

**Fall 2023**



## **Handbook for Campus Safety and Security Clery Act Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all colleges in the U.S. to report their crime statistics, campus security/law enforcement policies, and reporting procedures to the U.S. Department of Education and the campus community annually.

The information in this document fulfills the Federal requirement for the availability of crime statistics and security/law enforcement policies and procedures on campus. Copies are available upon request from Security and Student Services.

If you suspect a crime has been committed, notify the Security Department at (212) 343-1234 ext. 2100 or any key manager or supervisor, including but not limited to the Dean of Students at (212) 343-1234 ext. 2800 or the Director of Human Resources at (212) 343-1234 ext. 3311. If you witness a crime in progress, call 911 to alert local law enforcement agencies, and then immediately notify the Security Department or any MCNY employee. For non-emergency events, students may submit an Incident Report Form to the Security Department. Blank forms can be obtained from the Security Department. The College does not have a confidential reporting procedure.

Employees of the College are required to report any incident in which they have been involved or which they have witnessed on the campus or on the public areas adjoining the campus. Incidents will be reported on an Incident Report Form and forwarded immediately to the Security Department (or other available senior official as appropriate).

The official College authority for reporting incidents or acquiring information concerning crime prevention and campus security is the Security Department, which can be contacted at:

**Manhattan 212-343-1234 Ext. 2100  
Bronx, 212-343-1234 Ext. 4005**

## **Sex Offender Registry and Access to Related Information**

The federal Campus Crimes Prevention Act enacted on 10/28/2000 went into effect on 10/28/02. This law requires colleges to issue a statement advising the campus community where to obtain information about registered sex offenders. It requires that sex offenders, already registered in a state, provide notice to each institution of higher education in the state, as to where the person is employed, carries on a vocation, or is a student. It also requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located, and that it is entered into appropriate state records or data systems.

A listing of all registered sex offenders in New York State is maintained by the New York State Division of Criminal Justice Services. This information is available at <https://www.criminaljustice.ny.gov/nsor/>

For information regarding notices received by MCNY regarding registered sex offenders, please contact the Dean of Students. General crime statistics can be obtained on line at <http://www.nyc.gov/nypd>. MCNY's Manhattan campus is served by the 1st Precinct. The Bronx Campus is served by the 40th Precinct.

## **Campus Security Policies**

MCNY has a campus in Manhattan and in the Bronx. Students should only be on the campus during scheduled school hours, or while attending to other legitimate academic or administrative functions at MCNY. All visitors are required to sign in with the front desk. Further, students are prohibited from being on the campus properties at any time when the building is not open and staff are not present. The College's annual report contains all crime statistics and is distributed to the campus community annually. This brochure, which includes statistics, can also be found on our web site: [www.metropolitan.edu](http://www.metropolitan.edu). This report provides crime statistics for the past three years.

MCNY advises all students and employees, in the respective handbooks and orientations, to report all incidents, emergencies, and crimes to the College's Security Staff and other appropriate school officials. Criminal offenses that are reported to the Security Staff are also reported, as appropriate, to the local police agency for disposition.

All campus crimes reported to the Security Staff are listed in the Daily Log, and are accessible to the public by: nature of crime, date, time, general location, and disposition of the complaint. Crimes that result in an arrest by police authority are also listed with the names and addresses of persons arrested and the charges filed. This log is available to the public during normal business hours, and is maintained for at least three years.

## **Timely Notification of Security Issues**

In addition to emergency warnings, MCNY will provide a timely warning to the campus community of any known occurrences of crime in the immediate campus vicinity that are

reported to campus officials and are considered to represent a serious or continuing threat to students and employees. If the College is aware of such a crime or pattern of crimes, the College will send notices through the MCNY e-mail system. A statement of policy regarding the possession, use and/or sale of alcoholic beverages and drugs on campus is included in the Student Handbook, Faculty Manual and Manual of Non-Faculty Employee Policies and includes: policies regarding the possession, use, and sale of alcoholic beverages and/or illegal drugs; enforcement of State laws regarding the possession, use, and sale of alcoholic beverages and/or illegal drugs; and a description of available drug and alcohol- abuse education programs. MCNY supports a drug free college community, and prohibits the possession or use of illegal controlled substances on the College's premises or at any school-related activity.

