

MONTCLAIR
STATE UNIVERSITY

2026 ANNUAL SECURITY AND FIRE SAFETY REPORT

Published in compliance
with the Jeanne Clery
Campus Safety Act





2026 ANNUAL SECURITY AND FIRE SAFETY REPORT

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This annual security and fire safety report (ASFSR) aims to keep our community and visitors informed of important safety and security policies and procedures...

A Message About Campus Safety from Tim Fox, University Chief of Police and Associate Vice President

Montclair State University proudly serves New Jersey and the wider world and is committed to expanding opportunity for every member of our community. Our impact reaches far beyond the classroom, combining more than 300 academic options and expert faculty with the resources of a campus just 12 miles from New York City.

The safety of our campus community is a primary priority of the Montclair University Police Department and we recognize that community safety is a shared responsibility – we need everyone's contributions to ensuring our University is as safe as possible. Our success depends on maintaining robust and healthy partnership within the entire Montclair State University community.

This Annual Security and Fire Safety Report (ASFSR) aims to keep our community and visitors informed of important safety and security policies and procedures, and to provide insight into crime trends on campus. While Montclair State University is a safe place, it is important for our students, faculty, staff and visitors to take steps to stay informed and avoid becoming a victim of crime. It is my hope that this Report can provide the kind of information and insight that will allow us to continue fostering an environment in which all our community members feel safe and empowered to reach their highest potential.

The Montclair State University Police Department is a fully certified law enforcement agency dedicated to protecting the University

community for all of our students, faculty, staff, and visitors. Our officers are committed to serving the campus with professionalism, integrity and respect while fostering a safe, welcoming environment where students, faculty, staff and visitors can learn, work and thrive.

The University Police Department recognizes that campus safety plays an integral role in the educational process and experiences of members of our community and therefore works to establish relationships that foster mutual respect and trust. We aim to provide law enforcement services that are fair, effective and impartially applied. Every officer is held to the highest standards of professionalism, integrity and accountability while respecting the rights of all.

If after reading our ASR you have any questions or would like to talk to an officer, please contact University Police at 973-655-5222, msupolice@montclair.edu, or visit the University Police Department at 1 Normal Avenue, Montclair, NJ 07043.



About The Clery Act

In 1990, the U.S. Congress enacted the Crime Awareness and Campus Security Act. This Federal law requires all public or private postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was renamed the Jeanne Clery Campus Safety Act in 2025. The Violence Against Women Act Reauthorization in 2013 amended the Clery Act to add policies, procedures, programming and statistical disclosures related to sexual assault, domestic and dating violence, and stalking. The Clery Act requires higher education institutions that receive Federal aid to develop, implement, and disclose campus security and fire safety policies; alert the campus community through timely warnings and emergency notifications of a serious or continuing threat to safety; develop and maintain a daily crime and fire log; develop and distribute an annual report that discloses the security and fire policies and three years of crime and fire statistics; and to report these statistics to the U.S. Department of Education.



Annual Security and Fire Safety Report

ANNUAL SECURITY REPORT

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

This Annual Fire Safety and Security Report (AFSSR) includes three years of statistical data regarding Clery Act crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Montclair State University, and on public property within, or immediately adjacent to, and accessible from the campus. The University obtains the crime and fire statistics from the Office of Student Development and Campus Life, the University Police Department, the Title IX Office, Human Resources, the Office of Fire Safety, local police agencies with jurisdiction for areas where Montclair University owns and/or controls property, and other designated Campus Security Authorities.

The report also includes institutional policies concerning campus safety and security, such as policies concerning sexual assault, the reporting of crimes, and other matters.

Montclair State University prepares this AFSSR in compliance with the Jeanne Clery Campus Security Act ("Clery Act"), 20 U.S.C. 1092(f) and the Department of Education's regulations codified at 34 C.F.R. 668.41, 668.46 and 668.49. The University creates this Report in collaboration with several University offices and officials who have significant responsibility for students and campus activities, including the Office of Student Development and Campus Life, the University Police Department, the Title IX Office, Human Resources, the Office of Fire Safety, and other University officials.

Unless otherwise specified, the policies, procedures, and programs described in this Report apply both to the main campus of Montclair State University and Bloomfield College of Montclair State University.

