

SETON HALL UNIVERSITY

ANNUAL SECURITY AND FIRE SAFETY REPORT SOUTH ORANGE CAMPUS

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

This Report is published October 1, 2021. It covers the 2020 calendar year and statistics for calendar years 2018, 2019, and 2020.



October 1, 2021

Thank you for your interest in the Seton Hall University Annual Security Report. This report, which is published annually in September, contains important information about the 2020 calendar year for our university communities. Safety and Security is always on our minds here at Seton Hall. We have committed resources to help keep our students safe and secure. Our Department of Public Safety and Security works diligently to protect our students, staff, administrators and faculty on all the Seton Hall campuses. But public safety is everyone's business. The policies and procedures described here are designed to keep our community aware and safe. Please familiarize yourself with them.

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

Sincerely,

A handwritten signature in black ink that reads "Monica Burnette". The signature is written in a cursive style with a large initial "M".

Monica N. Burnette, Ph.D.
Interim Vice President, Student Services

ANNUAL SECURITY AND FIRE SAFETY REPORT

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

The University operates at four separate campuses – the main campus in South Orange, New Jersey, the Interprofessional Health Sciences Campus (IHSC) in Nutley, New Jersey, the Law School in Newark, New Jersey, and a nursing degree program on the campus of Georgian Court University in Lakewood, New Jersey. This report is for the main campus located at 400 South Orange Avenue in South Orange, New Jersey.

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

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

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

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

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

SECURITY AND ACCESS

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

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

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

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

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

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

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

ENFORCEMENT AND JURISDICTION

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

Department of Public Safety and Security

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

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

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

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

MONITORING AND REPORTING OF CRIMINAL ACTIVITY

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

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

REPORTING CRIMES AND OTHER EMERGENCIES

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

In an emergency call 911.

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

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

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

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

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

Dean of Students Office
973-761-9076
Rm. 201, Schwartz Hall

Title IX Coordinator
973-275-2513
Rm. 108, Bayley Hall

Blue Light Emergency Phones

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

Anonymous Reporting

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

Confidential Reporting

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

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

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

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

TIMELY WARNING

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

Whether to issue a timely warning is determined on a case-by-case basis for the following Clery Act crimes: homicide, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking and hate crimes, as defined by the Clery Act.

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

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

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

EMERGENCY NOTIFICATION AND EVACUATION

Emergency Response Plan

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

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

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

Drills, Tests, and Exercises

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

An evacuation drill is conducted by Public Safety at least once per year in all non-residential buildings. Evacuation drills are conducted by Public Safety four (4) times per year in all residential buildings. Students are instructed as to the locations of emergency exits and provided guidance about the directions they should travel when exiting each facility for a short-term building evacuation. Evacuation drills are not announced in advance. Public Safety personnel on the scene will

communicate information to students regarding the developing situation or any evacuation status changes.

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

Emergency Notification

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

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

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

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

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

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

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

PirateAlert system may also be used to alert the community to hazards that are beyond the scope of crimes and locations specified by the Campus Security Act.

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

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

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

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

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

SECURITY AWARENESS & CRIME PREVENTION PROGRAMS

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

PROGRAM	DESCRIPTION	FREQUENCY
Student Orientation	All new students are introduced to the services of PS&S, safety tips, and crime prevention advice.	Annual (August)
Employee Orientation	All new employees are introduced to the services of PS&S.	Monthly
RAD – Rape Aggression Defense	Active program teaches realistic defense tactics and techniques for women students.	2x/year
Door Tagging	PS&S officers attach tags to door knobs in buildings where a theft has occurred to alert	On-going

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

DRUG, ALCOHOL, AND SUBSTANCE ABUSE

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

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

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

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

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

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

CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE Act)

The Campus SaVE Act, passed in 2013 as part of the Violence Against Women Reauthorization Act, amended the Clery Act to require that colleges and universities include important information about sexual misconduct and violence crime statistics, education, and security-related information in the Annual Security Report. The crime statistics are included at the end of this Report; the education and security-related information follow.

