

# Annual Security *and* Fire Safety Report 2014



## Equal Opportunity Policy

Princeton University subscribes to a policy of equal opportunity. The University believes that commitment to principles of fairness and respect for all helps create a climate that is favorable to the free and open exchange of ideas, and the University seeks to reach out as widely as possible in order to attract the ablest individuals as students, faculty and staff. For these reasons, decisions concerning admission to University academic and other programs, as well as employment decisions in all University departments and offices, are made on the basis of an individual's qualifications to contribute to meeting Princeton's educational objectives and its institutional needs. In applying this policy, the University is committed to the principle of not discriminating against individuals on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, sex, sexual orientation, gender identity, age, marital status, veteran status or disability unrelated to job or program requirements.

In addition to the general policy just defined, Princeton has specific legal obligations as a recipient of federal financial assistance and as a federal contractor. These obligations include the development and implementation of a plan to undertake appropriate forms of affirmative action to employ women, people of color, people with disabilities and protected veterans. Princeton's affirmative action plan is available to employees and job applicants upon request for review at the University.

The University president and provost are responsible for overseeing the implementation of this equal opportunity policy and the affirmative action plan. The vice provost for institutional equity and diversity is responsible for monitoring University practices and procedures to ensure compliance with our policy and federal, state, and local laws and regulations, including Section 504 of the Rehabilitation Act, Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. Inquiries regarding these matters should be directed to the Office of the Vice Provost for Institutional Equity and Diversity, Princeton University, 205 Nassau Hall, Princeton, NJ 08544 or 609-258-6110.

## Nondiscrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and other federal, state, and local laws, Princeton University does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, disability or veteran status in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. The vice provost for institutional equity and diversity is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, Section 504 or other aspects of Princeton's equal opportunity or affirmative action programs should be directed to the Office of the Vice Provost for Institutional Equity and Diversity, Princeton University, 205 Nassau Hall, Princeton, NJ 08544 or 609-258-6110.

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*In the Nation's Service and in the Service of All Nations*

# Contents

University Resources and DPS Partners	4
<b>Annual security report</b>	<b>5</b>
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act	6
The Department of Public Safety	7
Crime reporting policy	9
Monitoring and recording criminal activity at off-campus organizations policy	11
Security of and access to campus facilities, including campus residences, policy	11
Security considerations in the maintenance of campus facilities	12
Timely warning notices/Campus Safety Alerts policy	12
Clery-required Daily Crime Log policy	13
Emergency preparedness	13
Emergency response policy statement	13
Notification to the community about an immediate threat	14
Emergency evacuation procedures	15
Shelter-in-place procedures: What it means to “shelter in place”	16
Notification of missing students policy	17
Education regarding fire/security measures	18
Crime prevention education and awareness programs	18
Alcoholic beverage policy	20
Illegal drugs policy	21
Defining sexual misconduct	22
Sexual misconduct prevention and response	28
Personal safety	34
Workplace violence	37
Safety and security at the Princeton Plasma Physics Laboratory	37
Crime statistics	40
Criminal offenses and arrests and judicial referrals statistics	44
<b>Fire safety report</b>	<b>48</b>
Disclosure of fire safety standards and measures; annual fire safety report on student housing	48
Future improvements for fire safety	49
Campus residential student housing fire reports	50
Campus residential student housing sprinkler and fire detection 2013	52

## University Resources and DPS Partners

### For Emergencies

Department of Public Safety from an on-campus phone . . . . .	911
Department of Public Safety from a cell or off-campus phone . . . . .	609-258-3333
Princeton Police Department/EMS from a cell or off-campus phone . . . . .	911
University Health Services . . . . .	609-258-3141
after hours . . . . .	609-258-3139
Counseling Center, during office hours . . . . .	609-258-3285

### Department of Public Safety

Department of Public Safety General Information . . . . .	609-258-1000
Princeton University Operator . . . . .	609-258-3000
Detective Bureau . . . . .	609-258-3705 or 609-258-3703
Art Museum Security . . . . .	609-258-2840
Firestone Library Security . . . . .	609-258-3221
Fire Marshal's Office . . . . .	609-258-9684
Lost and Found . . . . .	609-258-1000

### Other Princeton University Departments

Athletics . . . . .	609-258-1800
Counseling and Psychological Services . . . . .	609-258-3285
Facilities Organization . . . . .	609-258-8000
Graduate School . . . . .	609-258-3030
Lesbian Gay Bisexual Transgender (LGBT) Center . . . . .	609-258-1353
Office of Environmental Health and Safety (EHS) . . . . .	609-258-5294
Office of Housing and Real Estate Services . . . . .	609-258-3460
Office of Human Resources . . . . .	609-258-3301
Office of Information Technology (OIT) . . . . .	609-258-4357
Office of the Dean of Faculty . . . . .	609-258-3021
Office of the Dean of Undergraduate Students . . . . .	609-258-5750
Office of the Vice President for Campus Life . . . . .	609-258-3056
Office of Transportation and Parking Services . . . . .	609-258-3157
Sexual Harassment/Assault Advising, Resources and Education (SHARE) . . . . .	609-258-3310
TigerCard Office . . . . .	609-258-8300
Title IX Coordinator/Vice Provost for Institutional Equity and Diversity . . . . .	609-258-6110
University Health Services (UHS) . . . . .	609-258-3129

### Hospitals and Local Police

Princeton Fire Department . . . . .	609-497-7632
Princeton First Aid and Rescue Squad (PFARS) . . . . .	609-924-3338
Princeton Police Department . . . . .	609-921-2100
University Medical Center of Princeton at Plainsboro . . . . .	866-460-4776



# Annual security report

## From Paul Ominsky, Executive Director of Public Safety

The Department of Public Safety (DPS) welcomes you to Princeton University. Safety is our highest priority. This report contains important information about the role of DPS on campus, safety resources and statistics about crime here at Princeton.

As you will see, the statistics demonstrate that the University has an extremely safe campus, and we believe that this is based in part on the combined efforts of many University departments and members of the University community.

Safety is a shared responsibility, and we rely on each member of our community to participate by reporting suspicious activities and using common sense when carrying out daily activities. Don't prop open outside building doors, lock your bike at all times, lock your room door when you are sleeping, and call us when you need help.

As a 24-hours-a-day, seven-days-a-week University department, our staff is here to help. A primary goal of the department is to develop and maintain strong, lasting partnerships with our community. We call this community caretaking. Our community caretaking initiative is based on a community policing and problem-solving philosophy. For example, we have officers assigned to serve as liaisons with various student organizations, residential colleges, athletic teams, eating clubs and administrative offices. Officers lead crime prevention programs, provide general University information and act as resources.

While we can't solve every situation or problem, we often know whom to contact both on and off campus for additional assistance. The women and men of the department are highly trained professionals. The staff consists of both commissioned police officers and security officers. Additional members of our staff include dispatchers, the University fire marshals and library security officers, and casual and student staff.

For more information about safety and security at Princeton University, please visit us at <http://publicsafety.princeton.edu> or contact us at 609-258-1000.



Executive Director of  
Public Safety Paul Ominsky

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

*(also known as the Clery Act)*

The Clery Act requires colleges and universities to:

- Publish an annual report every year by Oct. 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain noncampus facilities. (The statistics must be gathered from campus police, local law enforcement and other University officials who have “significant responsibility for student and campus activities.”)
- Issue campus alerts to provide the campus community with information necessary to make informed decisions about their health and safety. We issue a timely warning for any Clery Act crime that represents a serious or continuing threat to students and employees, and we also issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- Make available for public inspection a daily public crime log of “any crime that occurred on campus ... or within the patrol jurisdiction of the campus police ... and is reported to the campus police.”

The Department of Public Safety is responsible for preparing and distributing the annual report. The department works with other administrative departments and law enforcement agencies—such as the Office of the Dean of Undergraduate Students, the Graduate School and the Princeton Police Department—to compile the information incorporated into the report. *Note:* As of Jan. 1, 2013, the Princeton Borough and Township Police Department were consolidated.

We encourage members of the University community to use this report as a guide for safe practices on and off campus. The report is available on the Web at <http://publicsafety.princeton.edu/clery/annual-safety-fire-reports>. Each member of the University community receives an e-mail that describes the report and provides its Web address. For more information, contact DPS at 609-258-5450 or e-mail [jwilkins@princeton.edu](mailto:jwilkins@princeton.edu).

# The Department of Public Safety

## Who we are

Located at 200 Elm Drive, the Department of Public Safety is open and officers are on patrol 24 hours a day, 365 days a year. The telephone number for emergency calls from a University phone is 911—off campus or from a cell phone it is 609-258-3333. The telephone number for routine business calls on or off campus is 609-258-1000.

The department consists of professional campus police and security officers dedicated to providing best-in-class service to the community.

Our sworn and nonsworn officers patrol the campus on foot, by bicycle and in vehicles. Several officers and a supervisor are on duty 24 hours a day, seven days a week. The Communications Center is continuously staffed with trained and certified dispatchers who answer calls for service, dispatch officers and other emergency services personnel to incidents, as well as monitor intrusion detection and fire alarms. The department also employs students who carry out a variety of roles, including administrative support and lockout services.

## Our mission and values

The Department of Public Safety's mission is to enhance the living, learning and working experience at Princeton University by protecting life, maintaining order and safeguarding property. We fulfill this mission by providing our community with a full range of services that meet the highest professional standards of campus public safety. Through our commitment to the philosophy of "Community Caretaking," we are committed to working with the community to define our priorities and build lasting partnerships.

