60) to ninety (90) days from the time the University receives notice. However, the resolution of a complaint may vary depending on the complexity of the investigation and/or extent of the alleged harassment or discrimination. The sixty (60) to ninety (90) day time period does not include the time period for the appeal process.

*The standard of evidence used throughout the University disciplinary proceedings (student or employee) is the preponderance of the evidence. The preponderance of the evidence means such evidence (testimonials; documents (emails/screenshots/etc.); photos; physical evidence; etc.) that, when considered and compared with that opposed to it, is more convincing, creating the belief that what is sought to be shown is more likely than not to have occurred.

Step 4: Disciplinary Proceeding/Action and Appeal Process

Student Disciplinary Proceedings

The following Disciplinary Proceedings apply only to Student Complaints against a Student Respondent Incidents.

Informal Resolutions:

- Investigator meets with complainant, respondent, and witnesses
- An outcome letter, which includes document agreements, discussion, referrals, etc., is distributed to relevant parties
- Once a mutually satisfactory resolution is met between the complainant and respondent, the investigator will consider the matter final.
- Referrals for Disciplinary Action or follow ups are made and the case is completed

Resolution Conference:

- Meetings with complainant, respondent, and witnesses
- Investigator will investigate the incident further and make determination and document the outcome
- Conduct Staff will send out an outcome letter, with implemented sanctions (if applicable) to relevant parties
- The investigator will track sanctions, if applicable, or follow-up with referrals made. The incident is resolved and is pending sanctions
- Case completed

Disciplinary Hearing (Hearing Board):

- Notice of Complaint provided by complainant
- Answer to Complaint provided by respondent
- Hearing Scheduled
- Hearing Board makes determination and documents outcome
- Hearing board writes Outcome Letter which is delivered by a Conduct Officer to relevant parties
- There is an opportunity to appeal the outcome. If the appeal is valid, a new hearing is scheduled with the review board
- The Conduct Officer will track sanctions, if applicable, or follow-up with referrals made. The incident is resolved and is pending sanctions
- Case Completed

Employee Disciplinary Action

Employees do not go through a Disciplinary Proceeding. Any employee who, after appropriate investigation, has been found to have violated a policy ("Responsible"), will be subject to disciplinary action through the following methods:

Complaints Against Employee

Recommendations for disciplinary action against employees accused of violations of a policy will be forwarded to a designee in Human Resources, who will initiate disciplinary proceedings in accordance with the University Policies. The proceedings are in the form of a meeting with Human Resources. After completion of the proceedings, the Human Resources designee will issue an outcome letter to the complainant and respondent with a copy to the Title IX Coordinator for their files.

Complaints against Union Employee

Recommendations for disciplinary action against employees accused of violations of a policy will be forwarded to a designee Human Resources, who will initiate disciplinary proceedings in accordance with the Collective Bargaining Agreement between the University and Union. The proceedings are in the form of a meeting with Human Resources. After completion of the proceedings, the Human Resources designee will issue an outcome letter to the complainant and respondent with a copy to the Title IX Coordinator for their files.

Complaints against Faculty Employee

Recommendations for disciplinary action against faculty members accused of violations of a policy will be forwarded to the Provost, who will initiate disciplinary proceedings in accordance with Article XIX of the Collective Bargaining Agreement between the University and the American Association of University Professors (AAUP). The proceeding is in the form of a Meeting with the Provost and Human Resources. After completion of the proceedings, the Provost will issue an outcome letter to the faculty member with a copy to the Complainant, Title IX Coordinator, and a designee of Human Resources for their files.

Note: If an employee is found to not be responsible for violation of a policy, no disciplinary action will be given but the Provost or Human Resources designee will issue an outcome letter to the complainant and respondent with a copy to the Title IX Coordinator for their files.

Appeal Process (If Requested)

Grounds for an Appeal

1. A procedural error has occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.). This error must be described in the letter requesting an appeal. Minor or harmless deviations from the process will not invalidate the proceedings;
2. The discovery of significant and relevant new information that was unavailable during the original process, which has become available and could impact the outcome. A summary of this new evidence, why it was previously unavailable and its potential impact must be included in the request for an appeal;
3. The sanction imposed is clearly not appropriate for the violation.

How to Make an Appeal

Step 1- File for an appeal within (3) business days after the receipt of the original outcome. Employee appeals can be made to the Chief Human Resources Officer, or designee, Faculty appeals can be made to the Provost, or designee, and Student appeals can be made to the Vice President of Student Affairs, or designee.

Step 2- Once a request for an appeal is received, a decision will be rendered on eligibility for appeal usually within ten (10) business days. If grounds are not met, the request for an appeal will be denied with no further appeal through this Policy and the parties will be simultaneously so informed. If appropriate grounds are present, for employees and faculty these will be presented to an appellate body (Appeal Panel) composed of an appeal agent or agents, or will be returned to the investigator(s) for reconsideration and student appeals are sent to an appeal agent for reconsideration.

Step 3- An Appeal Panel will make changes to the finding only where there is clear procedural error and changes to the sanction(s) only if there is a compelling justification to do so. An appeal proceeding will include all parties to the complaint and all related documents. The Appeal Panel or agent will be solely responsible for determining who should participate, what information is needed, and how proceedings will be structured.