Education & Outreach – Students:

Seton Hall University is committed to fostering a positive and safe working and learning community. For new freshmen, this commitment begins they take their first class. They are required to complete the KNOW MORE online tutorial about sexual misconduct and violence to be familiar with University policies, reporting procedures, and how to be an effective bystander.

Through KNOW MORE, an initiative of the Dean of Students Office that provides educational programming about sexual violence prevention, alcohol & other drugs, and bystander intervention for the Seton Hall University community, programming and outreach continues throughout the year in a variety of medium, including but not limited to:

- BACCHUS Certified Peer Educator Program

- Red Zone Social Media and Multi-Media Campaign
- KNOW MORE Holiday Giving Tree to benefit the NJ Battered Women's Shelter
- 10 Signs Healthy Relationships Workshops
- 10 Signs Healthy Relationship Social Media Campaign
- Pirate's Guide to Moving Off-Campus – risk reduction, bystander intervention workshop
- Sexual Assault Day of Action
- The Empty Chair Campaign – sexual violence awareness program
- 1 in 5 – sexual violence awareness program
- MyPlan – promotion of an online app for victims of dating/domestic violence and friends of victims of in dating/domestic violence relationships
- Denim Day – sexual violence awareness program
- Yards for Yearly (virtual walk to support One Love Foundation)
- Bystander Intervention Workshop
- Brochures – Information for Reporting/Resources, After an Assault, FAQ's for Respondents, Supporting an Accused Student, Dating Violence, Stalking, Safety Planning Workbook
- Poster and Social Media Campaigns – Red Zone, Why Report/Where to Report, Risk Reduction

Education & Outreach – Employees:

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

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

Conscientious Employee Protection Act and Reporting via EthicsPoint

Equal Employment Opportunity Affirmative Action Statement

Title IX

Non-discrimination/Title IX Statement

Responsible Employees: Reporting Obligations Under Title IX

Confidential Reporting Resources

Resource Guide for Assisting Student Victims of Sexual Violence

Reporting Options for Survivors

This information is presented orally and in written format.

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

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

Retaliation Policy:

Retaliation against an individual who exercised his or her right or responsibilities under the Campus SaVE Act is prohibited. The University deems retaliation as serious offense as outlined in its policy [here](#).

Written Notification of Rights and Options:

The University will provide written notification to a student or employee who makes a report of sexual misconduct or violence. That information is also available online [here](#).

Confidential Reporting - Students:

The University strongly encourages accurate and prompt reporting of these crimes to both campus officials and to local law enforcement. There are, however, options available for students who wish to maintain confidentiality while getting the support they need.

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

Counseling & Psychological Services (CAPS)

Phone: 973-761-9500

Health Services

Phone: 973-761-9175

Campus Ministry

Phone: 973-761-9545

For Off-Campus Resources:

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

Other assistance can also be obtained through:

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

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

Confidential Reporting – Employees:

The University strongly encourages accurate and prompt reporting of these crimes to both campus officials and to local law enforcement. There are, however, options available for employees who wish to maintain confidentiality.

Employees may call:

CIGNA Employee Assistance Program - 1-877-622-4327

Ethics Point - 1-888-236-7522

For Off-Campus Resources:

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

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- Safe Horizons: <http://www.safehorizon.org/>

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

NOTE: A victim of sexual misconduct **always** has the options:

- To notify either the police or campus authorities.
- To obtain assistance from campus authorities to notify the police.
- To decline to notify the police or campus authorities.

Preservation of Evidence and Medical Exam:

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

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

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

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

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

If possible, the victim should not bathe, douche, smoke, use the toilet or clean the location where the incident occurred. He/she should save items he/she was wearing, and sheets, or towels in a paper bag.

Text messages, records of phone calls, emails, pictures, notes, and gifts can all be pertinent for a report of sexual assault, dating violence, and domestic violence or stalking.

Privacy:

The University will maintain as private any accommodations or protective measures provided to a victim if it does not impair the ability to provide such measures. Personally identifiable information about victims will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics. In addition, should the University be required to issue a Timely Warning as specified by the Clery Act, it will withhold the name and any identifying information of victim of any crime.