Fighting, gambling, or any other behaviors that are illegal and/or interfere with the ability of other students to learn are forbidden on College property or at any College-related activity. New York State expressly prohibits the carrying of firearms on college campuses (including those by concealed carry weapons permit holders). See N.Y. Penal Law § 265.01(3), 265.01-a.

### **Sexual Assault**

Sexual Assault is a crime under New York State law. MCNY is concerned about the safety of its students and employees. With regard to sexual assault, safety practices are your best defense. Remember to remain aware of your surroundings, do not walk alone outdoors (especially at night), do not enter areas of the building to which you are not authorized, and do not feel compelled to enter any secluded location or any area which makes you uncomfortable.

MCNY's policies and procedures related to sexual assault is included in the Student Handbook and on the College's web site. See the ***Policy and Procedures for Sexual Assault Prevention and Reporting Sexual Misconduct document*** <https://www.mcnyc.edu/disclosures/title-ix-commitment-students-diversity/>. The policy complies with all applicable laws regarding the reporting of sexual offenses. Whether an assault occurs on or off-campus, victims are strongly encouraged to report sexual assaults to the appropriate authorities, as well as Campus Security. It is important to preserve evidence whenever possible for the police to use in pursuing a criminal investigation. It is important for persons who have been sexually assaulted to seek prompt medical attention. All sexual offenses are reported to Campus Security for statistical purposes.

- In the unlikely event that a sexual assault occurs on campus, students should immediately notify Security, the Title IX Coordinator or a responsible employee. A responsible employee will forward the information about the incident to the Title IX Coordinator. The Title IX Coordinator will discuss options with the reporting person. Additionally, a person who experienced an incident involving criminal conduct has the option to make a complaint to law enforcement.
- A student may also file a report to a Confidential Resource. A confidential resource provides emotional and/or medical services and maintains confidentiality. A report to a confidential resource does not result in a College investigation or any other action to respond to the incident.

The options for reporting above are not mutually exclusive, and an individual may pursue one option but not the other. An individual may obtain the services of a confidential resource and decide at that time or a later time to report to the College. An individual may report to the College and also make a report to law enforcement, or may make a report to only the College or only to law enforcement. A person seeking to understand their options should reach out to any of the following:

- Clotilde Ibarra, Dean of Students/Title IX Coordinator, cibarra@mcny.edu
- Michael Molina, Director of Student Services, mmolina@mcny.edu
- Elaine Robles, Director of Human Resources, erobles@mcny.edu

The College encourages any person who has experienced sexual assault or other forms of sexual misconduct to talk to someone about what happened, so she or he can get the support needed. There are a variety of confidential resources available to members of the College community. Some of these resources maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”

- A confidential resource does not reveal the information shared with him/her/them without the disclosing person’s consent. (There may be instances where a confidential resource must disclose information in a criminal or civil court proceeding, but those are very limited circumstances.)
- The Confidential Resources (*listed in Appendix A*) are available to members of the College community.
- A non-confidential resource is a person who is permitted to share information with others with a need to know. A College employee who is a non-confidential resource will disclose to as few individuals as possible, but a non-confidential resource does not have the ability to promise that he/she/they will not tell others within the College about the information that has been shared with him/her/them. A “Responsible Employee” is a non-confidential resource who, at a minimum, shares all information with the Title IX Coordinator.
- A Responsible Employee is an individual designated by the College to respond on the College’s behalf to allegations of violations of this Policy. A Responsible Employee is a **Non-Confidential** Resource. The following are Responsible Employees:
  - Title IX Coordinator
  - Title IX Coordinator designee: Director of Student Services
  - Director of Human Resources

An individual who reports an incident to a College employee or office other than one of the Responsible Employees and offices listed above risks that the information may not be acted upon by the College. Therefore, a person who wishes for the College to take action is strongly encouraged to report to one of the offices listed above.