Step 4- The appeal agent (for student appeals) may find that: (a) The appeal does not have sufficient merit as to the grounds listed above. In this case, the finding stands, as does the sanction; (b) The process in the original hearing/conference/meeting contained improprieties that substantially affected the outcome of the case. In this case, the matter will normally be returned to the original hearing/investigative body or person to reopen the hearing/conference/meeting with instructions for further proceedings. In unusual cases, the appeal board may require a new hearing/conference/meeting; (c) There is relevant new information that was not available at the time of the original hearing/conference/meeting. In this case, the matter will normally be returned to the original hearing/investigative body or person for consideration; (d) The sanction is clearly inappropriate. In this case, it may, at its discretion, refer the matter back to the original hearing/investigative body or person, or modify the sanction. The appeal panel, (for employee or faculty appeals) based on "significant and relevant new information that was unavailable during the original process, which has become available and could impact the outcome on the ground of new evidence," matter may be referred to the original investigator(s) for reconsideration. A successful appeal permits the original investigator(s) to consider ONLY the matter resulting in a remand, such as the new evidence, or to address ONLY those other grounds that were determined to be present and significant.

Step 5- The final outcome of the appeal will be communicated simultaneously to the parties usually within five (5) business days for employees and faculty and two (2) business days for students following deliberations.

For more specific information for Students see the [Code of Conduct](#) page 32-33; and for Employees see the [Anti-Discrimination, Harassment-Including-Sexual-Misconduct/Title-IX-and-Retaliation Policy](#) page 60-61.

Step 5: Resolution

Both the complainant and the respondent have the right to call witnesses, present evidence, receive simultaneous written notice of the outcome of the proceeding, the right to appeal the decision, receive simultaneous written notice of any change to the result, and receive simultaneous written notice when the results become final.

Possible Sanctions to be Imposed:

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| • Warning | • Disciplinary Probation | • Suspension |
| • Censure | • Residence Probation | • Expulsion |
| • Educational Sanction-Guidebook Sanction | • Restitution | • Residence Suspension |
| • Education Sanction- Other | • Fines | • Interim Suspension |
| • Referral for substance abuse assessment, counseling &/or treatment | • Community Service | • Persona-Non-Grata (PNG) |
| • Substance Abuse Education Referral | • Termination of Employment | • Permanent Removal from Housing |
| • BASICS 1 for Alcohol | • Suspension without Pay | • Permanent Restriction from building(s) |
| • BASICS 2 for Alcohol | • Suspension with Pay | • Temporary Restriction from building(s) |
| • BASICS 3 for Alcohol | • Reduction in Rank | • Interim Restriction from Residence Halls |
| • BASICS 1 for Cannabis | • Reduction in Compensation | • Interim Restriction from Other Campus Buildings |
| • BASICS 2 for Cannabis | • Removal of Privileges/Restriction from Facilities and Activities | • Interim No Contact Order |
| • BASICS 3 for Cannabis | • Clubs/Organization Revocation | |
| • Rehabilitation/Counseling | • Referral to police/fire authorities for prosecution | |
| | • Referral to Governmental Agencies | |

For more information, please see the [Annual Security and Fire Safety Report](#)

Student Bill of Rights: What You Are Entitled To

For sexual assault, dating violence, domestic violence and stalking.

Complainants of the above offenses are entitled to:

1. The right to make a report to the local law enforcement and/or the state police;
2. The right to have disclosures of sexual assault, dating violence, domestic violence and stalking treated seriously;
3. The right to make a decision about whether or not to disclose a crime or violation and participate in the University disciplinary process and/or criminal justice process free from pressure from the University;
4. The right to participate in a process that is fair, impartial and provides adequate notice and meaningful opportunity to be heard;
5. The right to be treated with dignity and to receive from the University courteous, fair and respectful health care and counseling services where available;
6. The right to be free from any suggestion that the reporting individual is at fault when these crimes and violations were committed, or should have acted in a different manner to avoid such crimes or violations;
7. The right to describe the incident to as few University representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. The right to be protected from retaliation by the University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the University;
9. The right to at least one level of appeal of a determination;
10. The right to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or respondent throughout the University disciplinary proceedings including all meetings and hearings related to such proceedings;
11. The right to exercise civil rights and the practice of religion without interference by the investigative, criminal justice or disciplinary proceedings of the University.

For Reporting Individuals and Complainants

For sexual assault, dating violence, domestic violence and stalking.