To Report an Incident of Sexual Misconduct or Sexual Violence:

To make a report against a student or for detail about procedures, contact:

Karen Van Norman
Associate Vice President and Dean of Students
Deputy Title IX Coordinator
Rm. 201, Schwartz Hall
973-761-9076

To make a report against an employee, faculty member, or vendor or for detail about procedures, contact:

Toni Hindsman
Director EEO and Title IX Coordinator
Rm. 108C, Bayley Hall
973-275-2513

To make a report to local law enforcement:

South Orange Police Department
973-763-3000

The University encourages reports be made to the police and will support you in doing so. The Department of Public Safety and Security will assist you in contacting local law enforcement agencies to initiate an investigation if you so choose.

Restraining Order and No Contact Order:

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

places. You can find more details about restraining orders in NJ here - https://www.judiciary.state.nj.us/prose/11253_dv_act.pdf.

A No Contact Order is issued by Seton Hall University and only has authority over individuals associated with the University. It limits contact between the parties. Violation of the No Contact Order is a violation of University policy and subject to separate review for disciplinary action.

Definitions:

The State of New Jersey definitions of Domestic Violence, Sexual Assault, and Stalking can be found later in this report with the other Crime Definitions. New Jersey does not have a definition for Consent of Dating Violence.

Following are the definitions for Seton Hall University -

Consent:

Consent is the unambiguous, knowing, and voluntary agreement between the participants to engage in specific sexual activity. Consent must be demonstrated through mutually understandable words or actions clearly indicating a willingness to engage in that activity.

- Past consent between the participants does not imply future consent.
- Silence or the absence of resistance does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be initially given but may be withdrawn at any time.
- Consent cannot be given under coercion, force, restraint, or threat.
- Children and minors cannot consent in accordance with New Jersey law. N.J.S.A 2C: 14-2.
- Consent cannot be given when asleep, unconscious, or incapacitated.

Incapacitation is not being able to knowingly choose to participate in a sexual activity. A person who is voluntarily or involuntarily intoxicated or drugged to the point of incapacitation, asleep, unconscious, involuntarily restrained, or otherwise unaware, cannot give consent.

Sexual Misconduct

Sexual misconduct is unwelcome conduct of a sexual or gender-based nature that may adversely and unreasonably interfere with someone's education or work. It is determined based on the perspective of a reasonable person in the same circumstances as the person experiencing the misconduct. It is a form of discrimination and includes acts of sexual assault or sexual harassment as defined below. Sexual misconduct can occur in person or through e-mail, the Internet, social media, or other technologies. Anyone, regardless of gender, affectional or sexual orientation, actual or perceived, or gender identity and expression, can be the victim of sexual misconduct.

- a. Sexual Assault: (Non-consensual intercourse). Sexual assault is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of that person.
- b. Sexual Assault: Non-consensual sexual contact. Nonconsensual sexual contact means the deliberate and unwelcome touching of another person's intimate parts (sexual organs, genital area, anal area, inner thigh, groin, buttock or breast of a person) without consent for sexual gratification or touching another with one's own intimate parts, without consent, and for the purpose of sexual gratification.

c. Sexual Harassment. Sexual harassment is unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Hostile environment sexual harassment is based on a person's actual or perceived gender and is conduct that a reasonable person would consider so offensive, severe, persistent, or pervasive as to interfere with a person's ability to participate in educational or work activities or programs. Sexual harassment can be verbal, written, graphic, physical or through digital, online, or social media communications. Sexual harassment may occur between persons of any sex/gender and anyone can be sexually harassed. Harassment on the basis of sex may also occur without sexual advances or sexual overtones when conduct is directed at an individual or group because of their sex or gender.

d. Dating and Domestic Violence. Both dating and domestic violence are prohibited forms of misconduct under this policy and do not have to involve sexual interaction. They frequently involve a pattern of abusive behavior within an intimate relationship where one partner uses fear and intimidation to harm or control the other.

1. Dating violence is any act of violence committed against a person who is, or has been, in a social relationship of a romantic or intimate nature by a person accused of the violation. It can include verbal statements and/or physical actions and can include, but is not limited to, name-calling, hitting, threat of physical harm, and/or damaging property. Under New Jersey criminal law, dating violence is prosecuted as a form of domestic violence.

