

Allen School Plan for Crime Awareness and Campus Security

Under the provisions of Title II of Public Law 101-542, The Crime Awareness and Campus Security Act of 1990, the College President, or personnel designated by the College President, shall establish a plan for crime awareness and campus security. The Allen School Plan for Crime Awareness and Campus Security is detailed below.

To view the most current crime statistics, go to
<http://ope.ed.gov/security/search.asp>

Allen School shall comply with all federal and state laws concerning crime awareness and campus security. Allen School's plan for compliance is set forth in this Procedure.

A. Reporting Crimes and Emergencies occurring on or next to Campus

Employees, students, and all other persons are to report criminal actions or other emergencies occurring on campus by taking the following steps:

- 1. Dial 911. Use cell or school telephones at the campus as appropriate. Telephone availability is as follows:
 - Jamaica Campus – 3rd floor administrative office
 - Brooklyn Campus – 188 Montague Street 2nd floor administrative office or 3rd floor administrative
 - Brooklyn Campus – 175 Remsen Street – Lower level administrative office

- 2. Report the criminal action or emergency to the appropriate campus Director. The reporting individual should complete a Campus Security Incident Report Form. The Director will forward copies of the Campus Security Incident Report Form to the President of Allen School. Allen School allows anonymous reporting on the Campus Security Incident Report Form provided by the Institution and delivered to the Office of the President at the Main Campus at 163-18 Jamaica Avenue, Jamaica, NY 11432.
- 3. Should the Campus Director or staff be unavailable, the reporting individual should contact the President of Allen School at 718-243-1700. Reporting individuals may also notify any Allen School employee of any criminal action or emergency. The Institutional employee should then make official notification to the Institution of the criminal action or emergency by completing step 2 as noted above.
- 4. All students are encouraged to preserve evidence of sexual assaults. Some evidence is perishable and prompt action must be taken to ensure a viable prosecution of the perpetrator. All students and employees are encouraged to report any sexual assault to the authorities by following the procedure outlined in subsection "A" including calling 911 and reporting any incident using the Campus Security Incident Report Form. Should a student desire assistance in contacting local law enforcement authorities, Allen School staff shall promptly provide such assistance.
- 5. Allen School does not maintain a campus police department or a campus security department at this time.

B. Security and access to campus facilities

Allen School personnel shall ensure that all classroom facilities remain locked when not in use, and only those persons authorized to attend classes or to utilize Institutional facilities, i.e. students, faculty, staff, and those authorized through an approved facility request form to utilize specific facilities, shall have access to Institutional facilities.

The Institution does not have any on-campus residence halls at the time of adoption of this Procedure and does not plan to have resident halls in the future.

C. Campus Law Enforcement

The Institution shall work closely with local law enforcement agencies to ensure that proper investigations are conducted and reported to the Institution. Allen School will encourage and seek the prosecution of all criminals. Allen School designated liaison personnel shall maintain an ongoing working relationship with state and local police agencies. Allen School designated liaison personnel shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving students of the institution.

Allen School students, staff and faculty are encouraged to report to the proper police jurisdiction agency, any and all crimes. If the crime occurs on campus, it should be reported to the campus Director pursuant to subsection A of this procedure.

Any student, staff, or faculty member who becomes aware of a crime, or who is the victim of a crime should make an accurate and prompt report of that crime, in order to ensure successful police action. Pastoral or ecclesiastical leaders are encouraged to suggest voluntary confidential reporting by victims of crimes as set forth in this procedure.

D. Crime Prevention Awareness and Education**1. The annual disclosure of crime statistics.**

The President shall prepare and disseminate as required by law and Allen School Policy and Procedure the annual disclosure required. The terms of this Procedure shall be included in the annual report. Allen School personnel will gather and maintain statistics for the calendar year in which crimes are reported concerning the occurrence of criminal activity for each and all campuses for the following criminal offenses reported to either Institutional personnel or local law enforcement agencies:

- Murder and Non negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Nonforcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Allen School personnel will also gather statistics concerning on-campus arrests and campus disciplinary action for

- (1) liquor law violations
- (2) drug law violations and
- (3) illegal weapons possessions.

Crimes shall be reported by category of prejudice, and by location based on the following breakdown: 1) On-campus; 2) Of the crimes on-campus, the number of crimes that took place in dormitories or other residential facilities for students on-campus; 3) In or on a non-campus building or property; and 4) On public property. No statistical report shall contain any information that would identify a victim. The report need not contain any reports from pastoral or ecclesiastical leaders unless the report is made voluntarily and includes permission to include the report in the statistics.

Allen School shall gather, to the best of our ability when a specific event is reported to us by other staff or students, from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student.

The Institution will request, to the best of our ability when a specific event is reported to us by other staff or students, through local law enforcement agencies, copies of any and all police reports, concerning incidents or crimes that occur at off-campus locations, which involve students or staff from Allen School. Institutional personnel and/or designated liaison personnel shall be responsible to monitor and keep record of all such reports.

All students and employees shall be given the opportunity to learn how to contact appropriate law enforcement officials, the practices and procedures which are used by Institutional officials in the reporting of crimes, and encouraged to be responsible for their own safety and the security of others by being notified of this Procedure and the yearly internet publication of the "Crime Awareness and Campus Security" report (see <http://www.allenschool.edu/annually-updated-documents>). Students shall be informed of the Report and of the importance of security concerns through information provided in the Student Guidebook and at any orientation for students. Employee security training shall be included at least annually in employee training and in new employee orientation. Any programs provided by local law enforcement shall be advertised in such training and orientations.

2. Warning reports to members of the campus community.

If the immediate dissemination would facilitate safety and security because the crimes are considered to represent a threat to students and employees, the Institution shall disseminate information relating to the crimes indicated in subsection "D" of this procedure on a case by case basis through campus information systems, newsletters, bulletin boards or other informational systems and methods that will facilitate prevention of similar crimes. The Institution will not disseminate information obtained from reports to pastoral or ecclesiastical leaders unless the victim agrees to voluntarily release the information. No report or informational statement made under this subsection shall include any identifying information about a victim or the accused.

3. Rape, acquaintance rape, and other forcible and Nonforcible sex offenses

Allen School provides information about sexual harassment, through its dissemination of its procedure against sexual harassment in the Employee Handbook.

The following service exists for assistance of victims of sexual assaults: National Sexual Assault Hotline at 1-800-656-HOPE. No on-campus counseling is available.

The Institution provides for discipline up to and including termination or expulsion for violations of the Allen School's policy against sexual harassment and assault. Notwithstanding any other Institutional procedure, an alleged victim of a forcible or non forcible sexual assault is entitled to have representation at any hearing or proceeding involving the incident on the same basis as the accused, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.



of Health Sciences

New York sex offender registration information can be found at the current Sex Offender Registration Site which is

<http://criminaljustice.state.ny.us/nsor/> and information about the Sex Offender Registration Act (SORA) can be obtained either from that website or by calling 1-800-262-3257.