1. A reporting individual or complainant's identity shall remain private at all times if the reporting individual or complainant wishes to maintain privacy.
2. If the accused is an employee of the University, the complainant has the right to disclose the incident to Human Resources and the right to request a confidential or private employee to assist in the reporting.
3. The right to receive assistance from an appropriate University representative on how to initiate legal proceedings in family or civil court.
4. The right to withdraw a complaint or involvement from the University process at any time. The University may still have obligations pursuant to state and federal law to investigate the incident and take action. The complainant may participate in the process to whatever degree they wish.
5. All parties have the right to be provided with information about available resources, including intervention, mental health counseling and medical services, including costs. The University will also provide information on sexually transmitted infections, sexual assault forensic examinations and resources available through New York State Office of Victim Services.
6. To have the University issue a "No-Contact Order" in cases where the accused is a student, consistent with the procedures outlined in the Code of Conduct which also provides for prompt review.
7. To be assisted by Public Safety in obtaining an Order of Protection or an equivalent protective or restraining order.
8. To receive a copy of the Order of Protection or equivalent when received by the University and be provided with the opportunity to speak with a Public Safety Officer to answer questions and explain the provisions of the order.
9. To receive assistance from Public Safety in effecting an arrest when an Order of Protection is violated.
10. When the accused is not a student, but is a member of the University Community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements and the policies of the University.
11. To receive reasonable interim accommodations (also referred to in this policy as supportive measures) regarding academics, housing, employment, transportation or other applicable arrangements to help ensure safety, prevent retaliation and a hostile environment, consistent with the University's policies. Both parties and the reporting individual shall, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects them, and shall be allowed to submit evidence in support of their request.
12. To request student conduct charges be filed against an accused student governed by this Policy in conjunction with the Code of Conduct, which include, among other things, the right to receive written notice of the charges, date, time, location and factual allegations concerning the violation, dates of meetings, the final determination, possible sanctions, to review the record and evidence in the case file, or otherwise in the possession or control of the University, and relevant to the conduct case, present witnesses and evidence and be accompanied by an advisor of choice to all meetings and the presumption that the respondent is not responsible until proven otherwise.

ADELPHI UNIVERSITY

13. To receive a prompt response to the complaint and have it investigated and adjudicated by impartial individuals who do not have a conflict of interest and who have been trained annually in conducting investigations involving sexual assault, dating violence, domestic violence and stalking, the effects of trauma, the need for impartiality, the rights of the accused and the presumption of "not responsible".
14. Both parties have the right to exclude their own prior sexual history with persons other than the other party to the proceedings or their own mental health diagnosis and/or treatment from admittance into the disciplinary stages that determines responsibility. Past findings of dating violence, domestic violence, stalking or sexual assault may be admissible in the sanction stage.
15. Both parties have the right to choose whether to disclose or discuss the outcome of the University proceeding and have information obtained during the proceedings protected from public release until the appeals panel makes final determination, unless required by law.
16. For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), the University will make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For a respondent who withdraws from the University while such conduct charges are pending, and declines to complete the disciplinary process, it will make a notation on the transcript of such students that they "withdrew with conduct charges pending." A student has the right to appeal such transcript notation to request its removal in the event of a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.
17. Adelphi University has a Memorandum of Understanding with the Sexual Assault Nurse Examiner Program at Northwell Health (formerly North Shore Hospital) to provide forensic examinations in appropriate sexual assault cases.
18. The University will conduct an anonymous Campus Climate Survey every other year to ascertain general awareness and knowledge of issues pertaining to sexual assault, dating violence, domestic violence and stalking, which will be developed using standard and commonly recognized research methods. The results of this survey will be published on the University website provided that no personally identifiable information or information which can reasonably lead a reader to identify an individual shall be shared. The University will take steps to ensure that answers to climate surveys remain anonymous and that no individual is identified. Information discovered or produced as a result of the climate survey will not be subject to discovery or admitted into evidence in any federal or state court proceeding or considered for other purposes in any action for damages brought by a private party against the University, unless, in the discretion of the court, any such information is deemed to be material to the underlying claim or defense.
19. Adelphi will make reports of certain crimes occurring in specific geographic locations that shall be included in Adelphi's annual security report pursuant to the Clery Act, 20 U.S.C. 1092(f), in an anonymized manner that identifies neither the specifics of the crime nor the identity of the reporting individual. Adelphi is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. A reporting individual shall not be identified in a timely warning. FERPA allows Adelphi to share information with parents when i. there is a health or safety emergency, or ii. when the student is a dependent on either parent's prior year federal income tax return. Generally, Adelphi shall not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.
20. Information regarding confidential and other available resources are addressed herein and posted on the University website under "Title IX and Sexual Respect."
21. If an individual discloses information at a public awareness event the University is not obligated to initiate an investigation but may use the information to inform education and prevention efforts.



Working together as a community, we will continue to ensure a safe environment for everyone at Adelphi University.

Adelphi University | One South Avenue, Garden City, NY 11530 | 516.877.3511

Appendix 3: New York State Law Definitions Regarding Sex Offenses

Violence against women act specific definitions: The Violence Against Women Act and its proposed regulations require the inclusion of certain New York state definitions in a campus's Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. Definitions required include: affirmative consent, dating violence, domestic violence, sexual assault and stalking. For more information on the below or other crimes, you can go to the [NYS Penal Law](#) website.

New York State Education Law, [Article 129-B, section 6441](#): Affirmative Consent to Sexual Activity states:

1. "Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as these words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression."
2. Each institution's code of conduct shall reflect the following principles as guidance for the institutions community."
 - Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
 - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
 - Consent may be initially given but withdrawn at any time.
 - Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily retained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

Additional Consent Information:

Sexual violence is sexual activity without consent.