2. Domestic violence involves criminal acts that are committed against a current or former spouse, an intimate partner, a person with whom the parties have a child in common, or with whom they live or once lived. Under New Jersey law, domestic violence includes, but is not limited to, criminal acts of homicide, assault, threats, kidnapping, criminal restraint, false imprisonment, sexual assault, criminal sexual contact, lewdness, criminal mischief, burglary, criminal trespass, harassment, and stalking.

e. Stalking. Stalking is also a prohibited form of misconduct that does not have to involve sexual interaction. Stalking is a course of conduct (or series of acts) directed at a person on at least two or more occasions that would cause a reasonable person to fear for their personal safety or the safety of others or suffer substantial emotional distress. Stalking can include pursuing/following, unwanted communication, whether directly or through third parties, trespassing, surveillance, or other acts likely to intimidate, annoy, or alarm.

In matters involving allegations of sexual misconduct or discrimination, terms and conditions shall be interpreted consistent with the requirements of the Policy Against Sexual Misconduct, Sexual Harassment and Retaliation.

Additional Notes on Victim's Rights in Pursuing a Complaint:

Victims have the right to pursue criminal charges against the accused/respondent. If the respondent is a student, complainants can also pursue campus action through the Student Conduct Office or EEO Compliance Office regardless of where the offense occurred. Because of the sensitive nature of sex offenses, the case would be heard administratively or by an administrative board rather than through a student conduct board if the Respondent is a student.

- Victims have the right to choose counseling and medical treatment and to report and pursue their case through the University's system and/or the off-campus court system. They have the right to refuse these options without reproach from any University personnel.
- Victims have the right to be treated with dignity and seriousness by University personnel.

- Victims of personal crimes have the right to be reasonable free from intimidation and harm.
- University personnel should inform victims that: 1) they are not responsible for crimes committed against them; 2) they should not consider themselves negligent or in any way a contributor to the crime; and 3) that adverse publicity for the college will NOT be a factor in deciding the best course of action.
- Victims will be made aware of appropriate support services, including counseling.

Assistance and Campus Resources - Students:

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

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

To obtain any of the above assistance, the victim is encouraged to speak with the Dean of Students/Deputy Title IX Coordinator who will arrange the resources if requested and reasonably available. The Dean of Students can be reached at (973) 761-9076, or room 201, Schwartz Hall. After hours and on weekends, the Dean can be contacted through Public Safety by calling 973-761-9300 – just provide your name and a number where you can be reached.

Assistance and Campus Resources - Employees:

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

- Workplace Accommodations – assistance with a location or shift change if reasonably available
- Safety and Security – 24-hour escort service on campus
- No Contact Order – a University directive prohibiting direct or indirect contact between the victim and the Respondent when the Respondent is a student or employee.
- Persona Non Grata (PNG) – when the Respondent or the accused is not a student, he/she can be issued a PNG letter, limiting or prohibiting access to campus.

To obtain any of the above assistance, the victim is encouraged to speak with the Director of EEO Compliance/Title IX Coordinator who will arrange the resources if requested and reasonably available.

Disciplinary Procedures/VAWA

The person bringing forth the report or complaint is referred to as the Complainant. The person against whom the complaint is made is referred to as the Respondent. Whether the Respondent is a student or employee/faculty member/vendor depends upon which Disciplinary Process is used.

Disciplinary Procedures – Student Respondent:

The Student Conduct procedures are designed to be prompt, fair, and impartial from the initial investigation through the final result. This is accomplished by:

- Providing timely notice of all meetings to all parties.
- Providing equal access of all information to both the Complainant and the Respondent.
- Conducting the investigation and adjudication by individuals who receive annual training on issues related to sexual misconduct and violence, as well as to how to conduct a fair and impartial investigation and hearing that protects the rights of all parties and promotes accountability within the community.
- Providing for both the Complainant and the Respondent to have an Advisor of their choice present at any meeting associated with the matter (provided that the Advisor is not a Witness in the matter).
- Providing simultaneous written notice to the Complainant and the Respondent of the 1) outcome of the Student Conduct Review Board if one is held, 2) the appeal procedures, 3) any change to the outcome of the Review Board decision.