The ASR is available on the University's website at the University Police Department website.

Montclair State University sends a Notice of the Availability of this Report to all current and employees no later than October 1st each year. This Notice describes the Report and includes a link to the website where one can access this Report. You can request a paper copy of the Report by contacting the University Police @ msupolice@montclair.edu.

REPORTING CRIMES AND OTHER EMERGENCIES

Montclair State University encourages all community members and visitors to campus to promptly report all campus related criminal incidents, other campus safety related emergencies, and non-emergencies to University Police. For incidents requiring immediate attention, individual should call 973-655-5222 or use one of the "Blue Light" Emergency Phones located throughout campus. The The Montclair State University Police Department (MSUPD) Police Department (MSUPD) also accepts anonymous reports on their TIPS line at 973-655-8477 (TIPS) from any on-campus phone or via text messaging through the E-Tips program. To utilize this system, text keyword "E-TIPS," "space," and your message to 67283 from your mobile phone.



While the University encourages students, staff, faculty, and visitors to report crimes to MSUPD, individuals can also report incidents to the following offices:

The Title IX Office – please visit [Sexual Misconduct and Title IX - Inside Montclair](#) and at Bloomfield College, please contact Yannick Ladson, **Campus Affairs Officer and Associate Dean of Students**, ladsony@montclair.edu

The Office of Student Development and Campus Life
sdcl@montclair.edu

The Office of Student Conduct
studentconduct@montclair.edu

The University uses these crime reports to determine whether to issue a [Timely Warning](#), an [Emergency Notification](#), or a Campus Safety Advisory. Further, the University classifies reported incidents to determine if it will include these incidents in this annual disclosure of crime statistics.

REPORTING EMERGENCY SITUATIONS

Please follow the following guideline when reporting any crime, suspicious person or emergency situation:

- Provide the officer answering the emergency phone with your name and campus/home address.
- Describe the nature of your call (car accident, theft, etc.)
- If medical assistance is needed, request it immediately and state the nature of the medical emergency.
- Provide the officer on the phone with as many details as possible, including –
 - a. Description of activity being observed.
 - b. Description of persons involved.
 - c. Location the person(s) was last seen or their direction of flight.
 - d. Description of any motor vehicle involved.
 - e. Presence of any weapons.



- Stay on the phone until the officer receiving the call hangs up. Be calm and speak slowly.

CONFIDENTIAL AND VOLUNTARY REPORTING

If a victim, witness, or other 3rd party wishes to report a crime, but does not want to pursue formal action through the University or the criminal justice system, the University offers opportunities to file a confidential report. The purpose of a confidential report is to comply with a reporting party's desire to maintain confidentiality, while taking steps to ensure the future safety of the reporting party and others. With such information, the University can maintain accurate crime statistics, analyze possible crime patterns, methods or perpetrators, and alert the campus community, as appropriate. Reports filed in this manner are counted and disclosed in the annual disclosure of crime statistics and may result in a Timely Warning.

Professional and pastoral counselors at Montclair State University **are not** Campus Security Authorities and are thereby **not required** to disclose incidents reported to them to University officials. The University encourages these counselors to inform those that they are counseling of the options to voluntarily and confidentially report crimes or other concerning incidents through established University confidential reporting systems.

Community members may call the TIPS line on campus at 973-655-8477 and leave as descriptive information as is possible for investigation or response. In addition, individuals can send texts with immediate relay to the University Police Department. You can text a crime tip to the University Police texting the keyword "E-TIPS", a space, and your message to 67283. To the extent possible, University Police will investigate all anonymous reports.

CAMPUS SECURITY AUTHORITIES

WHAT IS THE ROLE OF A CSA?

Campus Security Authorities (CSAs) receive reports of crimes and forwards them to University Police. CSAs are obligated to report crimes occurring on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled by the University that involve homicide, murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests related to the liquor, drug and weapons law violations, hate crimes, sexual assault, dating and domestic violence, stalking and other serious incidents that the University determines to represent a serious and ongoing threat to the campus. CSAs should report those crimes that have not been previously reported to University Police or another University CSA. The CSA is created to provide an alternate source for University employees and students to receive a report of a crime when the individual may be hesitant to report to University Police.

WHO IS NOT A CSA?