- **Consent is lacking** in circumstances under which, at the time of the act of intercourse, oral sexual conduct, or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances.
 - **Consent cannot be given when a person is temporarily incapacitated.** Temporary incapacitation occurs when an individual is incapable of appraising or controlling his or her conduct owing to the influence of a narcotic or intoxicating substance regardless of whether or not such substance was voluntarily consumed.
 - **Consent cannot be given when one is physically helpless.** Physical helplessness occurs when an individual is unconscious or for any other reason is physically incapable to communicate unwillingness to an act.
 - **Consent cannot be given when one is physically compelled** by force or threat of harm or when involuntarily restrained.
 - **Consent cannot be given** if any of the parties are under the age of seventeen.
 - **Consent cannot be given when a person suffers from a mental disease or defect**, which renders him or her incapable of appraising the nature of his or her conduct.
 - **Consent** to any sexual act or prior consensual sexual activity between or with any party **does not constitute consent** to any other sexual act. **When consent is withdrawn at any time, sexual activity must stop.**
-

New York State Penal Laws

S 130.20 Sexual misconduct: A person is guilty of sexual misconduct when: 1. He or she engages in sexual intercourse with another person without such person's consent; or 2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or 3. He or she engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor.

S 130.25 Rape in the third degree: A person is guilty of rape in the third degree when: 1. He or she engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old; 2. Being twenty-one years old or more, he or she engages in sexual intercourse with another person less than seventeen years old; or 3. He or she engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E felony.

S 130.30 Rape in the second degree: A person is guilty of rape in the second degree when: 1. being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or 2. he or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally Incapacitated. It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D felony.

S 130.35 Rape in the first degree: A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person: 1. By forcible compulsion; or 2. Who is incapable of consent by reason of being physically helpless; or 3. Who is less than eleven years old; or 4. Who is less than thirteen years old and the actor is eighteen years old or more.

Rape in the first degree is a class B felony.

S 130.40 Criminal sexual act in the third degree: A person is guilty of criminal sexual act in the third degree when: 1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other

than being less than seventeen years old; 2. Being twenty-one years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less than seventeen years old; or 3. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Criminal sexual act in the third degree is a class E felony.

S 130.45 Criminal sexual act in the second degree: A person is guilty of criminal sexual act in the second degree when: 1. being eighteen years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; or 2. he or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Criminal sexual act in the second degree is a class D felony.

S 130.50 Criminal sexual act in the first degree: A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person: 1. By forcible compulsion; or 2. Who is incapable of consent by reason of being physically helpless; or 3. Who is less than eleven years old; or 4. Who is less than thirteen years old and the actor is eighteen years old or more.

Criminal sexual act in the first degree is a class B felony.

S 130.52 Forcible touching: A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose: 1. forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire; or 2. subjects another person to sexual contact for the purpose of gratifying the actor's sexual desire and with intent to degrade or abuse such other person while such other person is a passenger on a bus, train, or subway car operated by any transit agency, authority or company, public or private, whose operation is authorized by New York state or any of its political subdivisions. For the purposes of this

section, forcible touching includes squeezing, grabbing or pinching.

Forcible touching is a class A misdemeanor.

S 130.53 Persistent sexual abuse: A person is guilty of persistent sexual abuse when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous ten year period, excluding any time during which such person was incarcerated for any reason, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.55 of this article, sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony.

Persistent sexual abuse is a class E felony.

S 130.55 Sexual abuse in the third degree: A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and (b) such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person.

Sexual abuse in the third degree is a class B misdemeanor.

S 130.60 Sexual abuse in the second degree: A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is: 1. Incapable of consent by reason of some factor other than being less than seventeen years old; or 2. Less than fourteen years old.

Sexual abuse in the second degree is a class A misdemeanor.

S 130.65 Sexual abuse in the first degree: A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact: 1. By forcible compulsion; or 2. When the other person is incapable of consent by reason of being physically

helpless; or 3. When the other person is less than eleven years old; or 4. When the other person is less than thirteen years old and the actor is twenty-one years old or older.

Sexual abuse in the first degree is a class D felony.

S 130.65-a Aggravated sexual abuse in the fourth degree: 1. A person is guilty of aggravated sexual abuse in the fourth degree when: (a) He or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or (b) He or she inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old. 2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the fourth degree is a class E felony.

S 130.66 Aggravated sexual abuse in the third degree: 1. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person: (a) By forcible compulsion; or (b) When the other person is incapable of consent by reason of being physically helpless; or (c) When the other person is less than eleven years old. 2. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated. 3. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the third degree is a class D felony.

S 130.67 Aggravated sexual abuse in the second degree: 1. A person is guilty of aggravated sexual abuse in the second degree when he or she inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person: (a) By forcible compulsion; or (b) When the other person is incapable of consent by reason of being physically helpless; or (c) When the other person is less than eleven years old. 2. Conduct

performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the second degree is a class C felony.

S 130.70 Aggravated sexual abuse in the first degree:

1. A person is guilty of aggravated sexual abuse in the first degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person: (a) By forcible compulsion; or (b) When the other person is incapable of consent by reason of being physically helpless; or (c) When the other person is less than eleven years old. 2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the first degree is a class B felony.

S 130.75 Course of sexual conduct against a child in the first degree:

1. A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration: (a) he or she engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than eleven years old; or (b) he or she, being eighteen years old or more, engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than thirteen years old. 2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the first degree is a class B felony.

