

### **Prompt Reporting of Criminal Offenses Policy and Procedure**

Pace University encourages accurate and prompt reporting of all criminal offenses and other emergency situations to the Safety and Security Department and local law enforcement agencies. Any violation of campus regulations or a criminal act, including, but not limited to, sexual assault, domestic violence, dating violence and stalking incidents or information which constitutes or may constitute a serious or continuing threat to the campus community should be reported immediately to the Safety and Security Department either in person or by phone.

Blue Light emergency telephones which are located throughout campus at strategic locations (i.e.: near residential halls, in parking lots and other active buildings) may also be used for this purpose.

In all cases, a Security officer or supervisor will respond, document the incident and report to a Pace Safety and Security administrative staff member. Depending on the severity of the incident reported, local police will be notified (following consideration being given consistent with the provisions of this Report regarding any request for confidentiality) and a member of the administrative Security team will respond to assist with the collection and preservation of evidence. In many cases a Pace Security Staff Member will follow up on the incident.

### **Anonymous, Confidential, and Voluntary Reporting Procedures**

Community members who have been a victim or witness of a crime on the Pace University New York City campus, Pleasantville campus or Elisabeth Haub School of Law White Plains campus, but do not want to pursue action within the University system or criminal justice system, may want to consider asking a Pace University Safety and Security Coordinator or Manager to file a report on the details of the incident without revealing their identity. As with an anonymous report, the purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to enhance the future safety of the victim and others in the community. This allows the University to keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed as part of the University's annual crime statistics.

Information regarding the ability to report sexual assault or other forms of Sex-Based Misconduct to a confidential resource is included later in this Report.

### **Campus Security Authorities**

The Clery Act identifies Campus Security Authorities (CSAs) as: (1) the University's campus police department or a campus security department personnel; (2) any individual or individuals who have responsibility for campus security but who do not constitute the University's campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into University property; (3) any individual or organization specifically identified by the University in this Report to which students and employees should report criminal offenses; and (4) any University official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

A Campus Security Authority (also sometimes referred to in this Report as a "Responsible Employee") is an individual, who by virtue of his or her University responsibilities and under the Clery Act, is designated to receive and report allegations of Clery Act crimes to Safety and Security so that they may be investigated and included and published in the

University's Annual Security Report. Reports from CSAs are also critical to ensuring compliance with the University's obligation to maintain a daily crime log and to enable the University to determine whether a situation warrants issuance of a timely warning or emergency notification to the campus community.

CSAs are responsible for reporting allegations of Clery Act crimes reported to them in good faith in their official capacities. As such, CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation, that a classmate or student mentions in an in-class assignment, that a victim mentions during a speech, workshop or any other form of group presentation, or that a CSA otherwise learns about in an indirect manner.

When a crime is reported to a CSA, the Clery Act requires that the CSA notify the person reporting the incident that they are not a confidential resource and the CSA must share all pertinent information with Safety and Security. CSAs should also let the person know they have the right to report the incident to local police, and that, if they desire, the University will provide a staff person to assist them. CSAs are not responsible for (a) determining whether a crime took place, (b) apprehending the alleged perpetrator (and CSAs should not attempt to do so), or (c) convincing a victim to contact law enforcement if the victim chooses not to do so. A CSA should not decline to report an allegation of a Clery Act crime to Safety and Security based on the CSA's doubt as to whether the alleged crime actually occurred.

<p><b><u>New York City Campus</u></b>  <i>Safety and Security</i>          One Pace Plaza, G-Level          (212) 346-1800 Available 24/7</p>	<p><b><u>Pleasantville Campus</u></b>  <i>Safety and Security</i>          Alumni Hall (914) 773-3400          Available 24/7           Gannett House Admin          (914) 773-3700</p>	<p><b><u>Elisabeth Haub School of Law</u></b>  <b><u>White Plains Campus</u></b>  <i>Safety and Security</i>          Preston Hall          (914) 422-4300 Available 24/7</p>
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***Emergency Dial 911***

***Campus Security can also be reached by dialing 777 or pressing the SECURITY button located on most campus phones. Incidents can also be reported via the PaceSafe app which can be downloaded for iPhone or Android.***

Examples of individuals who meet the criteria of a CSA include, but are not limited to, Dean of Students, Director of Athletics, team coaches, and faculty advisors to student groups/organizations.

University staff who are not CSAs include:

- **Pastoral Counselors** – A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor. At the University, Sister Susan Becker in the Center for Spiritual Development on the Pleasantville Campus is a pastoral counselor.
- **Professional Counselors** – A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. At the University,

the counselors at the Counseling Center are professional counselors.

- **Pace University Health Care** – Medical providers, excluding the Director while working in an administrative capacity, are not considered CSAs by the University.

As a matter of policy, pastoral and professional counselors are encouraged, if and when they deem appropriate, to inform persons they are counseling of the University's procedures to report crimes on a voluntary, confidential basis for inclusion in the University's annual disclosure of crime statistics.