Our core values guide us in this mission:

**Trust.** We value the opportunity to serve the community and will ensure that our conduct always merits trust and support. We will accept full responsibility for our actions and will take appropriate actions to meet community and professional expectations.

**Integrity.** We firmly adhere to the values and professional ethics outlined in the Law Enforcement Code of Ethics. We expect every member of our department to uphold the highest ethical standards at all times.

**Gratitude.** We are proud of our profession, our colleagues, our department and Princeton University. We recognize that individual and team contributions are essential to a high-performing department. We acknowledge the sacrifices our members make to ensure the safety and security of the community. We do all possible to ensure all our members feel appreciated and duly rewarded for their contributions.

**Excellence.** We continually develop our knowledge, skills and abilities to the highest levels possible to enable us to provide the finest public safety services to the Princeton University community. By sharing insight and guidance, and creating learning opportunities, we acknowledge that each member of our department makes a valuable contribution to our purpose and vision. Our approach is based on a commitment to innovation and continuous improvement.

**Respect.** We treat all members of the community and each other with courtesy, fairness and dignity.

**Service.** We are committed to enhancing public safety and increasing the community's sense of security. We work in partnership with the community to identify and solve problems that affect the quality of life on campus. We demonstrate our commitment to serve by placing the needs of others ahead of our own.

## **Our police authority and jurisdiction**

### **Law enforcement authority and interagency cooperation policy**

The Department of Public Safety includes sworn public safety officers (campus police officers) and nonsworn security officers.

DPS' sworn public safety officers have the authority of commissioned police officers with full power of arrest deriving their law enforcement authority from New Jersey statutes (Title 18A, Sections 6-4.2 and 6-4.5) and the Trustees of Princeton University. Title 18A, Section 6-4.5 provides that the sworn public safety officers (campus police officers) "shall possess all the powers of policemen and constables in criminal cases and offenses against the law anywhere in the State of New Jersey [including the powers

of arrest], pursuant to any limitations as may be imposed by the governing body of the institution which appointed and commissioned the person."

Our sworn public safety officers (campus police officers) are required to complete the same police academies and annual training as their municipal counterparts. This training has been approved and authorized by the State of New Jersey Division of Criminal Justice Police Training Commission. Our campus police are unarmed, yet have all qualified with a firearm while at the police academy. Officers also are required to attend mandatory in-service training throughout the year to enable them to perform

more efficiently and more safely. Our patrol division is comprised of an administrative captain and patrol captain, lieutenants, sergeants, officers in charge and patrol officers.

Our nonsworn security officers work in three different areas of Princeton's campus: on patrol around campus, in the Firestone Library and in the Princeton University Art Museum.

Nonsworn security officers are empowered by the institution to enforce University regulations. These officers attend a training program sponsored by the New Jersey College and University Public Safety Association that provides a basic orientation to the theories of campus security. Nonsworn security officers participate in field training and an evaluation program to further orient them to providing campus public safety services.

Officers who patrol the campus are primarily responsible for building security, event security and enforcement of parking and traffic regulations.





## **Interagency cooperation**

Our department works closely with the Princeton Police Department (PPD), West Windsor Police Department and the Plainsboro Police Department due to the fact that we have concurrent police jurisdiction over those geographic areas of the Princeton University campus and its vicinity, which fall within the political subdivision of the Town of Princeton, West Windsor Township and the Township of Plainsboro. Each department is committed to working together, keeping each other apprised of important information about crimes and criminal trends, and to finding opportunities to train together. Additionally, DPS has an agreement of operating procedures with the PPD, and we have a memorandum of understanding with the West Windsor Police Department.

We rely on our relationships for support on a variety of levels. Additionally, officers from the PPD often work at events on the Princeton University main campus. In addition to sharing critical information, DPS is in direct contact with the PPD 911 center. This arrangement gives us immediate access to aid and support from the PPD. All callers who dial 911 utilizing a non-University wired telephone service or any wireless phone service provider will automatically be routed through the state-approved 9-1-1 Switched Telephone Network and terminate at the appropriate state approved public safety answering point.

## **Crime reporting policy**

### **I. Policy Statement**

Princeton University is committed to conducting its academic and administrative responsibilities in an ethical and lawful manner and in accordance with applicable laws, regulations and University policy. The University depends on its faculty, academic professionals and staff to share in this responsibility through the timely reporting of suspected illegal activity.

Members of the University community who engage in illegal activity are subject to disciplinary action, up to and including termination of employment or student status, and/or criminal prosecution. The University reserves the right to refer a matter to law enforcement for criminal prosecution activity.

**No retaliation.** Good faith reporting of suspected illegal activity is encouraged and is viewed by the University as a service; such reporting will result in no retaliation of any kind.

### **II. Policy**

Princeton University has a policy in place titled "Reporting Potentially Illegal Activity," which requires all employees to report all potentially criminal activity; accordingly, even non-Clery Act crimes must be reported under the policy. The policy can be found at [www.princeton.edu/reportingillegalactivity](http://www.princeton.edu/reportingillegalactivity).

Reports to the Department of Public Safety can be made by dialing 911 from a campus phone or 609-258-3333 from a cell or noncampus phone.

## **Confidential reporting of crime policy**

Princeton University has several methods for individuals to report crimes and other serious incidents, including the ability to report on a confidential basis for the inclusion in the annual disclosure of ~~CM~~MCID 45-29.8(i)-22.9(m)-1.2(l 16

has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.” Princeton has identified our officials who meet this criteria and has informed them of their responsibilities.

Confidential reports that provide sufficient detailed information for classification of the offense by law enforcement officials using FBI Uniform Crime Reporting Guidelines will be included in crime statistics.

## **Monitoring and recording criminal activity at off-campus organizations policy**

We rely on our close working relationships with local law enforcement agencies to receive information about incidents involving University students on and off campus. In coordination with local law enforcement agencies, the Department of Public Safety will actively investigate certain crimes occurring on or near campus. If the department is notified of a situation in which a campus community member is the victim of a crime, depending on the circumstances the department may issue a Campus Safety Alert, detailing the incident and providing tips so that other community members may protect themselves.

## **Security of and access to campus facilities, including campus residences, policy**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff and authorized guests. The University encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. General guidelines about University policies are outlined in the University’s “Rights, Rules, Responsibilities” policy document. (For policies relating to the access of nonmembers of the University community, see [www.princeton.edu/pub/rrr/part3](http://www.princeton.edu/pub/rrr/part3).) Most campus facilities (except residence halls, see below) are open during weekday business hours. Individuals who wish to access campus facilities outside of business hours or for special events should contact the appropriate department administrator, Conference and Event Services, or the Department of Public Safety.

An automated card access control system also is installed in many academic and administrative buildings. University members with questions about the system should contact the appropriate department manager or the Site Protection at 609-258-9038.

## **Special procedures for residence hall access**

All undergraduate residence halls are equipped with an electronic card access control system. Residence halls are accessible to current students and authorized staff and faculty via the system. Guests and other visitors may visit residence halls provided they have been authorized by a member of the community. Most doors to student residence areas remain locked 24 hours a day.

In addition to the electronic card access control system, undergraduate exterior doors in the residence halls are equipped with a centrally monitored electronic alarm system. The Princeton University Site Protection Office maintains this system and works with DPS for policy guidance.

## Security considerations in the maintenance of campus facilities

Princeton University is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. The Department of Public Safety will report unsafe conditions found on campus during regularly assigned patrol duties. Officers will initiate a work order, which is acted upon by a representative



of the appropriate maintenance office. We encourage community members to report any instances of inadequate lighting to the Facilities Customer Service Center at 609-258-8000. Any community member who has a concern about physical security should contact DPS at 609-258-5749.

DPS and representatives from the site protection and lock shops work

together to identify inoperative locking mechanisms. We encourage community members to promptly report any locking mechanism deficiency to the Facilities Customer Service Center at 609-258-8000, or to DPS at 609-258-1000.

Maintenance staff members are available to respond to calls for service regarding unsafe facility conditions, or for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

## Timely warning notices/Campus Safety Alerts policy

In the event that a situation arises on or near campus, or on designated noncampus property, that in the judgment of the Department of Public Safety, in consultation with other administrative offices as appropriate, constitutes a serious or continuing threat to members of the University community, the department will issue a “timely warning” notice, commonly referred to as a “Campus Safety Alert.” Members of the community who suspect a crime is in progress or suspect a crime posing an imminent or serious threat should contact DPS immediately so DPS can issue a Campus Safety Alert, if warranted.

If community members report crimes or serious incidents to other University administrators, those administrators should notify DPS. The department will collaborate with these administrators to issue a Campus Safety Alert, if warranted.

## **Distribution of Campus Safety Alerts**

The department distributes Campus Safety Alerts in various ways. Once the University determines that an alert will be issued, the department e-mails the announcement to students, faculty and staff, and posts it on its website (<http://publicsafety.princeton.edu>).

## **Clery-required Daily Crime Log policy**

Consistent with the Clery Act requirements, the Department of Public Safety maintains a Daily Crime Log that records, listed by the date the incident was reported, all crimes brought to the attention of DPS that occur: on campus; in a noncampus building or property owned or operated by the University or its students “in a reasonably contiguous geographic area”; on public property within, adjacent to or immediately accessible from the campus; or within the department’s patrol jurisdiction. The Daily Crime Log is available for public inspection at the department’s headquarters, located at 200 Elm Drive, or at <http://publicsafety.princeton.edu>. The Daily Crime Log includes the nature, date, time and general location of each crime reported to the department, as well as its disposition if this information is known at the time.

DPS posts incidents in the Daily Crime Log within two business days of receiving a report of an incident, and, in accordance with Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation.