S 130.80 Course of sexual conduct against a child in the second degree:

1. A person is guilty of course of sexual conduct against a child in the second degree when, over a period of time not less than three months in duration: (a) he or she engages in two or more acts of sexual conduct with a child less than eleven years old; or (b) he or she, being eighteen years old or more, engages in two or more acts of sexual conduct with a child less than thirteen years old. 2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the second degree is a class D felony.

S 130.90 Facilitating a sex offense with a controlled substance:

A person is guilty of facilitating a sex offense with a controlled substance when he or she: 1. knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and 2. commits or attempts to commit such conduct constituting a felony defined in this article.

Facilitating a sex offense with a controlled substance is a class D felony.

S 255.25 Incest in the third degree: A person is guilty of incest in the third degree when he or she marries or engages in sexual intercourse, oral sexual conduct or anal sexual conduct with a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

Incest is a class E felony.

S 255.26 Incest in the second degree: A person is guilty of incest in the second degree when he or she commits the crime of rape in the second degree, as defined in section 130.30 of this part, or criminal sexual act in the second degree, as defined in section 130.45 of this part, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

Incest is a class D felony.

S 255.27 Incest in the first degree: A person is guilty of incest in the first degree when he or she commits the crime of rape in the first degree, as defined in subdivision three or four of section 130.35 of this part, or criminal sexual act in the first degree, as defined in subdivision three or four of section 130.50 of this part, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or half blood, uncle, aunt, nephew or niece.

Incest is a class B felony.

Domestic Violence/Dating Violence (NY Social Services Law 459-a; NY Criminal Procedure Law Section 530.11): New York state does not specifically define “domestic violence” within its Penal Law.

Domestic Violence: as defined in the Social Services Law under the Domestic Violence Prevention Act. A “victim of domestic violence” under that law means any person over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person’s child is a victim of an act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation; and (i) such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person’s child; and (ii) such act or acts are or are alleged to have been committed by a family or household member.

A family or household member is defined as persons related by consanguinity or affinity; Persons legally married to one another; Persons formerly married to one another regardless of whether they still reside in the same household; Persons who have a child in common regardless of whether such persons are married or have lived together at any time; Unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; Persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time; or any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. Factors that may be considered in determining whether a relationship is an “intimate relationship” include, but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual

acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”.

A parent means natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.

Further, under the NY Criminal Procedure Law Section 530.11, the family courts and the criminal courts have concurrent jurisdiction over any proceeding concerning: acts which would constitute disorderly conduct (including disorderly conduct not in a public place), harassment in the first degree, harassment in the second degree, aggravated harassment in the second degree, sexual misconduct, forcible touching, sexual abuse in the third degree, sexual abuse in the second degree, stalking in the first degree, stalking in the second degree, stalking in the third degree, stalking in the fourth degree, criminal mischief, menacing in the second degree, menacing in the third degree, reckless endangerment, strangulation in the first degree, strangulation in the second degree, criminal obstruction of breathing or blood circulation, assault in the second degree, assault in the third degree, an attempted assault, identity theft in the first degree, identity theft in the second degree, identity theft in the third degree, grand larceny in the fourth degree, grand larceny in the third degree or coercion in the second degree, between spouses or former spouses, or between parent and child, or between members of the same family or household except that if the respondent would not be criminally responsible by reason of age, then the family court shall have exclusive jurisdiction over such proceeding. Notwithstanding a complainant’s election to proceed in family court, the criminal court shall not be divested of jurisdiction to hear a family offense proceeding pursuant to this section.

Family or Household Members: persons related by consanguinity or affinity; persons legally married to one another; persons formerly married to one another regardless of whether they still reside in the same household; persons who have a child in common, regardless of whether such persons have been married or have lived together at any time; and persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors the court may consider in determining whether a relationship is an

“intimate relationship” include but are not limited to: the nature or type of relationship, regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”.

Dating Violence: New York State does not specifically define “dating violence.” However, under New York 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. See “Family or Household Member” for definition of “intimate relationship.”

New York State Penal Laws (Stalking)

S 120.45 Stalking in the fourth degree: A person is guilty of stalking in the fourth degree when he or she intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct: 1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or 2. causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or 3. is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct. For the purposes of subdivision two of this section, “following” shall include the unauthorized tracking of such person's movements or location through the use of a global positioning system or other device.

Stalking in the fourth degree is a class B misdemeanor.

S 120.50 Stalking in the third degree: A person is guilty of stalking in the third degree when he or she: 1. Commits the crime of stalking in the fourth degree

in violation of section 120.45 of this article against three or more persons, in three or more separate transactions, for which the actor has not been previously convicted; or 2. Commits the crime of stalking in the fourth degree in violation of section 120.45 of this article against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime, as defined in subdivision five of section 120.40 of this article, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or 3. With intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or 4. Commits the crime of stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

Stalking in the third degree is a class A misdemeanor.

S 120.55 Stalking in the second degree: A person is guilty of stalking in the second degree when he or she: 1. Commits the crime of stalking in the third degree as defined in subdivision three of section 120.50 of this article and in the course of and in furtherance of the commission of such offense: (i) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, shotgun, machine gun, electronic dart gun, electronic stun gun, cane sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, slingshot, slungshot, shiriken, “Kung Fu Star”, dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapon; or (ii) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or 2. Commits the crime of stalking in the third degree in violation of subdivision three of section 120.50 of this article against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime as defined in subdivision five of section 120.40 of this article, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or 3. Commits the crime of stalking in the

fourth degree and has previously been convicted of stalking in the third degree as defined in subdivision four of section 120.50 of this article against any person; or 4. Being twenty-one years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or 5. Commits the crime of stalking in the third degree, as defined in subdivision three of section 120.50 of this article, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

Stalking in the second degree is a class E felony.