As an overview of the process, the steps taken are:

- The report is received by the Dean of Students/Deputy Title IX Coordinator. A Notice of Investigation is sent to the Complainant and to the Respondent.
- The matter is assigned to two co-investigators who will meet with the Complainant, the Respondent, and any witnesses with direct information about the matter. The investigators will also collect any relevant and available evidence. The investigation will be completed as efficiently as possible, normally within four to six weeks of the official report.
- The Respondent will be made aware of options available to him/her (to accept responsibility and be sanctioned, to deny responsibility and request a hearing, to permanently withdraw from the University prior to referral to hearing).
- The Complainant and Respondent will each be given an opportunity to review the full investigative report prior to the scheduling of the Student Conduct Review Board hearing.
- If the matter is referred for student conduct hearing, the Complainant and the Respondent will be notified in writing of the time and date of the hearing. The hearing will be scheduled to accommodate the parties' class schedules only. The hearing will normally be scheduled within twenty days of the official notification of the hearing.
- Both the Complainant and Respondent are encouraged to meet with the Board Chair to review hearing procedures prior to the hearing.
- Both the Complainant and Respondent will be notified in writing of the decision of the Board, normally within ten days of the decision being final. Such notification will include the effective date(s) of any sanction(s) issued.
- The standard of evidence used by the Board in reaching its decision is Preponderance of the Evidence.
- Both the Complainant and Respondent will have the opportunity to appeal within five days of receiving the Board decision. The grounds for appeal are and detailed appeal procedures are listed in the Student Code of Conduct and included in the written notification of the Board's decision.
- Both the Complainant and respondent will be notified in writing of the decision of any appeal within fifteen days of receipt of the appeal. The appeal authority may increase any sanction issued, decrease any sanction issued, or refer the case for review by a new Board. The written

notification will include any change to the original sanction, including any change to the effective date. The decision of the appeal authority is final.

Note: "Days" refers to calendar days.

The full Student Conduct Review process is available here - <https://www.shu.edu/student-life/upload/Student-Code-of-Conduct.pdf>

Standard of Evidence – Student Process:

That standard of evidence used to determine responsibility for violation of the Student Code of Conduct is Preponderance of the Evidence.

Possible Sanctions:

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

Responsible for Sexual Assault (Non-consensual intercourse) – University Suspension for one semester, University Suspension for two semesters, University Suspension for three semesters, University Suspension for four semesters, or University Expulsion.

Responsible for Sexual Assault (Non-consensual sexual contact), Dating Violence, Domestic Violence, Stalking, or Sexual Harassment – Probation II for one semester, Probation II for two semesters, Probation II for three semesters, Probation II for four semesters, Probation II for the remainder of time enrolled at the University, Residence Hall Suspension for one semesters, Residence Hall Suspension for two semesters, Residence Hall Suspension for three semesters, Residence Hall Suspension for three semesters, Residence Hall Suspension for four semesters, Residence Hall Expulsion, University Suspension for one semester, University Suspension for two semesters, University Suspension for three semesters, University Suspension for four semesters, or University Expulsion.

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

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

Employee Complaint Process/VAWA:

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

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

Both the Complainant and the Respondent may be accompanied to any meeting by an adviser of their choice for the sole purpose of providing support. The support person may not have personal

knowledge of or involvement in the matter being reviewed. Respondent's supervisor may not serve as a support person. The support person is not permitted to participate in the investigation by, for example, asking or answering questions. A participant's legal counsel shall not be permitted to participate in or interfere with the University's investigation.

Timeline-Employee Complaint Process:

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

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

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

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

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

Standard of Evidence-Employee Process:

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

Sanctions-Employee Process:

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

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

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

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

Grievance Procedure – Title IX

On May 19, 2020, the US Department of Education issued a final rule under Title IX of the Education Amendments of 1972. Only incidents which fall within the scope of the Final Rule’s definition of “covered sexual harassment” will be handled in accordance with this [Grievance Procedure](#). All other incidents will be referred to the Student Conduct Process or Employee Process described above.