## **Emergency preparedness**

Princeton University recognizes the need to be prepared for critical incidents. Under the oversight and guidance of the Environmental Safety and Risk Management Group, the Emergency Management Group (formerly Emergency Preparedness Team), and the Emergency Preparedness Steering Committee, several departments and offices work together to prepare for, prevent, respond to and recover from emergency situations. In conjunction with local government first responders, such as the Princeton Police Department, the Princeton Fire Department, and the Princeton First Aid and Rescue Squad, the University is well prepared to respond to a full range of critical incidents.

The University’s Office of the Executive Vice President, Office of Environmental Health and Safety, and Department of Public Safety work together to ensure our emergency protocols and plan are updated as needed. The University’s emergency planning website, located at [web.princeton.edu/sites/emergency](http://web.princeton.edu/sites/emergency), contains best practices and outlines the various initiatives underway to enhance preparedness.

## **Emergency response policy statement**

The Emergency Management Group website includes information about Emergency Guidelines for the Campus Community; University emergency procedures; pre-emergency planning and performance expectations; “shelter in place” and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for



their staff and areas of responsibility. The University conducts numerous emergency response exercises each year, such as table-top exercises and tests of its emergency notification systems, the Princeton Telephone and E-mail Notification System (PTENS) and the Emergency Blue Light Phones and Towers, on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Public safety officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Department of Public Safety, the Princeton Police Department, the Princeton Fire Department, and the Princeton First Aid and Rescue Squad. All departments typically respond and work together to manage the incident. Depending on the nature of the incident, other University departments and other local or federal agencies also could be involved in responding to the incident. General information about the emergency response and evacuation procedures for Princeton University are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the University's Emergency Management Group website at <http://web.princeton.edu/sites/emergency/eptf.html>.

## **Notification to the community about an immediate threat**

The Department of Public Safety receives information from various offices and departments on campus. If the department confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the University community, DPS will collaborate as necessary with the appropriate University and municipal partners to determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. DPS will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the Princeton Telephone and E-mail Notification System (PTENS) and/or the Emergency Blue Light Phones and Towers.

The PTENS is an emergency mass notification system that allows authorized Princeton officials to send news and instructions to community members through landline and cellular phones, text messaging, and e-mail within moments of a critical incident. The Emergency Blue Light Phones and Towers system is comprised of numerous towers located throughout the campus, with more that will be installed as the campus expands. These towers are part of an emergency notification system that have an emergency telephone function only and also contain a speaker array capable of broadcasting messages across campus. The public address capability of the towers will "broadcast" a message to staff working outside, visitors on campus, summer workers and others in the University community in an emergency.

An alert will be issued unless issuing a notification will, in the judgment of the first responders—including, but not limited to, DPS, the Princeton Police Department, and/or the Princeton fire and first aid

services—compromise the efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the Princeton community, the University has various systems in place for communicating information quickly (such notification may be related to the aforementioned warning notice). Some or all of these methods of communication may be activated in the event of an immediate threat to the Princeton campus community. Students can sign up online for PTENS at [registrar.princeton.edu/score](http://registrar.princeton.edu/score), and employees can ensure their contact information is in the system by visiting [www.princeton.edu/selfservice](http://www.princeton.edu/selfservice). The University also will post updates during a critical incident on the University homepage, [www.princeton.edu](http://www.princeton.edu).

Princeton community members are encouraged to notify DPS of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The department has the responsibility for responding to and summoning the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, DPS has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

## Emergency evacuation procedures

Evacuation drills are coordinated by the Office of Housing and Real Estate Services and the Department of Public Safety as required under the New Jersey State Fire Code. The emergency response and evacuation procedures are tested four times annually for residential buildings and once annually for some of the administrative buildings. Students learn the locations of the emergency exits in the buildings and receive guidance about the direction they should travel when exiting each facility for a short-term building evacuation and guidance about where they should assemble. DPS does not tell residents in advance about the designated locations for evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, staff from both DPS and the housing office on the scene will communicate information to students regarding the developing situation or any evacuation status changes.



The purpose of these evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Princeton, evacuation drills are used as a way to educate and train occupants on fire-safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. The process also provides the University an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by DPS and the University’s housing staff to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements also are submitted to the appropriate departments and offices for consideration of its emergency response and evacuation procedures.

## **Shelter-in-place procedures: What it means to “shelter in place”**

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

### **Basic shelter-in-place guidance**

If an incident occurs and the building you are in is not damaged, stay in an interior room until you are told it is safe to exit. If your building is damaged, take your personal belongings (purse, wallet, TigerCard ID, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit and use the stairs instead of the elevators). After you have evacuated, seek shelter at the nearest University building quickly. If the Department of Public Safety, local police or fire department personnel are on the scene, follow their instructions.

### **How you will know to shelter in place**

A shelter-in-place notification may come from several sources, including DPS, housing staff members and other University employees utilizing the University’s emergency communications tools.

### **How to shelter in place**

No matter where you are, the basic steps of shelter in place will generally remain the same. Should the need ever arise, follow these steps unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
  - a. an interior room;
  - b. above ground level; and

c. without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.

- Close and lock all windows and close exterior doors.
- Turn off air conditioners, heaters and fans.
- Close vents to ventilation systems as you are able (University staff will turn off the ventilation as quickly as possible).
- Make a list of the people with you and ask someone (another faculty or staff member) to call and provide the list to DPS so officers know where you are sheltering. If only students are present, one of the students should call and provide the list.
- Turn on a computer, radio or TV and listen for further instructions.
- Make yourself comfortable.

## **Notification of missing students policy**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Public Safety at 609-258-1000. DPS will generate a missing person report and initiate an investigation.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by logging in to SCORE (the Student Course Online Registration Engine) at <https://registrar.princeton.edu/score>. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

After investigating the missing person report, should the department determine that the student is missing and has been missing for more than 24 hours, DPS will notify the Princeton Police Department, or federal or international authorities for students missing abroad, whichever is appropriate. The department will also notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the University will notify the student's parent(s) or legal guardian(s) immediately after DPS has determined that the student has been missing for more than 24 hours.



## **Education regarding fire/security measures**

Campus security and fire safety procedures are discussed during new graduate and undergraduate student orientation week. The Department of Public Safety, the Office of Environmental Health and Safety, and the Office of the Dean of Undergraduate Students, in addition to staff in the housing department, participate in forums and programs in residence halls to address students and to explain University security, public safety, and fire safety measures and procedures at Princeton University. Members of DPS conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the University. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at Princeton; fire safety information; and information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security and safety and for the security and safety of others on campus. In addition, DPS organizes and sets up crime prevention and education display tables, which are staffed by an officer(s) at the beginning of the school year. This activity provides an opportunity for DPS staff to hand out safety-related information, as well as to answer individual questions.

## **Crime prevention education and awareness programs**

### **Preventing crime through collaboration and cooperation**

Crime prevention and community caretaking are top priorities of the Department of Public Safety. Together with other campus offices, DPS provides programs to enhance personal safety and teach proactive crime-reduction strategies. The campus's crime-prevention strategy involves a proactive area patrol of the campus, crime prevention education and training to members of the University community, informed by building and area security surveys. Community caretaking relies on the dual concepts of eliminating or minimizing criminal opportunities and encouraging community members to take responsibility for their own and each other's safety.

During orientation in September, students are informed of services offered by DPS. A presentation outlines the ways to maintain personal safety and residence security. Students are told about crimes that may occur on campus. Similar information is presented to new employees.

Members of the department are available to assist any individual or group in planning, presenting and coordinating programs of interest or concern. Listed below are some of the umbrella programs and services offered by the department.

### **Community Relations Program (CRP)**

The Community Relations Program (CRP) assigns public safety staff members to residential colleges, athletic teams, eating clubs and student organizations. The member serves as the primary liaison for all public safety services to the college or organization. These activities include holding special topic and general crime prevention seminars, conducting building surveys, distributing literature, conducting customer



satisfaction surveys, solving problems and developing substantive relationships with members of the community. To see who your liaison is, visit: [publicsafety.princeton.edu](http://publicsafety.princeton.edu).

### **Rape Aggression Defense (RAD)**

DPS and the Sexual Harassment/Assault Advising, Resources and Education office at University Health Services offer the Rape Aggression Defense (RAD) System program. This self-defense class, designed specifically for women, is a nationally recognized course that provides women with the skills to prevent and survive a violent attack. The department usually offers a RAD program each semester.

### **Operation Identification**

This nationally organized program encourages engraving personal identification numbers on valuable property. Thieves tend to shy away from property with an engraved number due to the difficulty of selling it on the open market. If an item is stolen and later recovered, the identification number will assist law enforcement agents in returning it to its rightful owner.

### **Crime prevention promotions, fliers and other advertisements**

The department publishes a general crime prevention brochure that outlines the many crime prevention programs and strategies available in the community. In addition, DPS periodically chooses a special topic to highlight in fliers and on the department's website.

### **Emergency Blue Light Phones and Towers**

The University has emergency two-way call boxes (blue light phones) as well as blue light communication towers located throughout campus. By pressing the emergency button on the blue light phones, users can communicate directly with the DPS Communications Center. The location of each station is digitally displayed to the communications officer. Additionally, the towers are capable of broadcasting messages across campus. The public address capability provides broadcast emergency communication to staff working outside, visitors on campus, casual workers and others in the University community.