The following individuals are not designated as a CSA and are not authorized to receive or report a crime to University Police: Faculty without responsibility for student and campus activity beyond the classroom; physicians in the Student Health Center who only provide care for students; clerical or administrative support staff; cafeteria staff; facilities maintenance staff; information technology staff, licensed mental health or pastoral counselors, when acting within the scope of their license or certificate; and other like functions. Individuals acting in a pastoral, medical or in a mental health counseling role (if within the scope of their employment for the University) can receive a report of a crime on a voluntary, confidential basis, that can then be included in the University's crime statistics report.

CSA CRIME REPORTING

CSAs are obligated to report crimes occurring on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled by the University that involve homicide, murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests related to the liquor, drug and weapons law violations, hate crimes, sexual assault, dating and domestic violence, stalking and other serious incidents that the University determines to represent a serious and ongoing threat to the campus.

CSAs should report those crimes that have not been previously reported to University Police or another University CSA. When a crime is reported to a CSA, they should ask the person if they would like to report it to University Police. If so, contact 973-655-5222. If the CSA has firsthand knowledge/confirmation that the reporting party filed a police report with University Police, then they are not obligated to complete and submit a CSA report form. However, if the reporting party says they will file a police report with University Police and leaves (no CSA firsthand knowledge/confirmation that a police report was filed), then the CSA must still complete and submit a Campus Security Authority Crime Report Form.

CSAs must report all crimes reported to them, on a timely basis, to University Police via **The Campus Security Authority Crime Report Form**. If a CSA has questions about reporting obligations or the process for reporting crimes or other concerning incidents, they should contact the University Police to speak with a Command Staff member. Alternatively, a CSA can email the University Police at msupolice@montclair.edu.

If the reported crime is made in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then the crime is reportable. CSAs, when interacting with the crime reporting party, need to gather incident information that would provide sufficient detail to properly classify the incident. This means CSAs need to document reporting party responses or lack thereof. Reporting party identifying information should only be included in the Report Form if the reporting party is willing to provide the same (see Anonymous Reporting section below). CSAs should not investigate the crime or attempt to determine whether a crime, in fact, took place. When in doubt, a CSA Report Form should be completed and submitted.

CAMPUS SECURITY AUTHORITY DESIGNATION

Annually, the University reviews roles and responsibilities of certain positions at the University to determine if these roles meet the definition of a Campus Security Authority. The University routinely undertakes efforts to identify, notify, and train designated CSAs. If you have questions about your role and responsibilities as a CSA, feel free to contact the University Police at msupolice@montclair.edu.

ABOUT THE UNIVERSITY POLICE DEPARTMENT

The University Police Department is a fully-sworn, professional law enforcement agency dedicated to keep the community safe. In addition to the Chief, the department is staffed by commissioned police officers and dispatch officers.

The department is staffed 24 hours a day, 365 days a year. Information and emergency telephone numbers are posted and published throughout campus. Officers at headquarters are in direct

radio communication with officers on patrol. Patrols of the campus are made by police officers in highly visible police vehicles.

LAW ENFORCEMENT AUTHORITY AND JURISDICTION

University police officers are trained and commissioned in accordance with NJSA 18A:6-4.2-4. University police officers complete 26-week training at the police academy approved by the State of New Jersey Police Training Commission and which is the same as required for municipal police officers. University police officers have complete authority to apprehend and arrest anyone involved in illegal acts on campus and enforce all New Jersey Motor Vehicle laws. All personnel receive additional in-service instruction through qualified sources throughout the state. This includes cardiopulmonary resuscitation (CPR) and first aid, as well as other relevant service skills.

At Bloomfield College of Montclair State University, campus safety officers are non-sworn officers who do not have the powers of arrest. Bloomfield College campus safety officers fulfill a community care taking capacity and serve in an assist, observe, and report role. They receive training in First Aid/CPR; customer service; emergency response and notification procedures; police, fire and EMS response; mental health and student crisis response; medical emergencies; student welfare concerns; residence hall access and visitor procedures; incident reporting; and protocols for handling media and public inquiries.

The University Police Department has been assigned an identification number by the Federal Bureau of Investigation (FBI) and submits monthly reports of all criminal incidents under its jurisdiction to the New Jersey State Police. These reports are forwarded to the FBI and compiled into the Uniform Crime Report (UCR). The department is equipped with the State Police Emergency Network (SPEN), affording immediate communication with neighboring law enforcement agencies.