Through the Office of Student Services, MCNY addresses the prevention of sexual assault through educational programming and resource materials, as well as through partnerships with organizations that provide support services, workshops, and resources.

MCNY will provide referral to local agencies that provide counseling and other support services. See *Appendix A*.

## **Sanctions**

A student committing a sexual assault is subject to internal disciplinary proceedings with sanctions up to and including expulsion from the College. An employee committing a sexual assault is subject to internal disciplinary proceedings with sanctions up to and including discharge.

## **Emergency Notification Plan**

The college has established the MCNY Campus Alert System which requires students to opt-in to a text/voice messaging system. It is tested annually. The College also posts its emergency and evacuation procedures on its website:

[http://www.mcny.edu/pdfs/MCNY\\_Emergency\\_Operations\\_and\\_Procedures.pdf](http://www.mcny.edu/pdfs/MCNY_Emergency_Operations_and_Procedures.pdf)

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs, students and employees will be notified through the College's [Campus Alert System](#), via building fire alarm systems, and/or other situationally-appropriate means to best protect the health and safety of students and employees. Failure to follow directions in the event of a fire alarm will be cause for disciplinary action (students and employees), even if the alarm was merely a drill. Prior to initiating the Emergency Response System, the responsible administrator will confirm that a bona fide emergency exists, determine the appropriate method(s) of communication, and determine the message content (if applicable). The College will take these actions without delay, and promptly initiate the [Campus Alert System](#), unless in the judgment of the administrator, such notice would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The [Campus Alert System](#) will be tested at least once each year. Students and employees are responsible keeping their contact and address information up to date in the Campus Alert System as well as their Self-Service profile.

## **Reporting**

Those college authorities required to report crime statistics for reporting purposes are the campus security officers, campus persons working in campus security functions, and officials at the institution who have a significant responsibility for student activities including, but not limited to, student discipline and campus judicial proceedings.

The Campus Security Staff is the official College authority for reporting all crime and for fulfillment of the requirements of this law. Security Staff do not have authority to arrest individuals, and are unconnected with law enforcement agencies.

*Appendix B* is a summary of crime statistics for MCNY Manhattan and MCNY Bronx.

## **Bias related and hate crime prevention**

The college is committed to providing a safe and secure environment for all students, faculty, staff, and visitors. This policy outlines the measures and procedures in place to ensure campus safety and to prevent and address bias-related and hate crimes.

Bias-related and hate crimes are serious offenses that undermine the values of our academic community. The college will take all necessary steps to prevent such incidents and to respond promptly and effectively when they occur. This policy complies with New York Education Law § 6436, which mandates bias-related and hate crime prevention information and procedures.

### *Definitions*

- Bias-Related Crime: Any criminal offense committed against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.
- Hate Crime: A criminal act involving one or more of the above-mentioned biases, specifically as defined in the New York State Penal Law Article 485.

### *Prevention and Education*

To prevent bias-related and hate crimes, the college will provide incoming students with information through various educational programs, which may include workshops, seminars, discussion groups and educational films to educate students on the nature and consequences of bias-related and hate crimes, applicable laws, and campus policies.

The following information will be made available to all students through the college's website, orientation programs, and printed materials:

1. Applicable Laws and Regulations: Information on bias-related crimes and hate crimes, including penalties and legal consequences.
2. College Procedures: Clear procedures for reporting and responding to bias-related and hate crimes, including contact information for campus security and local law enforcement.
3. Support Services: Information on counseling and support services available to victims of bias-related and hate crimes.
4. Security Updates: Regular updates on campus security procedures and any changes in policies or practices.

### *Reporting and Response Procedures*

The college encourages the prompt reporting of all bias-related and hate crime incidents. The

following procedures are in place to ensure timely and effective responses:

1. Reporting: Victims and witnesses can report incidents to campus security and the Dean of Students.
2. Investigation: All reports will be promptly investigated by campus security in coordination with local law enforcement as necessary.
3. Support for Victims: The college will provide immediate support and resources to victims, including access to counseling services and assistance with academic and housing accommodations.
4. Disciplinary Actions: Perpetrators of bias-related and hate crimes will be subject to disciplinary actions as outlined in the college's code of conduct, up to and including suspension or expulsion.