S 120.60 Stalking in the first degree: A person is guilty of stalking in the first degree when he or she commits the crime of stalking in the third degree as defined in subdivision three of section 120.50 or stalking in the second degree as defined in section 120.55 of this article and, in the course and furtherance thereof, he or she: 1. intentionally or recklessly causes physical injury to the victim of such crime; or 2. commits a class A misdemeanor defined in article one hundred thirty of this chapter, or a class E felony defined in section 130.25, 130.40 or 130.85 of this chapter, or a class D felony defined in section 130.30 or 130.45 of this chapter.

Stalking in the first degree is a class D felony.

Possible Penalties for Sex Offenses

The New York State Penal Law provides for the following possible penalties for the various classifications of sexual assault offenses:

Offense	Sentence
'A' Violent Felony	Life, 20-25 years
'B' Violent Felony	5-25 years
'B' Non Violent Felony	1-3, Max 25 years
'C' Violent Felony	3½ to 15 years
'C' Non Violent Felony	No Jail, Probation, 1-2 years to 15 Years
'D' Violent Felony	2-7 Years
'D' Non Violent Felony	No Jail, Probation, 1-3 to 7 years
'E' Violent Felony	No Jail, Probation, 1½ to 4 years
'E' Non Violent Felony	No Jail, Probation, 1½ to 4 years
'A' Misdemeanor	<1 year and/or up to \$1000.00 fine
'B' Misdemeanor	<3 months and/or up to \$500.00 Fine



Appendix 4: Adelphi University No Contact Orders

A no contact order is a directive prohibiting contact between and among designated individuals through any means, direct or indirect, including personal contact, email, telephone, text message, social media, or by means of a third party. Continued intentional contact would be a violation of University policy subject to additional conduct charges.

No-Contact Orders

All no-contact orders will be mutual – i.e. neither party involved will be permitted to contact the other party -- unless the Title IX Coordinator determines, in their discretion and after a fact-specific analysis, that a non-mutual order is appropriate. The Title IX Coordinator will issue any no-contact order in writing, specifying the terms of the no-contact order, including the parties' responsibilities. The parties may request a review of the need for, and terms of, the no-contact order, including potential modification, and may submit evidence in support of their request. Any such requests should be submitted to the Title IX Coordinator. The Title IX Coordinator will notify the other party and conduct a prompt review in response to such request.



Violations of a no-contact order issued pursuant to this Policy are grounds for discipline including but not limited to expulsion or termination from the University.

Mutual Agreement No Contact Orders- agreements between parties to have no further contact with each other:

- In conjunction with SCCS, Residential Life and Housing, and TIX, and consistent with our community standards process, students can create mutual agreements in which they agree to have no further contact with one another. These agreements usually result from an informal resolution outside of the formal conduct process. The agreements are flexible and make accommodations for students who might be on the same sports team, work in the same place, or are in the same club or activity, but wish to have an agreement about how they will continue to move forward with one another in a shared space. For employees, a similar kind of assessment is conducted by HR to determine the feasibility of any “no contact” agreement. Especially where there are collective bargaining agreements in place. HR, the supervisor, and the employees may be involved in structuring the agreement. There certainly will be a discussion with all involved before any agreement is put in place.

No Contact Orders - measures resulting from a finding of responsibility for a violation of the Code. No Contact Orders may be issued as a result/outcome of the disciplinary process where a student/employee is found responsible for a violation of the Code of Conduct.



Appendix 5: Order of Protection for Family, Criminal, and Supreme Court

What is an Order of Protection?

An order of protection is issued by the court to limit the behavior of someone who harasses you or threatens to harm you and/or your family and/or another person(s) listed in the order. An order of protection is an order of protection is issued by a Family Court, Criminal Court, and Supreme Court to limit the behavior.

What is the difference between a Family Court, Criminal Court, and Supreme Court Order of Protection?

To obtain a Family Court Order of Protection you need to fall in one of the categories: current or former spouse; someone with whom you have a child in common; a family member to whom you are related by blood or marriage; someone whom you have or have had an "intimate relationship". If you fall into one of these categories, you need to file a form called a "Family Offense petition". The form requires the petitioner to list the reasons for the order which can include: disorderly conduct, harassment, aggravated harassment, criminal mischief, sexual abuse, strangulation, menacing, reckless endangerment, sexual misconduct, stalking, and forcible touching.

A criminal court order of protection can only be issued against a person who has been charged with a crime. The judge decides whether to issue the order of protection for the victim or complaining witness and what terms and conditions will be included in the order.

A Supreme Court order of protection can be issued as part of an ongoing divorce proceeding. During an ongoing divorce case you can submit a written or make an oral request at a court appearance. The judge decides whether to issue the order of protection and what terms and conditions will be included in the order.

What can you do if someone violates an order of protection?