The Department works closely with local police and fire departments in the Township of Little Falls, Township of Montclair, the Township of Bloomfield, the City of Clifton, the New Jersey State Police, the Essex County Prosecutor's Office, and other applicable law enforcement agencies. Montclair State University does not have any formal agreements with local law enforcement agencies.

MONITORING AND RECORDING OF CRIMINAL ACTIVITY BY STUDENTS AT NON-CAMPUS LOCATIONS

Montclair State University does not have any student organizations that maintain off-campus housing or associated non-campus locations.

DAILY CRIME AND FIRE LOGS

DAILY CRIME LOG

The University Police maintains a daily crime log of all criminal incidents occurring on campus, in the University's residence halls, off-campus, on public property, and in the MSUPD's patrol jurisdiction. The log includes the offense title, location of offense, time of offense and disposition of the offense if known at the time of reporting, or if not in conflict with a police investigation. The log is updated every two days and is available for viewing at University Police Headquarters.



DAILY FIRE LOG

The University maintains a Daily Fire Log that records, by the date that a fire was reported, any fire that occurred in an on-campus student housing facility. The log includes the nature, date, time, and general location of each fire. The University makes an entry to the log within two business days of the receipt of such information. The Daily Fire Log for the most recent 60-day period is available for public inspection during normal business hours in the Office of Fire Safety in the Overlook Building, 855 Valley Road, Little Falls, NJ. Portions of the log older than 60 days are made available within two business days of a request for public inspection.

CRIME PREVENTION AND SAFETY AWARENESS PROGRAMMING

Montclair State University and Bloomfield College campuses are open campuses. There are no protective boundaries that separate the campuses from surrounding communities and highways. Although the University police officers and campus safety officers are highly visible in providing for the safety and welfare of the University community, we encourage students, staff, faculty and visitors to take reasonable safety precautions and to be mindful about the safety of other community members.

Reasonable safety precautions include, but are not limited to, avoiding traveling alone after peak class hours to perimeter areas of the campus, using the Campus Shuttle during the hours of darkness, locking doors, keeping valuables out of sight, and walking in groups, when possible.

MSUPD offers a number of crime prevention and safety awareness programs, including those listed below. To schedule a program for your group or organization, please contact msupolice@montclair.edu.

Safety Escort Program – The University provides a technology-assisted escort program through the Rave Guardian application which may be installed on a mobile phone. This service uses Global Position System (GPS) technology to provide voluntary monitoring of movements from one area of campus to another. If a person does not reach their intended destination in the period of time specified, an alarm is sounded in police headquarters and police will respond to the user's location. Students who wish to take advantage of this service or for further information about this application visit the Rave Mobile Safety web page.

New Student Orientations – Students living on campus as well as commuting students, housing directors and assistants are made aware of topics and situations that might be encountered on the university campus. Topics include: Acquaintance Rape, Alcohol and Drug awareness, Theft Prevention, Emergency Campus Operations and Safety on Campus. Through Crime Prevention awareness, students living on and off campus learn ways and methods of how to minimize the chances of becoming the victim of a crime.

New Employee Orientation – Through orientation, new employees to the university are made aware of crime prevention methods and strategies that will be helpful in reducing the chances of becoming a victim of crime on and off campus. Topics include Theft Prevention, Safety on Campus and Workplace Violence.

Self-Defense Training – Offered by the MSUPD, this training is free and open to all members of the campus community. Training is offered periodically and upon request.

Crime Prevention – A variety of educational programs are offered by the University, e.g. crime prevention officers conduct panel discussions in classes, at Residence Life, the Drop-In Center and Greek organizations. Topics include Date/Acquaintance Sexual Assault, Auto and Property Theft, Personal Safety Issues and Alcohol Awareness. Brochures and other literature are available at the University Police Headquarters atrium.

Security Survey Program – A crime prevention officer will survey any area on campus that members of the campus community believe may be unsafe and make detailed and realistic suggestions for improving safety.