CAMPUS SEX CRIMES PREVENTION ACT

A law requiring convicted sex offenders to report to appropriate state and local agencies responsible for sex offender registration and document their enrollment as a student, volunteer or acceptance of employment at educational institutions. The University will be notified of all offenders who fit the criteria. The New Jersey State Police website for information on registered sex offenders can be found at <http://www.njsp.org/sex-offender-registry/index.shtml>.

MISSING RESIDENT STUDENT NOTIFICATION POLICY

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

Scope: This is a University-wide policy.

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

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

Designation by Resident Student of Emergency or Confidential Contact Person:

1. A resident student is any student residing in a University-operated residential facility under a University housing license agreement.
2. All resident students are required to designate an emergency contact person as part of the check in process to their residence hall.
3. Whenever a student moves to another University residence facility the student will be required to again supply emergency contact information upon check in to that residential facility.

4. In the event a resident student is reported missing, the emergency contact will be notified.
5. A resident student may also elect to register a confidential contact who will also be notified in the event the resident student is reported missing.
6. All resident students are advised in their housing license agreements that they have the option of identifying a confidential contact.
7. A resident student may register a confidential contact through the Housing Profile in PirateNet.
8. Only authorized campus officials, as part of their responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to emergency contact or confidential contact information.

Investigating Missing Student:

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

Informing Designated Contact Person:

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

GOOD SAMARITAN POLICY

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

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

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

The following is also of important note:

- Other violations of the Student Code related to the same incident may be referred for disciplinary review and sanction.
- A student involved in more than one incident that falls under the Good Samaritan Policy may be subject to disciplinary sanction.

- Students may still be subject to local and state law for their behavior.
- The University reserves the right to review each incident on a case-by-case basis.

For information about New Jersey's 9-1-1 Lifeline Legislation, please see <http://www.drugfreenj.org/assets/control/content/files/911%20Flier.pdf>

CRIME DEFINITIONS – FEDERAL

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

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

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

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

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

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

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

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

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

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

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

Weapons Policy

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

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

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age (age of consent in NJ is 17) or because of his/her temporary or permanent mental incapacity.

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

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

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

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

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

CRIME DEFINITIONS – STATE OF NEW JERSEY

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

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

Dating Violence: New Jersey State does not specifically define "dating violence." However, under New Jersey Law, intimate relationships are covered by the definition of domestic violence when the

act constitutes a crime listed elsewhere in this document and is committed by a person in an “intimate relationship” with the victim.

Domestic Violence: Section 2C:25-19

Universal Citation: NJ Rev Stat § 2C:25-19 (2013)

2C:25-19. Definitions

3. As used in this act:

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

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

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

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

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

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

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

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

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

- (1) The victim is less than 13 years old;
- (2) The victim is at least 13 but less than 16 years old; and
 - (a) The actor is related to the victim by blood or affinity to the third degree, or
 - (b) The actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional, or occupational status, or
 - (c) The actor is a resource family parent, a guardian, or stands in loco parentis within the household;
- (3) The act is committed during the commission, or attempted commission, whether alone or with one or more other persons, of robbery, kidnapping, homicide, aggravated assault on another, burglary, arson or criminal escape;
- (4) The actor is armed with a weapon or any object fashioned in such a manner as to lead the victim to reasonably believe it to be a weapon and threatens by word or gesture to use the weapon or object;
- (5) The actor is aided or abetted by one or more other persons and the actor uses physical force or coercion;
- (6) The actor uses physical force or coercion and severe personal injury is sustained by the victim;
- (7) The victim is one whom the actor knew or should have known was physically helpless, mentally incapacitated, or had a mental disease or defect which rendered the victim temporarily or permanently incapable of understanding the nature of his conduct, including, but not limited to, being incapable of providing consent.

Aggravated sexual assault is a crime of the first degree.