It is a crime to violate a temporary or final order of protection. If the subject of the order of protection does not obey the order, then you can call the police. The police will probably arrest the individual for violating the order of protection. The individual does not have to hit you to violate the order. If the

individual comes to your home and the order says he/she can't, then you can call the police. You also have the right to file a violation of the order in Family Court. Filing a violation in Family Court usually will not result in arrest of the individual who has violated the order. You can choose to go to Family or Criminal Court, or both.

Adelphi University Main Campus [Garden City- Nassau County]

Court	Location	Contact
Family	Nassau County Family Court 1200 Old Country Road, Westbury, NY 11590	(516) 493-4000
Criminal	Nassau County Courthouse 262 Old Country Road, Mineola, NY 11501 Nassau County District Court, 1st District 252 Old Country Road, Mineola, NY 11501	(516) 493-3600 (516) 493-4200
Supreme	Nassau County Supreme Court 100 Supreme Court Drive, Mineola, NY 11501 Nassau County Supreme Court Matrimonial Center 400 County Seat Drive, Mineola, NY 11501 Nassau County Supreme Court 262 Old Country Road, Mineola, NY 11501	(516) 493-3401 (516) 493-3444 (516) 493-3600

Adelphi University Hauppauge Center [Hauppauge- Suffolk County]

Court	Location	Contact
Family	Suffolk County Family Court John P. Cohalan Jr., Courthouse 400 Carleton Avenue, Central Islip, NY 11722	(631) 740-3800
Criminal	Suffolk County Court Arthur Cromarty Court Complex 210 Center Drive, Riverhead, NY 11901 Suffolk County District Court, 4th District Court Veterans Memorial Highway North County Complex Building 158 Hauppauge, NY 11788	(631) 852-1462 (631) 208-5775
Supreme	Suffolk County Supreme Court John P. Cohalan Jr., Courthouse 400 Carleton Avenue, Central Islip, NY 11722	(631) 740-3850

Adelphi University Hudson Valley Center [Poughkeepsie- Dutchess County]

Court	Location	Contact
Family	Dutchess Family Court - 9th JD 50 Market Street, Poughkeepsie, NY 12601	(845) 431-1850
Criminal	Dutchess Supreme and County Court 10 Market Street, Poughkeepsie, NY 12601 City Court of Poughkeepsie 62 Civic Center Plaza, Poughkeepsie, NY 12601	(845) 431-1710 (845) 483-8200
Supreme	Dutchess Supreme and County Court 10 Market Street, Poughkeepsie, NY 12601	(845) 431-1710

Adelphi University NYC-Brooklyn Center [Kings County (Brooklyn)]

Court	Location	Contact
Family	Kings County [Brooklyn] Family Court 330 Jay Street, Brooklyn 11201, in downtown Brooklyn.	Phone: 347-401-9610 Email: kingsfamilycourt@nycourts.gov
Criminal	Kings (Brooklyn) Criminal Court 120 Schermerhorn Street, Brooklyn near Livingston Street & Smith Street.	(646) 386-4500
Supreme	Civil - 360 Adams St. Brooklyn, NY 11201	718-675-7699
	Criminal - 320 Jay Street Brooklyn, NY 11201	347-296-1076

Where can I get more help?
nycourts.gov/faq/orderofprotection.shtml)

A person in a dangerous emergency situation requiring immediate intervention should call 911 for assistance.
For additional court information, consult the [Court/HelpCenters](#).



Appendix 6: Definitions of Sanctions

A reprimand or written warning:

- Warning: Written notice to the offender that continuation or repetition of prohibited conduct may be cause for further disciplinary action.
- Censure: A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action.

Changing the respondent's work or academic schedule:

- Work or academic schedule changed

Disciplinary probation:

- Disciplinary Probation: A period of increased scrutiny of a student's behavior. This may include exclusion from participation in privileged or co-curricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other Code violations during the probation period, will normally result in suspension or expulsion from the University.

Revocation of honors, awards, or a degree:

- cancellation of honors, awards, or a degree.

Community service and/or training:

- Community Service: Designated service to the University or to another entity designed to compensate the University community for violations of this Code.
- Rehabilitation/Counseling: Mandatory completion of a rehabilitation program for drug or alcohol related offenses and/or mandatory completion of a counseling program for anger-related or other violations. The student may be responsible for paying a fee for such a program.
- Educational Sanction-Guidebook Sanction: The required completion of one or more assignments, projects, activities, and/or other endeavors (from a guide-book), which are determined appropriate to the offense and is designed to provide the student with a better understanding of his or her behavior and that behavior's impact on others.
- Education Sanction- Individualized: The required completion of one or more assignments, projects, activities, and/or other endeavors (individualized for your needed learning experience), which are determined appropriate to the offense and is designed to provide the student with a better understanding of his or her behavior and that behavior's impact on others.

Restricting the respondent's access to University's facilities or activities;

- Removal of Privileges/Restriction from Facilities and Activities: Exclusion from designated privileges, facilities, and/or activities.
- Permanent Restriction from building(s): Permanent exclusion from building(s) other than a residence hall(s).
- Temporary Restriction from building(s): Temporary exclusion from building(s) other than a residence hall(s).
- Temporary Restriction from Residence Halls: Temporary exclusion from residence halls.
- Temporary Restriction from Other Campus Buildings: Temporary exclusion from campus building(s) other than a residence hall
- Clubs/Organization Revocation: Cancellation of a club or organization due to violations of the Code.