Crime Updates – Crime Prevention personnel and Command Staff provide the student newspaper, The Montclarion, with weekly police blotter information. Crime bulletins are also disseminated through social media and available upon request at police headquarters. In addition, the University may issue emergency notifications via Montclair email, text messages and the Montclair State University website. Please visit the University's Emergency Preparedness web page at: <https://inside.montclair.edu/health-safety-wellness/university-police-department-upd/emergency-preparedness>.

SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES

Access to residence facilities is generally restricted to students and employees with a University ID Card and proper authorization. All other campus buildings are accessible by students, employees and faculty during normal business hours. Any person requiring access to rooms or buildings must have the proper authorization to be within the facility; all others may be escorted out of the building when campus is closed or during the overnight hours. During weekends and holidays, persons who require access to any building must first check in at the Montclair State University Police headquarters, located at 1 Normal

Avenue, Montclair, NJ. For information regarding access to building at Bloomfield College of Montclair State University, contact Bloomfield Campus Safety at 225 Liberty Street.

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

Security planning is an integral part of any successful security program. The MSUPD works with campus planners on plans for new and renovated facilities to review them for security and safety impacts. Planning and maintaining the landscaped areas of the campus are important to the campus appearance as well as maintaining good security. Campus administrators and student leaders review security and safety procedures and considerations when planning campus events and activities. The Facilities Services Department responds to work orders daily to repair locks, windows, and lighting. A continuous program of lighting improvements, with input from both the students and staff, has made some significant improvements in the past several years.

CAMPUS LIGHTING

The quality and effectiveness of campus lighting are surveyed weekly and maintenance is ongoing. Modern lighting systems enhance visibility and care is taken to keep walkways clear and free from encroaching trees and shrubs. If you observe severe lighting outages on campus that could jeopardize personal safety, please report immediately to University Police and we will notify Maintenance of the required repairs.

TIMELY WARNING REPORTS

While maintaining the confidentiality of victims, Montclair State University issues Timely Warning reports to notify the campus community of crimes that involve homicide, murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson and other serious incidents that the University determines to represent a serious and ongoing threat to the campus. The University may distribute Timely Warning reports using a variety of means, including emails, text messages, official Montclair State University social media sites and website announcements posted on the main **Montclair State University website**.

To report an incident that may warrant the issuing of a Timely Warning, immediately contact University Police at **973-655-5222**.

Circumstances necessitating a Timely Warning

The University issues Timely Warnings on a case-by-case basis for certain crimes or other serious incidents reported to campus authorities or University Police and that pose “serious and ongoing threats” to students and employees on campus or in the immediate campus community. In deciding whether to issue a Timely Warning, the University considers all of the facts surrounding the incident such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The University will consider Timely Warnings for all Clery Act crimes, as outlined elsewhere in this Report.

1. Murder

- Criminal Homicide
- Manslaughter

2. Sexual Offenses

- Rape
- Fondling
- Statutory Rape
- Incest

3. Robbery

4. Aggravated Assault

5. Burglary

6. Motor Vehicle Theft

7. Arson

CIRCUMSTANCES FOR A TIMELY WARNING

The University will issue a Timely Warning as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus community. Considerations taken into account for the determination of a Timely Warning include the nature of the crime (severity), the continuing danger to the University community and the risk of compromising law enforcement activity. The determination will be made based on the information that University Police has available to it at the time and may be updated for more pertinent information.

RESPONSIBILITY FOR ISSUANCE OF TIMELY WARNINGS

The Chief of Police of the University Police Department or his designee is responsible for preparing and distributing Timely Warning reports. University Police may be reached at 973-655-5222. In addition, in the absence of the Chief of Police, the Vice President for Student Development and Campus Life may issue such warnings.

DISTRIBUTION OF TIMELY WARNINGS

In most instances, the Timely Warning will be issued through the University's email system to students, faculty and staff. Depending on the particular circumstances of the crime or threat, University Police may also post a notice through text messages, flyers posted in residence halls, academic buildings and the Student Center, official University social media outlets and announcements posted on the University website.