### **Princeton Telephone and E-mail Notification System (PTENS)**

The Princeton Telephone and E-mail Notification System (PTENS) is an emergency notification system that allows authorized Princeton officials to send news and instructions simultaneously to University faculty, staff and students through landline phones, cellular phones, text messaging and e-mail. PTENS complements tools the University already has in place to communicate with the University community during events such as weather-related closings, public health crises, public safety emergencies and other unique emergency situations.

At least annually, members of the campus community should update contact information and review basic procedures to follow in a campus emergency.

For more information about PTENS, please visit [web.princeton.edu/sites/emergency/PUENS-FAQ.html](http://web.princeton.edu/sites/emergency/PUENS-FAQ.html).

## **Campus Escort Program**

There is an on-demand, call-in service offering safe, reliable transport to campus locations and from the Princeton Junction train station after the last Dinky train to campus. It is available seven days a week from 9 p.m. to 3 a.m., after regular TigerTransit routes have ended. DPS will augment the on-campus service when necessary and if we are available. For the on-demand service, from off campus call 609- 258-RIDE (7433).

## **Security surveys**

These surveys are conducted on a regular basis with other members of the University community, including members of the student community. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to personal safety. The department works with the appropriate facilities office to address concerns noted in the surveys.

## **Harassing phone calls**

If you receive a series of harassing or annoying phone calls, follow these procedures: After receiving the call, hang up, immediately pick up the receiver again, and dial \*57. Then notify DPS at 609-258-1000. This procedure puts an electronic marker within the phone system should it be necessary to locate the source of the call. If you receive this type of call in a voice mail, please archive the call and contact the department.

## **Alcoholic beverage policy**

Students at Princeton are expected to be acquainted with and abide by University regulations and applicable laws regarding alcohol, and to be aware of the social, physiological and psychological consequences of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol. The University provides regular educational programs on alcohol use and offers counseling services. The University's alcoholic beverage policy is designed to be consistent with the laws of the state of New Jersey, which in general prohibit the possession, consumption, sale and serving of alcoholic beverages by and to persons younger than 21.

Princeton University also recognizes New Jersey 911: Lifeline Legislation (N.J.S.A. 2C:33-15. Possession, consumption of alcoholic beverages by persons under legal age; penalty) that encourages young people to call for help in the event of an alcohol medical emergency. Under this section:

“f. An underage person and one or two other persons shall be immune from prosecution under this section if:

(1) one of the underage persons called 9-1-1 and reported that another underage person was in need of medical assistance due to alcohol consumption;

(2) the underage person who called 9-1-1 and, if applicable, one or two other persons acting in concert with the underage person who called 9-1-1 provided each of their names to the 9-1-1 operator;

(3) the underage person was the first person to make the 9-1-1 report; and

(4) the underage person and, if applicable, one or two other persons acting in concert with the underage person who made the 9-1-1 call remained on the scene with the person under the legal age in need of medical assistance until assistance arrived and cooperated with medical assistance and law enforcement personnel on the scene.

The underage person who received medical assistance also shall be immune from prosecution under this section.”

For more information on Princeton's alcohol policies, sections 1.5.2 and 2.2.9 of “Rights, Rules, Responsibilities,” visit [www.princeton.edu/pub/rrr](http://www.princeton.edu/pub/rrr).

If you have health questions or concerns, call the University Health Services Alcohol and Other Drugs Team at 609-258-3285.

For other alcohol- or other drug-education information and resources, visit [www.princeton.edu/uhs/healthy-living/resources-and-links](http://www.princeton.edu/uhs/healthy-living/resources-and-links).

## Illegal drugs policy

The University prohibits the unlawful manufacture, dispensing, possession, use or distribution of a controlled substance of any kind in any amount on University property, or while conducting University business away from the campus. Penalties for these acts will be administered by the appropriate office, and in accordance with rules and procedures administered by them. Penalties range from a warning to permanent separation from the University, depending on the seriousness of the infraction and the degree to which violation of the policy adversely affects the well-being of the community or the fulfillment of the University's educational mission. For more information on the drug policies, sections 1.5.1 and 2.2.10 of “Rights, Rules, Responsibilities,” visit [www.princeton.edu/pub/rrr](http://www.princeton.edu/pub/rrr).

Violations of local ordinances or of state or federal laws regarding controlled dangerous substances by members of the University community may prompt University disciplinary action and/or arrest regardless of where such violations occur if they are of a serious nature. The manufacture, sale or distribution of illegal drugs, any involvement in illegal drug use or traffic with minors, and possession or use of the more dangerous or highly addictive drugs are all considered serious offenses and will be handled accordingly. Depending on the particular circumstances, continued association with the University by violators of this policy

## Alcohol and other drug education and resources

Princeton University policy prohibits the unlawful possession, use or distribution of alcohol and controlled or illegal drugs by any member of the University community. All community members are expected to fulfill their obligations and responsibilities pursuant to Princeton University policy, as well as federal, state and local laws. Disciplinary action imposed by the University may be in addition to criminal penalties. Both students and employees are subject to applicable state and federal law.



What every student  
should know about

## Alcohol & Other Drug Use

2014–15

may be made contingent upon satisfactory participation in a drug abuse assistance or rehabilitation program.

Princeton University also recognizes the New Jersey's Overdose Prevention Act (N.J.S.A. 24:6J-1 et seq.), also referred to as the Good Samaritan Law. It is intended to encourage witnesses and victims of drug overdoses to seek medical assistance by providing certain protections from criminal or civil liability, in an effort to decrease overdose-related fatalities.

It is also University policy, in accordance with the Drug-Free Workplace Act of 1988, that all employees, as a condition of employment on projects supported out of federal funds, abide by this University policy regarding controlled dangerous substances, and notify the University within five (5) days of any criminal drug statute conviction for a violation occurring at the workplace.

The University supports both the New Jersey's Overdose Prevention Act (N.J.S.A. 24:6J-1 et seq.), also referred to as the Good Samaritan Law, and New Jersey 911: Lifeline Legislation (N.J.S.A. 2C:33-15).

### **Description of alcohol-abuse and drug-abuse programs**

During freshman orientation, programs are provided to students relating to alcohol and drug abuse. AlcoholEdu is taken individually online before students arrive on campus. This course is a fresh and unique approach to alcohol education. The two- to three-hour online course utilizes technology to present scientific information about the effects of alcohol on the body and mind. It provides information intrinsic to making informed decisions about alcohol and to better cope with the drinking behavior of peers. In addition, all students are provided with an informational pamphlet titled "What Every Student Should Know About Alcohol & Other Drug Use."

### **Defining sexual misconduct**

There are numerous definitions used by Princeton University in our policies and procedures, which include definitions from the FBI's Uniform Crime Reporting Program and the Violence Against Women Reauthorization Act, New Jersey state law and Princeton University.

### **Definitions of reportable crimes in the Campus Security Act**

The following definitions come from the FBI's Uniform Crime Reporting Program and the Violence Against Women Reauthorization Act of 2013, S.47, 113th Cong. (2013).

**Sexual assault.** An offense that meets the definition of any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, rape or attempted rape. It includes sexual acts against people who are unable to consent either due to age or incapable of giving consent.

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

**Incest** is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory rape** is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Domestic violence.** Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating violence.** Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

**Stalking.** Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress.

### New Jersey state law definitions<sup>1</sup>

Under New Jersey law, when certain criminal offenses are committed in the context of certain personal relationships, including a current or former dating relationship, they may be termed a domestic violence offense.

#### 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;

1. Princeton offers primary prevention and awareness education programs that include these New Jersey state law definitions.



(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.*

### **Domestic violence**

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).

“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.

“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. For more information, see [statutes.laws.com/new-jersey/title-2c/section-2c-25/2c-25-19#](http://statutes.laws.com/new-jersey/title-2c/section-2c-25/2c-25-19#).

## **Stalking**

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.

f. This act shall not apply to conduct which occurs during organized group picketing.

## Consent

In New Jersey, the age of consent is 16, but individuals who are at least 13 years of age can legally engage in sexual activities if the defendant is less than 4 years older than the victim.

All forms of sexual misconduct are regarded as serious University offenses, and violations will result in discipline, including the possibility of separation from the University. Sexual misconduct involving force, duress or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another person's state of incapacitation, will be deemed especially egregious and may result in permanent suspension, expulsion or termination of employment.

## University definitions of sexual misconduct<sup>2</sup>

A broad range of behaviors, including intimate relationship violence, may be classified as sexual misconduct. Sexual misconduct can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships. In determining whether the alleged conduct constitutes sexual misconduct, consideration will be given to the totality of circumstances involved in the incident, including the nature of the sexual conduct and the context in which the alleged incident occurred. Sexual misconduct includes the behaviors described below.

**Non-consensual sexual penetration (commonly referred to as rape).** Any act of vaginal or anal penetration by a person's penis, finger, other body part or an object, or oral penetration by a penis, without consent.

**Non-consensual sexual contact (commonly referred to as sexual assault).** Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks or genital area, including over clothing; removing the clothing of another person; and kissing.

**Sexual exploitation.** Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples may include: recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations).

**Sexual harassment.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2. The terms defined in this section are applicable to the University's policy. The Annual Security Report (ASR) includes two other sets of definitions that are included in this report. First, the campus crime statistics portion of the Campus SaVE Act requires that federal definitions be used when counting domestic violence, dating violence and stalking reports for ASR and crime log purposes. These definitions are included in the section titled "Definitions of reportable crimes in the Campus Security Act" below. Second, applicable New Jersey state law definitions are included above in the section titled "New Jersey state law definitions."



Acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include, but are not limited to: threats of harm to self or others; pursuing or following; non-consensual (unwanted) communication by any means; unwanted gifts; trespassing; and surveillance or other types of observation. (See also the definition of stalking not occurring in the context of intimate relationships below—located in “Rights, Rules, Responsibilities,” section 1.2.6 “Personal Safety”, number 7, “Personal Safety Stalking.”)

The consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation regarding sexual misconduct.

## **Sexual misconduct prevention and response**

### **Education and prevention policies**

Princeton University prohibits rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence.

Sexually violent acts, termed sexual misconduct by the University, are violations of the University’s Sexual Misconduct Policy, and can be crimes as well. In an effort to reduce the risk of sexually violent acts such as sexual assault occurring among its students and employees, the University provides awareness and prevention programming.

The University offers programming to prevent domestic violence, dating violence, sexual assault and stalking each year. Educational programs are offered to raise awareness for incoming students and employees, and are conducted during new student and new employee orientation. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including bystander intervention), and discuss the New Jersey definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Programs also offer information on risk reduction, how to recognize warning signals and how to avoid potential attacks.

Throughout the year, ongoing awareness and prevention campaigns are directed to the campus community, often taking the form of in-person and online trainings, guest speakers, e-mails, student performances, campaigns, communications via social media, and residential education programs. Some of the initiatives implemented throughout the past academic year are listed below.

### **Strengthening individual knowledge and skills**

- “Preventing Sexual Harassment” online training for faculty and staff;
- “Unless There’s Consent” (sexual assault prevention including an alcohol prevention module) online training for freshmen;
- Title IX resource letter to students, faculty and staff;
- “Legal Aspects of Supervision” training for staff;
- Sexual harassment prevention semi-annual classroom training for new Facilities/Services employees;
- Alcohol.Edu online alcohol education course that incoming freshmen must complete prior to starting classes;
- “Ouch! That Stereotype Hurts!” training for staff.



## **Promoting community education**

- “The Way You Move” freshman orientation performance and debrief;
- SHARE Peer Programs in eating clubs, in residential colleges and with high-risk groups;
- Domestic Violence Awareness Month programming;
- Sexual Assault Awareness Month programming;
- Residential Education Program during orientation;
- STANDBY bystander mobile website;
- sexual harassment briefing to recreational sports club leaders;
- STEP UP! pro-social behavior and bystander intervention program for student athletes;
- Ongoing awareness raising and education through social media, listservs and websites.

In the event that a sexual assault, act of stalking, dating violence or domestic violence does occur, the University takes the matter seriously and violations will result in discipline, including the possibility of suspension, expulsion or termination of employment.

## **Resolution of complaints and grievances in matters involving sexual misconduct**

Members of the University community who seek University action in response to an act of sexual misconduct may: (i) request interim measures from the appropriate dean/official; (ii) file an internal complaint against another member of the University community with the appropriate dean/official; and (iii) contact the Department of Public Safety for assistance in filing a criminal complaint and preserving physical evidence. An individual also may contact local law enforcement to file a criminal complaint.

Members of the University community who believe they have been subjected to sexual misconduct are encouraged to learn about their options by contacting the University’s Sexual Harassment/Assault Advising, Resources and Education (SHARE) office (see <http://share.princeton.edu>). SHARE is a confidential resource offering confidential support and advocacy services, and provides information about the roles and reporting obligations of other offices at the University in order to empower persons who have experienced sexual misconduct to make informed decisions about their options, which may include counseling, medical services and/or interim measures, such as accommodations with respect to classes or housing or a “Dean’s no contact order” (DNCO). Other confidential resources on campus include Counseling and Psychological Services, University Health Services, the University Ombuds Office, and Princeton-affiliated chaplains.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at any of the following hospitals: University Medical Center of Princeton at Plainsboro, Robert Wood Johnson University Hospital Hamilton, Capital Health Hopewell in New Jersey. Evidence may be collected even if you chose not to make a report to law enforcement. Evidence can be collected and will be held for a period of five years to allow the victim time to decide to report to law enforcement. An attempt will be made to contact the victim prior to the

destruction of evidence. The victim can have evidence collected as “Jane/ Jon Doe.” It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages and other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether to make such a report, and victims have the right to decline involvement by the police. The University or the Department of Public Safety will assist any victim with notifying local police if they so desire. Princeton Police Department may also be reached directly by calling 609-924-5704, or in person at 1 Valley Road, Princeton, New Jersey 08540. Additional information about Princeton Police Department may be found online at [www.princetonnj.gov/police/index.html](http://www.princetonnj.gov/police/index.html).

Members of the University community who feel that the University has failed to fulfill its obligations under Title IX of the Education Amendments of 1972 (not to discriminate on the basis of sex in its programs and activities) may utilize the University's Title IX grievance procedures to bring concerns regarding the University's non-compliance with its Title IX obligations to the attention of the University Title IX Coordinator for the purpose of obtaining a prompt and equitable resolution of the community member's grievance. Procedures for filing and resolving Title IX grievances may be accessed at [www.princeton.edu/diversity/policy/title\\_ix](http://www.princeton.edu/diversity/policy/title_ix). The University Title IX Coordinator, Michele Minter, can be reached at the following: e-mail address [mminter@princeton.edu](mailto:mminter@princeton.edu); phone number 609-258-6110; and address Vice Provost for Institutional Equity and Diversity, 205 Nassau Hall, Princeton, New Jersey 08544.

Under certain circumstances, University offices that are not confidential resources may be obliged to investigate and report allegations of sexual misconduct internally or externally (e.g., to external law enforcement), so that appropriate action may be taken. Where necessary, these steps may be taken against the wishes of the reporting individual, though every effort will be made to accommodate the preferences and sensitivities of the individual. Offices where confidentiality may be limited for these reasons include the Department of Public Safety, the Office of the Dean of Undergraduate Students, the Office of the Dean of the Graduate School, the Office of the Dean of the Faculty, the Office of Human Resources, the Title IX Coordinator in the Office of the Provost, the residential colleges, external organizations such as Womanspace, and local law enforcement agencies. Under federal law, the Department of Public Safety may be required to include in a publicly available Crime Log and in their annual

statistics reported incidents of sexual misconduct, although that disclosure will not include the name or other personally identifiable information of the reporting individual.

In order to encourage reports of sexual misconduct, the University may offer leniency with respect to other violations that may come to light as a result of such reports, depending on the circumstances involved.

Retaliation against anyone involved in filing an internal or external complaint of sexual misconduct, or participating in the complaint process, is prohibited and will not be tolerated.

### **What is an intimate relationship?**

An intimate relationship is a short- or long-term relationship between persons of any gender which provides romantic and/or physical intimacy or emotional dependence, and may include (but is not limited to) marriages, civil unions, dating relationships, “hookup” relationships, relationships in which partners are characterized as “girlfriends” or “boyfriends,” and relationships between persons with a child in common.

### **What are consent and incapacitation?**

In reviewing possible violations of sexual misconduct, the University considers consent as the voluntary, informed, uncoerced agreement through words and actions freely given that a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force; when duress is present; and when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in a person’s manner of dress.
- Accepting a meal, a gift or an invitation for a date does not imply or constitute consent.
- Silence, passivity or lack of resistance does not necessarily constitute consent.
- Initiation by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.

In the context of this policy, incapacitation is the state in which a person’s physical ability is so limited, or perception or judgment is so impaired, that he or she lacks the capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An

individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes sexual misconduct.

## University procedures for addressing sexual misconduct

### Procedures for students

Procedures for filing University disciplinary complaints concerning sexual misconduct are included in the “Rights, Rules, Responsibilities” policy document and on the SHARE website ([share.princeton.edu](http://share.princeton.edu)). In the University student disciplinary process, both the accuser and the accused may choose to be accompanied by another person during the disciplinary proceedings. In addition, both the accuser and the accused are informed of the final determination of the disciplinary body (including appeals) in a timely manner and, when appropriate, any disciplinary action. Details of University procedures for responding to complaints of sexual misconduct involving students, including an explicit listing of victim’s rights, can be obtained from the offices of SHARE (University Health Services), the dean of undergraduate students (West College) and the dean of the Graduate School (Clio Hall). The University offers information and resources relating to preventing sexual assault and other sex offenses, including rape and acquaintance rape. These can be found on the SHARE website. For more information, contact the SHARE office at 609-258-3310 (day) or 609-258-3139 (evening). You also can visit “Rights, Rules, Responsibilities” at [www.princeton.edu/pub/rrr](http://www.princeton.edu/pub/rrr).

Details of University procedures for responding to complaints of sexual misconduct, including an explicit listing of victim’s rights, can be obtained from the offices of SHARE (University Health Services), the dean of undergraduate students (West College), the dean of the Graduate School (Clio Hall), the dean of the faculty (Nassau Hall), and the vice president for human resources (New South). Procedures detailing the student disciplinary investigation and resolution processes of the University can be found in section 1.2 of “Rights, Rules Responsibilities,” [www.princeton.edu/pub/rrr/part1/index.xml#comp12](http://www.princeton.edu/pub/rrr/part1/index.xml#comp12); or in the Office of Dean of Undergraduate Student Frequently Asked Questions PDF, [www.princeton.edu/odus/docs/sexual-misconduct-FAQ.pdf](http://www.princeton.edu/odus/docs/sexual-misconduct-FAQ.pdf), or the Office of the Dean of the Graduate School Frequently Asked Questions PDF, <http://gradschool.princeton.edu/sites/gradschool/files/docs/STU/GS-Subcommittee-FAQ-spring-2014.pdf>.