The college will conduct an annual review of this policy and its effectiveness. Feedback from students, faculty, and staff will be considered in making any necessary updates or improvements.

### **Investigation of crimes and crime reporting**

The college will ensure the investigation of all crimes, including hate crimes and violent felony offenses, and the reporting of missing students in accordance with New York Education Law § 6434 and applicable federal laws, including the Campus Sexual Assault Victims' Bill of Rights.

#### *Definitions*

- Local Law Enforcement Agency: New York City Police Department (NYPD).
- Missing Student: The college does not provide student housing, so it has no students residing in college owned or operated property. .
- Violent Felony Offense: Defined in subdivision one of section 70.02 of the Penal Law.
- Hate Crime: Defined in section 485.05 of the Penal Law.

#### *Investigation and Reporting of Crimes*

In order to ensure proper investigation of any hate crime or violent felony offense occurring on campus grounds:

- The college will coordinate investigations with NYPD. The college's written agreement with NYPD ensures prompt investigation of reported crimes.
- The college shall notify NYPD as soon as practicable, but no later than 24 hours after receiving a report of a hate crime, violent felony, or a missing student residing in college housing.

### *Reporting and Support for Sexual Offense Victims*

The college shall inform victims of sexual offenses of their rights and options, including:

1. The option to notify on-campus and local police.
2. The right to report or not report the offense to local law enforcement.
3. Assistance from campus authorities in notifying law enforcement if the victim chooses.

### *Compliance with Federal Laws*

The college's policies and procedures will comply with applicable federal laws, including the federal Campus Sexual Assault Victims' Bill of Rights (20 U.S.C. § 1092(f)).

### *Training and Awareness*

The college provides regular training to staff and students on the procedures for reporting and responding to crimes and missing student reports. Awareness programs will be conducted to inform the college community about the rights and resources available to victims of crimes.

### *Review and Updates*

This policy will be reviewed annually and updated as necessary to ensure compliance with state and federal laws and to address the evolving needs of the college community.

### *Contact Information*

For questions or additional information about this policy, please contact:

**Clotilde Ibarra**, Dean of Students and Title IX Coordinator; 60 West Street, New York, New York 10006; (212) 343-1234, ext. 2800; [cibarra@mcny.edu](mailto:cibarra@mcny.edu)

**APPENDIX A****RESOURCES TO FILE A REPORT OR PROVIDE SUPPORT****Public Safety**

**Campus Security** - 212-343-1234, ext. 2100

**NYPD Sex Crimes Report Line** - 212-267-RAPE (7273)

**Private, Not Confidential**

**Clotilde Ibarra**, Dean of Students and Title IX Coordinator; 60 West Street, New York, New York 10006; (212) 343-1234, ext. 2800; [cibarra@mcny.edu](mailto:cibarra@mcny.edu)

**Michael Molina**, Director of Student Services, 60 West Street, New York, New York 10006; 212) 343-1234, ext. 2801; [mmolina@mcny.edu](mailto:mmolina@mcny.edu)

**Elaine Robles**, Director of Human Resources, 60 West Street, New York, New York 10006; 212) 343-1234, ext. 3306; [erobles@mcny.edu](mailto:erobles@mcny.edu)

**On Campus, Confidential**

**Rebecca Marbach**, Social Worker, 60 West Street, New York, New York 10006; 212) 343-1234, ext.2845; [rmarbach@mcny.edu](mailto:rmarbach@mcny.edu)

**Off Campus, Confidential**

The Healing Center

718-238-5138

[www.thehealingcenterny.org](http://www.thehealingcenterny.org)

7304 5th Avenue, PMB #272, Brooklyn, NY 11209

New York City Alliance Against Sexual Assault

212-514-7233

[www.svfreenyc.org](http://www.svfreenyc.org)