ELEMENTS OF A TIMELY WARNING

The intent of a Timely Warning is to enable members of the campus community to protect themselves. A Timely Warning will include information that promotes safety and aids in the prevention of similar crimes, such as the following information:

- Date and time of the incident
- General location provided by the reporting party
- A brief statement of the incident
- Physical description of the suspect, if available
- Possible connection to other incidents, if applicable
- Information that promotes safety and may aid in the prevention of similar crimes
- Other relevant information, as appropriate

INFORMATIONAL ADVISORIES

The University may at any time issue informational warnings on unconfirmed threats or other safety related situation that may affect the University community. Certain information may be withheld if it were to compromise efforts to contain the emergency.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

EMERGENCY RESPONSE ORGANIZATION

The University maintains an Emergency Operations Plan that outlines responsibilities of University leaders and departments during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular departments or positions. University departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. This plan is available for view on the Montclair State University website with network credentials.

EMERGENCY RESPONSE EDUCATION

Information about emergency response procedures is provided at the beginning of each semester at student orientation and it is re-emphasized throughout the year on a campus-wide basis as other relevant advisories are issued, such as those posted at the start of winter. Information on how to receive emergency notifications is also located in the campus disclosure policy, which is provided electronically to the entire campus community on an annual basis.

Every campus building is equipped with an emergency evacuation sign that describes the emergency evacuation route. Plans are also available online for view at any time and as part of this Annual Fire Safety and Security Report. Furthermore, the University's emergency website provides information and instructions about hazards that are likely to affect campus (<https://inside.montclair.edu/health-safety-wellness/university-police-department-upd/emergency-preparedness>).

EMERGENCY RESPONSE TEST PROCEDURES

The University conducts tests of its emergency response and evacuation procedures at least once each calendar year through a drill or exercise designed to evaluate emergency plans, procedures, and response capabilities. These exercises may be announced or unannounced based on the functions being assessed during the exercise.

In conjunction with at least one of these tests, the University will email the campus community notifying them of the test and reminding the campus community where it can access information related to emergency preparedness and response (<https://inside.montclair.edu/health-safety-wellness/university-police-department-upd/emergency-preparedness>).

Following each exercise the University conducts an After-Action Review intended to assess the University's performance during the test. For each test, the University documents the nature and description of the exercise, the date and time it was conducted, whether it was announced or unannounced, and any follow-up actions identified through the evaluation process.

In addition to the exercises described above, the University may conduct tabletop exercises and routinely participates in drills and exercises with community partners as opportunities to do so become available.

Test of the Emergency Notification System – Rave Mobile Safety Emergency Alerts (<https://inside.montclair.edu/health-safety-wellness/university-police-department-upd/emergency-preparedness>).

The Rave Text Alert system and digital signage emergency broadcast system are tested twice a year, once during the fall semester and once during the spring semester. During these scheduled test periods, the University encourages campus community members to register for alerts and to become familiar with the University's emergency information. The University These events are announced through internal campus emails.

The Office of Fire Safety conducts emergency evacuation/fire drills at the beginning of each semester. Other campus facilities are responsible for organizing and conducting their own emergency evacuation drills.

On an annual basis, the emergency warning shall be tested if no actual emergency should have occurred or if activated for a real emergency will be evaluated for proficiency. Community members should visit the main **Montclair State University** website or the **Emergency Website** for the most up-to-date information.

Should the web be inaccessible, contact University Police at **973-655-5222**. To view specific building evacuation plans please visit **Exit Plans**. <https://inside.montclair.edu/administration/university-facilities/fire-safety>

If the campus community must be alerted when time is of the essence, information will appear in various methods, including:

- Montclair State University News System;
- Rave Mobile Safety mass notification and texting system;
- Email messages sent to the campus community;
- Official social media accounts of Montclair State University;
- The Montclarion – the official student newspaper; and,
- Official Montclair State University Website.

Under some circumstances, public safety advisories will be distributed through electronic mail and paper leaflets suitable for posting.

EMERGENCY NOTIFICATION POLICY AND PROCEDURES

This policy establishes the emergency response and notification procedures for Montclair State University. This policy has been established to ensure to the greatest extent possible the safety and welfare of the Montclair State University students and employees. This policy is aligned with and in compliance with the Higher Education Opportunity Act which requires all Title IV institutions, without exception, to have and disclose emergency response procedures in response to a significant emergency or dangerous situations involving an immediate threat to the health or safety of students or employees occurring on the campus. For specific evacuation procedures, the Montclair State University website will provide advance details of egress.