Changing the respondent's work or housing assignment;

- Residence Probation: A period of increased scrutiny of a resident student's behavior to determine if the student should remain in housing. This may also include exclusion from participation in privileged residence hall activities for a specified period.
- Permanent Removal from Housing: Permanent exclusion from residence halls.

Dismissal from or restricting or reassignment of University employment:

- Employee reassignment: disciplinary action which reassigns the employee to another department or work space, if possible.
- Dismissal/Termination of Employment: Loss of a specific job on-campus, or the privilege of working on-campus in general.

Removing the respondent from student housing:

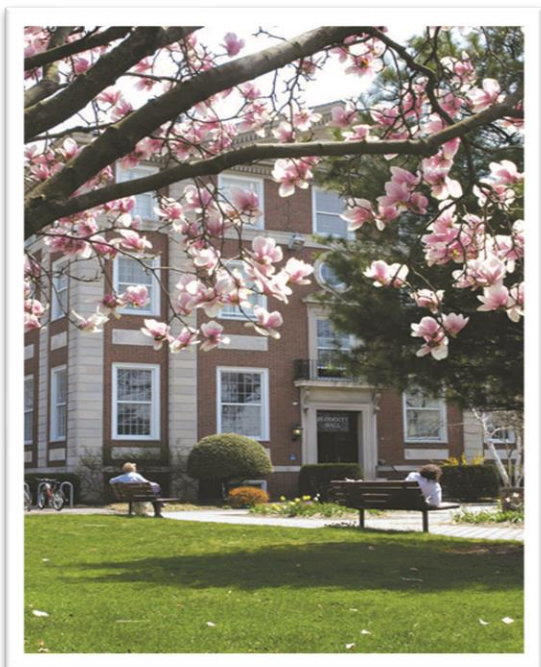
- Temporary Restriction from Residence Halls: Temporary exclusion from residence halls.
- Residential Hall Persona-Non-Grata (PNG): Banned from Adelphi University Residential Halls. You may not be present on a campus Residential Hall at any time, for any reason, without prior written permission. If you are found in a Campus Residential Hall, you will be subject to arrest for criminal trespass.
- Permanent Removal from Housing: Permanent exclusion from residence halls.

Suspension (time defined):

- Suspension: Exclusion from classes and other privileges and activities as set forth in a written notice for a definite period of time, usually not exceeding one year. A suspended student is persona non grata (banned) from all University facilities, grounds, buildings, programs, and activities. As a condition of suspension, credits earned elsewhere during the period of suspension may not be transferable to Adelphi and will be determined on a case-by-case basis.
- Limited Suspension: The student is suspended from the University temporarily, effective immediately. Suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student on campus poses a substantial and immediate threat to himself, herself, or to others, or interferes with normal University operations or activities as specified in Section 10.3 of the Code of Conduct.
- Residence Suspension: Exclusion from residence halls for a specified period.

Expulsion or termination:

- Expulsion: Termination of student status and permanent exclusion from University privileges and activities. An expelled student is permanently persona non grata (banned) from all University facilities, grounds, buildings, programs, and activities.
- Termination of Employment: Loss of a specific job on-campus, or the privilege of working on-campus in general.

**Forfeiture of a benefit, honor, leadership position, or other privilege enjoyed by virtue of the person's membership as adjunct faculty, staff, or administration.**

- Penalty resulting in Loss or giving up of benefits, honor, leadership position, or other privileges.

Demotion or forfeiture of promotion or salary increase:

- Reduction in Rank: A demotion is a change in an employee's status or job title at the University and is associated with the loss of privileges such as a reduction in salary or benefits.
- Reduction in Compensation: The change in an employee's status or job title due to violating University Policy and is associated with a reduction in salary or benefits.

Reassignment of University employment;

- Employee reassignment: disciplinary action which reassigns the employee to another department or work space, if possible.

Respondents who are non-student employees may also be placed on administrative leave during the pendency of a formal grievance process or resolution process:

- Suspension without Pay: Temporary removal of an employee from performing his/her work duties and from receiving pay.
- Suspension with Pay: Temporary removal of an employee from performing his/her work duties but pay is still received.

Any other actions deemed appropriate by the Title IX Coordinator:

- Restitution: Repayment to the University or to an affected party for damages resulting from a violation of this Code.
- Fines: In certain instances, students may be required to pay a monetary fine if found to have violated certain policies.
- Referral to police/fire authorities for prosecution: This can occur due to the serious nature of a fire safety violation, and the details of this incident will be reported to the Garden City Police/Fire Authorities for possible prosecution at the department's discretion.
- Referral to Governmental Agencies: see police/fire authorities
- Persona-Non-Grata (PNG): Banned from Adelphi University facilities, grounds, buildings, programs, and activities. You may not be present on campus at any time, for any reason, without prior written permission. If you are found on campus, you will be subject to arrest for criminal trespass.

ADELPHI

UNIVERSITY

NEW YORK



If you have any questions please reach out to:

**Department of Public Safety and Transportation
Levermore Hall, Suite 113
AskPublicSafety@adelphi.edu
516.877.3511**

Follow us on Twitter @AU_Publicsafety

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One South Avenue, Garden City, NY 11530-0701**