If a student in the University community believes he or she has been subjected to sexual misconduct wishes to access local community agencies and/or law enforcement for support, the University will assist the individual in making these contacts. The University will also offer assistance in the forms of options for counseling and medical services as well as opportunities for interim measures, such as accommodations with respect to classes or housing or a “Dean’s no contact order” (DNCO). No individual is required to take advantage of these services and resources, but the University offers them in the hope that they will be helpful and supportive. A summary of rights and



options is provided to all individuals who report that they have been subjected to sexual misconduct. As appropriate, University will cause a prompt, fair and impartial student disciplinary investigation to be initiated, which may lead to the imposition of sanctions against a student, if the appropriate standard of proof is met and there is evidence of conduct that amounts to one or more violations of University policy with which the respondent has been charged.

In any complaint of sexual assault, stalking, dating violence or domestic violence, the person bringing the accusation and the responding party are entitled to the same opportunities to be accompanied by an adviser, selected from within the current residential University community, at any hearing. A list of University community members who have received training regarding sexual misconduct cases, and who are available to advise students in such cases, is available at the Office of the Dean of Undergraduate Students and the Office of the Dean of the Graduate School. Where disclosure of the outcome is permitted by University policy and applicable law, both parties are permitted to be informed of the outcome in person immediately following the hearing, and to receive written confirmation of the decision in the days that follow.

All parties will be informed of the University's appeal processes. Should any change in outcome occur prior to finalization, all parties will be timely informed and will be notified when the results of the resolution process become final.

### **Procedures for faculty/staff**

If a faculty or staff member of the University community believes he or she has been subjected to sexual misconduct and wishes to access local community agencies and/or law enforcement for support, the University will assist the individual in making these contacts. The University will investigate the allegation and offer the employee the resources and support of Carebridge (the employee assistance program provider), as well as opportunities for interim accommodations such as changes to working conditions or other remedial measures on an interim or permanent basis. Information regarding rights and options is provided to all individuals who report that they have been subjected to sexual misconduct.

### **Confidentiality**

The investigation and resolution conducted by the University are maintained confidentially. Information is shared internally between administrators who need to know. Privacy of the records specific to the investigation is maintained in accordance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA) statute. Any public release of information to comply with the timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification.

### **Training**

Training is conducted annually for all advocates, investigators, hearing officers and appeals officers. Training will focus on domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX. Training will help those decision-makers associated with the process to promote safety and accountability.

## Penalties

The applicability and exact nature of each penalty vary for faculty, students, professional staff and employees. In general, the penalties include: warning; disciplinary probation; withholding of degree; suspension; suspension with conditions; expulsion; censure.

## Personal safety

The following actions that threaten or endanger in any way the personal safety or security of others will be regarded as serious offenses.

1. Deliberate participation in a riot or general disturbance that threatens the safety, or seriously threatens the property, of either University members or townspeople.
2. Intimidation by violence, by a threat of violence, or by property damage, which seeks to interfere with the free expression of ideas, or attempts to punish such free expression.
3. The possession, storing or use on campus (including in any University housing) of (a) firearms (including antique firearms and imitation firearms); (b) any guns that shoot projectiles (including paintball, BB, air); (c) ammunition for any firearm; or (d) any explosive or incendiary device (including firecrackers and other fireworks). The use of prop guns in theatrical productions and the like requires advance written permission from the Office of the Dean of Undergraduate Students. (Easily identifiable toys, such as brightly colored or clear water guns, are not covered by this provision.)
4. The possession of weapons or the use or threatened use of weapons or objects capable of being used as weapons. (Students may possess small pocket knives or kitchen implements and may use them for their intended purposes only.)
5. Any physical assault committed in the course of any University function or activity, or on the premises of the University or in the local vicinity.

6. Violence directed at a person cohabiting in the same space as the perpetrator. Students are deemed to be cohabiting when they share access to the same private living space or bathroom. (See also the definition of domestic violence in the context of intimate relationships above.)

7. Personal safety stalking: A course of conduct (i.e., more than one act) that would cause a reasonable person to feel fear, to experience emotional distress, or to fear for the safety of a third person. Acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include, but are not limited to: threats of harm to self or others; pursuing or following; non-consensual (unwanted) communication by any means; unwanted gifts; trespassing;

### Campus Sex Crimes Prevention Act; sexual offender policy

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. In New Jersey, this information is accessible at [www.nj.gov/njsp/info/reg\\_sexoffend.html](http://www.nj.gov/njsp/info/reg_sexoffend.html). Information regarding registered sex offenders also may be obtained from the Princeton Police Department.



and surveillance or other types of observation. (See also the definition of stalking in the context of intimate relationships above.)

8. Any other act that seriously endangers human life, or threatens serious physical or psychological injury.

6. **Make sure your cell phone is with you and charged and that you have cash money.**

7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.

8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the United States).

11. **Don't leave your drink unattended** while talking, dancing, using the restroom or making a phone call. If you've left your drink alone, just get a new one.

12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the United States).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:

a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.

b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

d. **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## **Workplace violence**

To ensure the safety and security of the workplace, the University has implemented a Threat Assessment Group as well as policy to address threats and/or threatening behavior, or acts of violence against staff members, faculty, students, visitors or other individuals on University property, or by University employees while in the conduct of University business off campus. A member of the University community who exhibits inappropriate or disruptive behavior deemed to be threatening or potentially threatening may be subject to disciplinary action. The employee may be required to attend an employee-assistance program for assessment and counseling as a condition of continued employment.

All staff members are encouraged to report threatening or violent behavior, whether that behavior is exhibited by a member of the Princeton community or a visitor to the campus. Reports may be made to the Department of Public Safety on a 24/7 basis, the Office of the Dean of the Faculty, the Office of Human Resources or the Office of the Vice President for Campus Life as described in the University's policy for the Reporting of Potentially Illegal Activity, which can be found at [www.princeton.edu/reportingillegalactivity](http://www.princeton.edu/reportingillegalactivity).

## **Safety and security at the Princeton Plasma Physics Laboratory**

The Princeton Plasma Physics Laboratory (PPPL), a U.S. Department of Energy (DOE) facility managed by Princeton University, is located on the Princeton University's James Forrestal Campus in Plainsboro, New Jersey. The laboratory has a 60-year history of discovery and leadership in the field of fusion. Professors, researchers and students at PPPL collaborate with researchers from around the world to develop magnetic fusion energy—the same process that powers the sun—as a safe, economical and environmentally attractive electric energy source for the world.

The PPPL campus consists of academic, research, experimental, laboratory, engineering, fabricating, business and support operations housed in 46 DOE-owned buildings on an 88.5-acre tract of DOE-leased land on the Forrestal Campus.

### **Reporting crime at PPPL**

Crimes at PPPL are reported to the Plainsboro Police Department with notification to the DOE Princeton Site Office and Princeton University Department of Public Safety. Additional notifications may be required to be made to the DOE Offices of Inspector General and Counter-Intelligence, as well as the Federal Bureau of Identification.

### **Access to PPPL**

PPPL is a restricted access, DOE National Laboratory. Business hours are 7 a.m. to 5 p.m. All visitors must be pre-authorized, present government-issued photo identification upon arrival, and be hosted by a PPPL-designated host for the duration of their visit (unless the event has been declared a “General Access Open Public” event).

## **Security services at PPPL**

PPPL is patrolled 24 hours a day, 7 days a week, by Emergency Services Officers who are trained and certified as security officers, fire fighters and emergency medical technicians. These officers perform protective force duties including conducting site-wide vehicle, bicycle and foot security patrols; investigations; emergency response; camera and alarm surveillance; issuing flame permits; responding to accidents; rendering basic life support; investigating fire-related events; performing vehicle and person inspections, assisting with foreign visits and public events; conducting training; public relations; customer service; verifying visitor information and other site access duties; and answering calls for assistance. They respond to all emergency calls at PPPL.

PPPL buildings are fully alarmed and closed-circuit television is utilized throughout the site. PPPL maintains a vehicle and persons inspection protocol to ensure that staff, facilities and grounds are protected against theft, property damage and other criminal activities.

The Emergency Services Unit operates from the Emergency Services Building, which houses security vehicles, a fire engine, an ambulance, a confined-space rescue trailer and security bicycles for patrol use onsite. ESU also operates a communications center 24/7. PPPL maintains a primary and alternate Emergency Operations Center.

PPPL maintains a mutual aid agreement with Plainsboro Township, whose police department will respond to investigate crimes, and with the Plainsboro Fire District, which will respond to support PPPL in a fire or rescue event. The Princeton University Department of Public Safety also provides assistance when appropriate. The DOE offices of Inspector General and Counter-Intelligence, as well as the Federal Bureau of Investigation, maintain a liaison with PPPL regarding issues and events that may be criminal in nature or of concern to the DOE or federal government.

The DOE Office of Safeguards and Security provides oversight and inspections regarding security compliance requirements. The DOE Princeton Site Office reviews and approves PPPL security plans.

## **Crime prevention announcements**

The Site Protection Division publishes general crime prevention tips and strategies for staff information and awareness. Additionally, the division distributes information regarding crime activities and/or prevention received from the Princeton University Department of Public Safety to ensure that awareness.

## **Annual emergency staff drills**

PPPL conducts annual emergency response and evacuation drills to ensure staff familiarity with emergency procedures and readiness in emergency situations. Personnel also receive briefings on shelter-in-place and lockdown procedures during these drills. Additionally, PPPL holds an annual emergency exercise to test the PPPL Emergency Response Organization and activation of the Emergency Operations Center. Lessons learned and feedback from these drills and exercises are incorporated into future drills, exercises and plans.