32 Broadway, Suite 1101, New York, NY 10004

DOVE – Domestic & Other Violence Emergencies, New York

212-305-9060

<https://www.nyp.org/clinical-services/social-work/domestic-and-other-violence-emergencies/dove-contact-us>

622 West 168 Street, New York, NY 10032

Safe Horizon's Rape, Sexual Assault & Incest Hotline

212-227-3000

1-800-621-HOPE (4673)

[www.safehorizon.org](http://www.safehorizon.org)

<https://www.safehorizon.org/get-help/rape-and-sexual-assault/#signs-of-abuse/>

Multiple locations in all five boroughs

Mt. Sinai/St. Luke's Crime Victim's Treatment Center

212-523-4728

<https://www.cvtcnyc.org/>

West 113 Street & Amsterdam Avenue, New York, NY 10025

NYC Gay & Lesbian Anti-Violence Project

212-714-1141

<https://avp.org/about-us/>

116 Nassau Street, 3rd Floor

NYC Family Justice Centers - General

<https://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page>

NYC Family Justice Center - Manhattan

212-602-2800

<https://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page>

80 Centre Street, New York, NY 10013

NYC Family Justice Center - Bronx

(718) 508-1222

<https://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page>

198 East 161st Street, Bronx, NY 10451

New York-Presbyterian Hospital - Main number

212-305-9060

<https://www.nyp.org/about-us>

New York-Presbyterian Allen Hospital

212-932-4000

<https://www.nyp.org/allenhospital>

5141 Broadway, New York, NY 10034

New York-Presbyterian Brooklyn Methodist Hospital

718-780-3000

<https://www.nyp.org/brooklyn>

506 6th Street, Brooklyn, NY 11215

New York-Presbyterian / Columbia University Medical Center

212-305-2500

<https://www.nyp.org/locations/newyork-presbyterian-columbia-university-medical-center>

622 West 168th Street, New York, NY 10032

New York-Presbyterian David H. Koch Center

<https://www.nyp.org/locations/david-h-koch-center>

1283 York Avenue, New York, NY 10065

CAMBA

718-940-6311

<https://camba.org/>

<https://camba.org/programs/domestic-violence-services/>

20 Snyder Avenue, Brooklyn, NY 11226

## APPENDIX B

### Summary of crime statistics for MCNY Manhattan and MCNY Bronx

#### Manhattan Campus Crime Statistics

Category	2020	2021	2022
Criminal Homicide	0	0	0
Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes	0	0	0
Arrests Liquor Violation	0	0	0
Arrests Drug Violation	0	0	0
Arrests Weapons Violation	0	0	0
Domestic Violence, Dating Violence, or Stalking	0	0	0

#### Bronx Campus Crime Statistics

Category	2020	2021	2022
Criminal Homicide	0	0	0
Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes	0	0	0
Arrests Liquor Violation	0	0	0
Arrests Drug Violation	0	0	0
Arrests Weapons Violation	0	0	0
Domestic Violence, Dating Violence, or Stalking	0	0	0

## APPENDIX C

### MCNY CAMPUS SAFETY COMMITTEE

MCNY has a Campus Safety Committee with representation across various departments and constituent bodies within the institution.

The mission of the committee is to review relevant policies and procedures that impact MCNY campuses/locations, and make recommendations to the President accordingly, thus ensuring a safe and secure environment for all members of the College.

During the COVID pandemic the Committee added the responsibility of reviewing safety procedures relative to the pandemic.

The members of the Committee for the Summer and Fall 2024 terms are:\*

- Clotilde Ibarra, Dean of Students/Title IX Coordinator, Chair
- Adrian Smith, VP Technology and Operations/CIO
- Alicia Cabral, Student, Pathways to Careers
- Leslie Eaton, Coordinator of First Year Engagement
- Loretta Foy, Coordinator of Students Services, Bronx campus
- Jonathan Frater, Director Library
- Michael Goodwin, Faculty
- Charles Gray, Faculty and Chair of Faculty Council
- Heide Hlawaty, Faculty
- Rose Jones, Faculty
- Michael Molina, Director, Student Services
- Matthew Rearley, Student, Business Program
- Elaine Robles, Director of Human Resources

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