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

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

- (1) The actor uses physical force or coercion, but the victim does not sustain severe personal injury;
- (2) The victim is on probation or parole, or is detained in a hospital, prison or other institution and the actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional or occupational status;
- (3) The victim is at least 16 but less than 18 years old and:
 - (a) The actor is related to the victim by blood or affinity to the third degree; or

- (b) The actor has supervisory or disciplinary power of any nature or in any capacity over the victim;
or
- (c) The actor is a resource family parent, a guardian, or stands in loco parentis within the household;
- (4) The victim is at least 13 but less than 16 years old and the actor is at least four years older than the victim.

Sexual assault is a crime of the second degree.

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

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

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

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

Criminal sexual contact is a crime of the fourth degree.

Stalking: Section 2C:12-10

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

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

1. a. As used in this act:

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

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

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

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

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

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

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

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

DEFINITIONS OF GEOGRAPHY

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

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

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

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

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

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

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

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

UNFOUNDED CRIMES

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

CLERY REPORTABLE CRIMES

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

CRIMINAL OFFENSES

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Rape	2018	7	7	0	0
	2019	4	4	0	0
	2020	2	2	0	0
Fondling	2018	3	3	0	1
	2019	2	2	0	1
	2020	1	1	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Robbery	2018	0	0	0	0
	2019	0	0	0	1
	2020	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Burglary	2018	8	3	0	0
	2019	5	5	0	0
	2020	3	1	0	0
Motor Vehicle Theft	2018	3	0	0	0
	2019	0	0	0	0
	2020	2	0	0	0
Arson	2018	2	1	0	0
	2019	1	1	0	0
	2020	0	0	0	0

Note: 2018 Burglary data, "on-campus property" was changed from 7 to 8, due a numerical error.

VAWA OFFENSES

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Domestic Violence	2018	0	0	0	0
	2019	1	0	0	0
	2020	0	0	0	0
Dating Violence	2018	3	1	0	0
	2019	1	1	0	0
	2020	0	0	0	0
Stalking	2018	4	2	0	0
	2019	0	0	0	0
	2020	1	1	0	0

ARRESTS & DISCIPLINARY REFERRALS

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Arrests: Weapons, Carrying, Possessing, etc.	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	2018	3	3	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arrests: Drug Abuse Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2018	67	66	0	0
	2019	48	48	0	0
	2020	46	46	0	0
Arrests: Liquor Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2018	79	79	0	0
	2019	134	134	4	2
	2020	105	105	10	0

Hate Crimes

In 2018 there were seven (7) reported hate crimes, seven (7) occurred on-campus and one (1) of those occurred in an on-campus student housing facility. Three (3) were based on sexual orientation, two (2) were based on race and two (2) on religion. Five (5) of the seven incidents were intimidation and two (2) were vandalism.

In 2019 and 2020 there were no reported hate crimes.

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

FIRE SAFETY REPORT

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

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

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

Fire Safety Systems in Residential Facilities

	FIRE ALARM SYSTEM (MONITORED)	CARBON MONOXIDE DETECTION**	FULL SPRINKLER SYSTEM*	SMOKE DETECTOR	FIRE EXTINGUISHERS	EVACUATION PLANS AND EXIT SIGNS	NUMBER OF FIRE DRILLS EACH YEAR	FIRE RATED DOORS
Aquinas Hall	X	X	X	X	X	X	4	X
Boland Hall	X	X	X	X	X	X	4	X
Cabrini Hall	X	X	X	X	X	X	4	X
Lewis Hall	X	X	X	X	X	X	4	X
Neumann Hall	X	X	X	X	X	X	4	X
Ora Manor 325 Valley St.	X	X	X	X	X	X	4	X
Serra Hall	X	X	X	X	X	X	4	X
St. Andrew's Hall 571 Centre St.	X	X	X	X	X	X	4	X
Turrell Manor 384 Turrell Av.	X	X	X	X	X	X	4	X
Xavier Hall	X	X	X	X	X	X	4	X

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

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

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

Activated carbon monoxide detectors send a signal to the SHU Public Safety Communications Center, which, in turn, notifies the South Orange Fire Department. The SOFD responds to evaluate the condition in the affected building. Fire alarm systems for off-campus locations including the Ora Manor, Turrell Manor, and St. Andrew's Seminary residence buildings, are also monitored by a contract monitoring service in addition to the SHU Public Safety Communications Center. Both monitoring sites notify the South Orange Fire Department of activated alarms.