## **PPPL escort program**

An “on-demand” escort service is provided by officers from the Site Protection Division to all staff, students and/or visitors. A staff member merely contacts the Emergency Services Communications Center at 609-243-2536 and a security officer responds and escorts the person to his or her vehicle. The service is available 24/7.

## **General Employment Training (GET)**

PPPL staff, students and all subcontractors and vendors who work more than 40 hours on site are required to take the PPPL General Employment Training (GET) at the Human Resources Office. GET provides the trainee with information regarding all facets of safeguards and security at PPPL, including how to report emergencies; building evacuation, shelter-in-place and lockdown procedures; general fire safe information; safety and integrated safety management protocols; cyber security information; security procedures; restricted access areas; and prohibited activities.

## **Safeguards and security awareness and education**

PPPL publishes numerous safety and security awareness information stories and tips throughout the year for general staff knowledge and awareness. These tips, stories and information—which may coincide with national education efforts like Fire Prevention Week—are posted online, distributed via all-staff e-mails, and published in the PPPL weekly newsletter and in the Environment, Safety, Health and Security quarterly newsletter. Topics are varied and include traffic safety, fire prevention and safety, suspicious packages, security awareness in public spaces, severe weather precautions, safety statistics, reporting requirements, lessons learned, and safe practices in the home.

## **Graduate student/summer intern orientation**

All graduate students and summer interns attending PPPL are required to take an orientation program provided by Science Education that provides in-depth instruction by subject matter experts on PPPL safety and security protocols, fire safety and evacuation protocols, workplace safety and “work alone” prohibitions, hosting requirements, emergency reporting requirements, and cyber security requirements. Personnel are also required to take a tour of the facility to ensure familiarity with operations and safety protocols.

## **Safety forum**

PPPL hosts a safety forum approximately every 18 months at the laboratory to promote and educate the staff, students and visitors on safe practices and procedures. During the weeklong event, various safety activities are held including lectures, seminars, articles and newsletters, and a general fair where vendors display safety products, tools, equipment, training and practices.

## Princeton Telephone and E-mail Notification System (PTENS)

The Princeton Telephone and E-mail Notification System (PTENS) is an emergency notification system that allows authorized Princeton and PPPL officials to send news and instructions simultaneously to University and PPPL faculty, staff and students through landline phones, cellular phones, text messages and e-mail. PTENS complements tools PPPL already has in place to communicate with the University community during events, such as weather-related closings, public health crises, public safety emergencies and other unique emergency situations. Members of the campus community are advised to update contact information at least annually. PTENS may be used to notify the PPPL Emergency Response Organization to activate the Emergency Operations Center.

## Crime statistics

The Department of Public Safety maintains a close relationship with the Princeton Police Department (PPD), West Windsor Police Department and Plainsboro Police Department to ensure that crimes reported directly to the PPD that involve or may impact the University are brought to the attention of DPS. The department maintains at the Forrestal campus the same close relationship with the Plainsboro Police Department via its first responders and Princeton Plasma Physics Laboratory Emergency Services. (See “How do we compile statistics?” on page 43 for details about the statistics that are reported on pages 44-47.)

## Definitions of reportable crimes in the Campus Security Act

**Murder and non-negligent manslaughter.** The willful (non-negligent) killing of one human being by another.

**Negligent manslaughter.** The killing of another person through gross negligence.

**Sexual assault.** An offense that meets the definition of any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, rape or attempted rape. It includes sexual acts against people who are unable to consent either due to age or incapable of giving consent.

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

**Incest.** Defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory rape.** Defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.



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

**Aggravated assault.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

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

**Motor vehicle theft.** The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

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

**Domestic violence.** Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating violence.** Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

**Stalking.** Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

**Liquor law violations.** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing or possession of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

**Drug abuse violations.** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbituates, Benzedrine).

**Weapon law violations.** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

## Offense definitions relating to hate/bias-related crime (as per the UCR Hate Crime Reporting Guidelines)

A **hate crime** is a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

In addition to the offenses mentioned above, there are also four additional criminal offenses related to Hate Crimes, they are: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

**Larceny.** Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

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

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

**Destruction/damage/vandalism of property.** Is to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.



## How do we compile these statistics?

The Department of Public Safety collects the crime statistics disclosed in the charts (beginning on page 44) through a number of methods.

Public safety officers enter all reports of crime incidents made directly to the department through a CAD/RMS integrated record management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only).

## Additional information about campus crime statistics

In 2003, the University began including in its Annual Security (Clery) Report crime statistics those reports of sexual offenses made to confidential counselors in the Sexual Harassment/Assault Advising, Resources and Education (SHARE) office. The University included these reports even though their inclusion was not required by federal law. Much care was given to the collection of data regarding reports made to confidential counselors, as the SHARE office takes seriously its responsibility to protect confidential information given by victims.

One consequence of this reporting is that the number of reports in our Clery crime statistics was higher than the number of reports made to University officials, as information shared with confidential counselors cannot be shared with University officials unless and until the counselors have been given permission to disclose details of the report or information that would personally identify the victim. Another consequence of this reporting was that reports made to confidential counselors could not be investigated by either campus police or University officials unless and until the confidential counselors were given permission to disclose details of the report or information that would personally identify the victim.

Following inquiries on this issue from a federal agency as well as other third parties, the University has decided going forward to include in its Clery crime statistics only those reports that are required under the Clery law. Accordingly, the University will no longer include in its Clery crime statistics those reports made to confidential counselors. If in the future the Clery law requires that crime statistics include reports made to confidential counselors, we stand ready to comply with that requirement.

Because the University feels it is important for the campus community to be provided as much information as possible regarding reports of campus crime, we will be publishing the number of reports made to confidential counselors via other means, including on appropriate University websites and in the body of the Clery Report. For example, we will publish that for the one-year period ending Dec. 31, 2013, the number of Sex Offenses included in our Clery crime statistics was 6; and the number of reports received by our confidential counselors was 17.

# Criminal offenses and arrests and judicial referrals statistics

## Criminal offenses, Main Campus

Type of offense		On campus	Residential facility*	Non-campus building or property	Public property	Total
<b>Criminal homicide</b>						
Murder/non-negligent manslaughter	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Negligent manslaughter	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
<b>Sexual assault**</b>						
Rape	2013	5	4	1	0	6
Fondling	2013	0	0	0	0	0
Incest	2013	0	0	0	0	0
Sodomy	2013	0	0	0	0	0
<b>Sex offenses***</b>						
Forcible sex offenses	2012	17	14	3	0	20
	2011	16	14	4	0	20
Non-forcible sex offenses	2012	0	0	0	0	0
	2011	0	0	0	0	0
<b>Robbery</b>						
	2013	0	0	0	0	0
	2012	0	0	1	1	2
	2011	0	0	0	0	0
<b>Aggravated assault</b>						
	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	1	0	0	1	2
<b>Burglary</b>						
	2013	41	19	0	0	41
	2012	27	17	1	0	28
	2011	30	12	0	0	30
<b>Motor vehicle theft</b>						
	2013	4	0	0	0	4
	2012	0	0	1	0	1
	2011	0	0	1	1	2
<b>Arson</b>						
	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	1	0	0
<b>Domestic violence</b>						
	2013	4	3	0	0	4
<b>Dating violence</b>						
	2013	0	0	0	0	0
<b>Stalking</b>						
	2013	1	0	0	0	1

\* The Residential facility category is a subset of the "On campus" category.

\*\* This section only includes sex offenses reported to University officials, not those reported to confidential counselors. See "Additional information about campus crime statistics" on p.43 to learn more.

\*\*\* Includes sex offenses reported to other campus offices as well as third-party reports and anonymous reports that may not have been investigated by DPS.

Note: For Main Campus, in 2011 there were no hate crimes reported; in 2012 there was one hate crime reported for intimidation; in 2013 there was one hate crime reported for intimidation.

## Criminal offenses, Forrestal Campus

The Clery Act, as amended, requires separate statistics for specified criminal incidents, arrests and disciplinary referrals for certain noncontiguous properties. The following statistics include reportable crime at the James Forrestal Campus specified for inclusion in this report for the period January 1, 2011, through December 31, 2013. These statistics conform to the specific definitions, time period and classifications specified by federal law.

Type of offense		On campus	Residential facility*	Non-campus building or property	Public property	Total
<b>Criminal homicide</b>						
Murder/non-negligent manslaughter	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Negligent manslaughter	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
<b>Sexual assault**</b>						
Rape	2013	0	0	0	0	0
Fondling	2013	0	0	0	0	0
Incest	2013	0	0	0	0	0
Sodomy	2013	0	0	0	0	0
<b>Sex offenses***</b>						
Forcible sex offenses	2012	0	0	0	0	0
	2011	0	0	0	0	0
Non-forcible sex offenses	2012	0	0	0	0	0
	2011	0	0	0	0	0
<b>Robbery</b>						
	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
<b>Aggravated assault</b>						
	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
<b>Burglary</b>						
	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	2	0	0
<b>Motor vehicle theft</b>						
	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
<b>Arson</b>						
	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
<b>Domestic violence</b>						
	2013	0	0	0	0	0
<b>Dating violence</b>						
	2013	0	0	0	0	0
<b>Stalking</b>						
	2013	0	0	0	0	0

\* The Residential facility category is a subset of the "On campus" category.

\*\* This section only includes sex offenses reported to University officials, not those reported to confidential counselors. See "Additional information about campus crime statistics" on p.43 to learn more.

\*\*\* Includes sex offenses reported to other campus offices as well as third-party reports and anonymous reports that may not have been investigated by DPS.

Note: In the years 2011, 2012 and 2013, there were no hate crimes reported for Forrestal Campus.