Upon confirmation of an ongoing significant emergency or dangerous situation that poses an imminent threat to the safety of campus community members, the University will immediately issue emergency notifications to the campus community. While it is impossible to predict every significant or dangerous situation that may occur on campus, the following identified situations may warrant an emergency notification after confirmation.

- Armed/Hostile Intruder
- Bomb/Explosives (threat)
- Communicable disease outbreak
- Severe weather
- Terrorist incident
- Civil unrest
- Natural disaster
- Hazardous materials incident
- Structure fires
- Other situations, as deemed appropriate by University officials.

University officials that will be involved in determining when an emergency notification is warranted include the University President, Vice President for Student Development and Campus Life, Vice President for Communications and Marketing, Vice President for Facilities, Chief of Police and Provost.

The University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will:

- Compromise the efforts of first responders
- Compromise efforts to assist the victim
- Increase the vulnerability of campus safety
- Compromise efforts to contain, respond or mitigate the emergency

Confirmation of an Emergency or Dangerous Situation

Reports of emergency or dangerous situations that pose an imminent threat to the safety of campus community members may originate from various sources including:

- Reports from first responders
- Reports from established warning points Reports from other campus departments
- Reports from citizens through 9-1-1 directed calls from off campus

Confirmation of these situations will occur through several different processes:

CRIMINAL NATURE

Emergency or dangerous situations that pose an imminent threat to the safety of campus community members and that are criminal in nature will be considered confirmed if a law enforcement Officer or other credible witness observes the situation as it is occurring. For

situations that are criminal in nature which are not apparent or not directly observed by law enforcement, confirmation will be made by University Police Chief or Command level staff and, in their absence, the Officer in Charge.

Command level staff will review the readily available information and determine if there is enough information to reasonably conclude a significant emergency or dangerous situation poses an imminent threat to the safety of campus community members. Command level staff may consult with additional departments and policy level personnel as practical without jeopardizing life safety.

OTHER EMERGENCY OR DANGEROUS SITUATIONS

Confirmation of non-criminal situations will be determined after readily available information is reviewed by campus emergency management, law enforcement, or policy level personnel.

ESTABLISHED WARNING POINTS

Established warning points are considered entities with subject matter expertise on particular hazards that may affect campus. When a warning is issued by one of these entities it is considered confirmed, however, additional consultation with campus officials will occur as practical without jeopardizing life safety.

- National Weather Service: Warnings for weather events, food events and wildfires. Warnings for flash flood events.
- State of NJ or US Health/CDC or Public Health: Communicable disease/public health emergencies.
- Responsible Fire Agency: Structure fire and hazardous material events.

Population Notified/Segmented Notification

The University shall provide notice of a significant emergency or dangerous situation occurring on campus that poses an immediate threat to the safety of campus community members to all students, employees and visitors on campus through widespread messaging unless the emergency or dangerous situation is wholly contained to one building or area within a building and widespread messaging is determined to be unnecessary based upon the facts and circumstances. This decision was made based on the analysis of identified risks to the campus and to prevent accidental exclusion of a segment of campus population that the emergency notification was intended for.

In a situation when a single facility/area is involved, facility alarms, public address systems, phone-trees and other technologies of the facility may be utilized to provide warning. Campus personnel may also provide warning if needed and feasible. Should a segmented emergency notification be issued, on-going assessments of the situation will occur and a campus-wide notification will be sent as necessary.

Emergency Notification Content

The content of an emergency notification will be created by the Vice President responsible for the unit affected, in consultation with the President, the Vice President for Communications and Marketing and the Chief of Police. The message content will depend on the situation and the notification method. However, the following information will be included in all initial emergency notifications regardless of the situation or method:

- A description of the situation (flash flood warning, dangerous situation, etc.)
- Relevant safety instructions (move to higher ground, shelter in place, etc.)
- A third element of where to get more information (i.e., University website) will be included in the initial notification if feasible. Because of text character limits, or the immediate availability of information, the third element of where to get information may not always be included in the initial emergency notification if in text format.

Additional content considerations

As feasible, after the situation description, relevant instructions and additional information sources are provided, the University will consider adding the following information:

- Campus operating status (open, closed, etc.)
- Information update frequencies

Notification at the conclusion of a significant emergency or dangerous situation

As deemed appropriate by the responsible institution official, an “all clear” notification should be considered at the conclusion of a significant emergency or dangerous situation. These notifications should include campus operating status if relevant.