Fire Drills:

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

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

Student Housing Evacuation Procedures:

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

- Occupants are instructed to learn the locations of all fire exits in their building and to utilize the closest safe fire exit when the alarm sounds.
- If an occupant detects evidence of a fire and the alarm has not yet activated, he/she should activate an alarm pull station and evacuate from the building.
- Occupants must evacuate the building immediately upon an activation of the fire alarm. Under normal conditions they are expected to exit the facility within 3 minutes.
- If possible, evacuees should dress for the weather and take their room key.
- Occupants should feel their room door prior to opening the door. If the door is hot they should not open the door. Instead, they should shelter-in-place or find an alternate exit from their room.
- When exiting their room, if smoke is present, occupants should crawl low under the smoke to the closest safe fire exit. If the hallway is smoke-filled and they cannot safely reach the fire exit, they should take shelter in their room.
- Evacuees should use stairways, not elevators, when evacuating.

- On the way to the closest safe fire exit, if possible, warn neighbors of the need to evacuate by knocking on their room doors.
- Evacuees should gather at the designated assembly point for their building.
- Do not re-enter the building until instructed by SHU or SOFD officials.
- People who cannot use the stairs to evacuate due to a mobility impairment or other disability should take shelter in a fire stairwell, communicate their location to 911 (or ask a passerby to notify emergency responders of their location), and await assistance.
- If forced to shelter-in-place in a residence hall room during a fire, occupants should block openings around their door with wet towels to help prevent smoke from entering the room, call 911 and report their location, signal rescue personnel by hanging a white sheet or towel out the window, and breathe through a wet cloth over their face while awaiting assistance.

Fire Safety Policies Regarding Prohibited Items and Actions

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

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

Smoking:

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

Open Flames / Flammables:

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

Cooking in Rooms and Suites / Cooking Appliances*:

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

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

Room Furnishings:

- Space Heaters - Only space heaters issued by the Department of Facilities Engineering are permitted in SHU facilities.

- Upholstered furniture / padded or cushioned chairs / beanbag chairs (any furniture item bought by a resident must be certified by the manufacturer as being flame retardant. California Tech. Bulletin #133 is the accepted standard).
- Curtains, shades, blinds, or any other window treatment (Unless supplied by the University).
- Bed risers.
- Multiple bulb lamps with plastic shades.
- Any lamp with a halogen bulb.

Cords / Plug-Ins:

- Extension cords / multi plug outlets / plug-in air fresheners (only power strips with a circuit breaker are allowed).
- Multiple plug adapters.
- International converters plugged into a surge protector or multiple adapters (converters must be plugged directly into a wall outlet).

Decorations:

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

Fire Safety Education:

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

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

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

Reporting Fires

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

Fire Statistics

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

FIRE STATISTICS AND RELATED INFORMATION REGARDING FIRES IN SHU RESIDENTIAL FACILITIES 2020

FACILITY	TOTAL FIRES IN EACH BUILDING	FIRE INCIDENT NUMBER*	DATE OF FIRE	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO THE FIRE	VALUE OF PROPERTY DAMAGED BY FIRE
Aquinas Hall 400 S Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A
Boland Hall 400 S Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A
Cabrini Hall 400 s. Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A
Lewis Hall 400 S Orange Av.	1	2020-1479	10/19/2020	Electric Solenoid	N/A	N/A	\$200.00
Neumann Hall 400 S Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A
Ora Manor 325 Valley St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Serra Hall 400 S Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A
St. Andrew's Hall 571 Centre St.	0	N/A	N/A	N/A	N/A	N/A	N/A
Turrell Manor 384 Turrell Av.	1	2020-1226	9/2/2020	Fire inside oven	0	0	0
Xavier Hall 400 S Orange Av.	0	N/A	N/A	N/A	N/A	N/A	N/A

Fire Log

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