## Arrests and judicial referrals, Main Campus

<i>Other Offenses</i>		<i>On campus</i>	<i>Residential facility*</i>	<i>Non-campus building or property</i>	<i>Public property</i>	<i>Total</i>
<b>Arrests</b>						
Liquor law violations	2013	0	0	0	2	2
	2012	0	0	0	5	4
	2011	0	0	0	17	17
Drug abuse violations	2013	2	1	0	10	12
	2012	7	7	1	5	12
	2011	4	0	0	2	6
Illegal weapons possession	2013	0	0	0	0	0
	2012	0	0	0	1	1
	2011	0	0	0	0	0
<b>Judicial referrals</b>						
Liquor law violations	2013	36	31	0	0	36
	2012	28	9	0	0	28
	2011	35	29	0	0	35
Drug abuse violations	2013	27	0	0	0	27
	2012	45	41	0	0	45
	2011	56	52	0	0	56
Illegal weapons possession	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	3	0	0	0	3

\* The Residential facility category is a subset of the "On campus" category.

Note: For Main Campus, in 2011 there were no hate crimes reported; in 2012 there was one hate crime reported for intimidation; in 2013 there was one hate crime reported for intimidation.



# Arrests and judicial referrals, Forrestal Campus

The Clery Act, as amended, requires separate statistics for specified criminal incidents, arrests and disciplinary referrals for certain noncontiguous properties. The following statistics include reportable crime at the James Forrestal Campus specified for inclusion in this report for the period January 1, 2011, through December 31, 2013. These statistics conform to the specific definitions, time period and classifications specified by federal law.

<i>Other offenses</i>		<i>On campus</i>	<i>Residential facility*</i>	<i>Non-campus building or property</i>	<i>Public property</i>	<i>Total</i>
<b>Arrests</b>						
Liquor law violations	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Drug abuse violations	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Illegal weapons possession	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
<b>Judicial referrals</b>						
Liquor law violations	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Drug abuse violations	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0
Illegal weapons possession	2013	0	0	0	0	0
	2012	0	0	0	0	0
	2011	0	0	0	0	0

\* The Residential facility category is a subset of the "On campus" category.

Note: In the years 2011, 2012 and 2013, there were no hate crimes reported for Forrestal Campus.

# Fire safety report

## **Disclosure of fire safety standards and measures; annual fire safety report on student housing**

### **Fire statistics**

Princeton University reported four fires in student housing for the calendar year 2013. There have been no injuries or deaths and only minor property damage due to the fires in student housing. See statistics on pages 50–53.

### **On-campus student housing and life-safety systems**

The University has a total of 63 on-campus student housing facilities. Each facility is equipped with fire detection systems, including smoke and heat detectors, and fire alarm pull-box stations. The majority of the facilities are fully equipped with sprinklers for fire suppression. All fire life-safety systems report to the DPS Communications Center.

### **Mandatory supervised fire drills**

The Office of Housing and Real Estate Services conducts four mandatory fire evacuation drills per calendar year. The fire evacuation drills are supervised by the manager of dormitories and a team of University employees. The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing facility. Three of the fire evacuation drills are conducted during the daytime hours and one fire evacuation drill is conducted after dusk.

### **Fire-safety policies and rules**

The University's fire-safety regulations are intended to prevent injuries to members of the University community and physical damage to facilities. Rooms are inspected periodically, at random times, to assure compliance with University regulations. Because of the seriousness of the regulations that govern fire safety, Princeton University takes disciplinary action on the first offense. Such actions may include the imposition of a fine by the housing office. The University has the right, moreover, to require students who violate these safety rules to vacate their accommodations with no financial credit for the remainder of the semester. To learn more about University rights, rules and responsibilities, and zero-tolerance policies, visit [www.princeton.edu/pub/rrr/index.xml](http://www.princeton.edu/pub/rrr/index.xml) and [www.princeton.edu/us/housing/inspections/fire\\_safety/zero\\_tolerance](http://www.princeton.edu/us/housing/inspections/fire_safety/zero_tolerance).

The University has policies prohibiting candles, smoking, incense, halogen lamps and fireworks. For a complete list of prohibitions, visit <http://hres.princeton.edu/undergraduates/resident-services/policies-regulations/fire-safety-policies> and <http://hres.princeton.edu/graduates/resident-services/dormannex-policies-regulations/dormannex-fire-safety-policies>.

## Fire inspections for on-campus student housing

There are four fire inspections for every dorm per year. For more information about inspections, visit [www.princeton.edu/us/housing/undergraduate\\_info/res\\_guide\\_draw/#Fire%20Safety](http://www.princeton.edu/us/housing/undergraduate_info/res_guide_draw/#Fire%20Safety).

## Training

The University conducts fire-safety training for dormitory assistants and residential college advisers (RCAs), as well as hosting training at freshman orientation.

Dormitory assistant and RCA training covers:

- Evacuation and emergency preparedness
- Organizational mandates
- Fire inspection program
- Kitchen fire safety
- Life-safety systems

Freshman orientation training covers:

- Fire inspection program
- Banned items
- Evacuation
- Emergency preparedness
- Fire protection equipment

## Electrical appliances

Below are some required features for approved electrical appliances.

- Coffee makers: a thermostat and in-line fuse
- Iced tea makers: a thermostat and in-line fuse
- Hot air popper: a thermostat and in-line fuse; no reservoir for heating butter/margarine
- Tea kettle: a thermostat and in-line fuse; restricted spout opening
- Water coolers: a thermostat and in-line fuse

For a complete listing of authorized appliances, visit [www.princeton.edu/us/housing/inspections/fire\\_safety/authorized](http://www.princeton.edu/us/housing/inspections/fire_safety/authorized). Final approval for all appliances is through the manager of dormitories.

## Future improvements for fire safety

As part of continuing efforts to expand emergency communications tools on campus, the University is in the process of upgrading its building fire alarm systems on campus to include common area voice notification. The University also will install a new system to monitor all fire alarm systems and control the building notification systems.

Voice notification systems are intended to quickly and efficiently deliver critical information to individuals during large-scale emergencies, such as a natural disaster.

# Campus residential student housing fire reports

	<i>Fires</i>	<i>Fire cause</i>	<i>Injuries</i>	<i>Deaths</i>	<i>Property damage</i>
<b>2013 Fire Statistics</b>					
<b>Undergraduate Buildings</b>					
Joline Hall	1	Burnt food in a microwave	0	0	Microwave
Spelman Halls	1	Sponge in a microwave	0	0	Microwave
Dod Hall	1	Towel on a lamp	0	0	Towel and lamp shade
<b>Graduate Buildings</b>					
Lawrence Apartments	1	Fire on the stovetop	0	0	Tea kettle, kitchen towels, stovetop heating element
<b>2012 Fire Statistics</b>					
<b>Undergraduate Buildings</b>					
Forbes	1	Malfunctioning kitchen exhaust fan	0	0	Fan motor
Magie Apartments	1	Improperly discarded smoking materials	0	0	Balcony, sliding glass door
Whitman College	1	Grease build-up on a dining hall grill	0	0	No damage
Madison Hall	1	Oil in a pot	0	0	No damage
<b>2011 Fire Statistics</b>					
<b>Undergraduate Buildings</b>					
Patton Hall	1	Fire in a trash can	0	0	No damage
<b>Graduate Buildings</b>					
24 Dickinson Street	1	Fire in a trash can	0	0	No damage
Hibben Apartments	1	Unattended cooking	0	0	No damage



## Campus residential student housing sprinkler and fire detection 2013

Undergraduate buildings	Fully sprinklered	Fire detection
1901	yes	yes
1903	yes	yes
1915	yes	yes
1927	yes	yes
1937	yes	yes
1938	yes	yes
1939	yes	yes
1967	yes	yes
1976	yes	yes
1981	yes	yes
2 Dickinson	yes	yes
Blair	yes	yes
Bloomberg	yes	yes
Bogle	yes	yes
Brown	yes	yes
Buyers	yes	yes
Campbell	yes	yes
Clapp	yes	yes
Cuyler	yes	yes
Dod	yes	yes
Dodge-Osborn	yes	yes
Edwards	yes	yes
Feinberg	yes	yes
Fisher	yes	yes
Forbes	yes	yes
Foulke	yes	yes
Gauss	yes	yes
Hamilton	yes	yes
Hargadon	yes	yes
Henry	yes	yes
Holder	yes	yes
Joline	yes	yes
Laughlin	yes	yes
Lauritzen	yes	yes
Little	yes	yes
Lockhart	yes	yes
Patton	yes	yes
Pyne	yes	yes
Scully	yes	yes
South Baker	yes	yes
Spelman	yes	yes
Tower	yes	yes
Walker	yes	yes
Wendell Hall	yes	yes
Wilf Hall	yes	yes
Witherspoon	yes	yes
Wright	yes	yes
Yoseloff	yes	yes

# Campus residential student housing sprinkler and fire detection 2013 (cont.)

Graduate buildings	Fully sprinklered	Fire detection
99 Alexander Street	yes	yes
11 Dickinson Street	yes	yes
15 Dickinson Street	yes	yes
16 Dickinson Street	yes	yes
24 Dickinson Street	yes	yes
27 Edwards Place	yes	yes
29 Edwards Place	yes	yes
31 Edwards Place	no	yes
35 University Place	yes	yes
45 University Place	yes	yes
Butler Tract	no	yes
Lawrence Apartments	yes	yes
New Graduate College	yes	yes
Old Graduate College	yes	yes
Stanworth Apartments	no	smoke detectors





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