Operation of the University’s Emergency Notification Systems

The primary method of issuing an emergency notification is the Rave Text Alert system. The Rave Alert system is capable of sending text messages, voice messages and emails to registered users.

Registered users are responsible for maintaining correct contact information and for regularly checking registered devices and accounts. This is the primary alerting tool for campus-wide notification as it utilizes both “active” and “passive” alerting functions. The campus recognizes the need for public safety partners in the broader community to have situational awareness of emergencies that occur on campus and as such, select members of the broader public safety community are registered to receive campus-wide Rave Text Alerts.

Alert notifications may also be distributed through the University’s emergency information telephone line, social media sites, public address systems, building public address systems, University personnel announcements, and the use of on-campus digital signage.

The University’s website is designed to accommodate increased traffic during emergency situations so that University students, employees, and visitors can access emergency notifications and information. The University’s website will be the primary point to disseminate information to the broader community, including parents.

Emergency Notification Officials and Their Responsibilities

The Montclair State University is responsible for initiating Emergency Notifications on behalf of the University.

The Chief of Police, Command staff or their designee are responsible for contacting University Communications to initiate additional notification methods (Montclair State University website, Emergency Information Line). Law enforcement is responsible for providing the necessary content to University Communications.

- University Communications:

University Communications and the Office of Student Communications are responsible for supplementing emergency information using:

- » The University website
- » University social media pages
- » Internal campus email systems
- » Rave Alert System

Post-Emergency Notifications

University Communications and Student Communications, in consultation with the Vice President having supervisory authority over the affected unit, and the Chief of Police will assume responsibility for messages after the emergency has been resolved.

UNIVERSITY HAZING POLICY

Montclair State University (“University”) is committed to providing a safe, respectful, inclusive, and educational environment in which students may participate in organizations, teams, programs, and activities without being subjected to hazing.

This Policy is intended to support the University’s obligations under the Stop Campus Hazing Act, Pub. L. 118-173, applicable provisions of the Higher Education Act and Jeanne Clery Campus Safety Act, applicable New Jersey law, and University policies.

Hazing of any kind is strictly prohibited by the University and by applicable law. The University will prevent, identify, investigate, and respond to hazing through education, primary prevention, reporting mechanisms, supportive resources, fair and timely investigations, appropriate disciplinary action, organizational accountability, and ongoing assessment.

The University prohibits hazing in any form, including but not limited to, any actions, activities, events, or programs initiated or sponsored by an individual, group, student club/organization or team.

Hazing is prohibited whether it occurs:

- a. on or off University property;
- b. in person or through electronic or digital communications;
- c. during recruitment, initiation, admission, affiliation, membership, continued membership, team participation, or other group activities;
- d. during official or unofficial organization, team, or group activities;
- e. at University-sponsored or University-affiliated events;
- f. at privately owned residences or other locations; or
- g. during travel, retreats, competitions, social events, or activities associated with a University-affiliated group.

Consent is not a defense to a violation of this Policy. Hazing is prohibited regardless of whether the conduct was voluntary, consensual, traditional, customary, intended as a joke, or described as a “rite of passage.”

DEFINITIONS

HAZING

Hazing means any action or situation, whether occurring on or off campus, in connection with the recruitment, initiation, admission, affiliation, participation, or continued membership in a student organization, athletic team, club or intramural sports team, fraternity or sorority, honor society, registered student organization, or other University-affiliated group, that:

- a. places or may place another individual in danger of physical, emotional, or psychological harm;
- b. demonstrates indifference or disregard for the rights, dignity, or well-being of another person; or
- c. violates applicable federal, state, or local law, University policy, the Student Code of Conduct, or applicable organizational or team rules.

Hazing includes conduct regardless of whether the person subjected to the conduct appeared to agree to, encourage, participate in, or voluntarily submit to the conduct.

STUDENT ORGANIZATION

“Student organizations” includes fraternities and sororities, athletic teams, club and intramural sports teams, honor societies, registered and/or recognized student organizations, and other groups composed primarily of students that are officially or unofficially affiliated with the University.

ORGANIZATIONAL HAZING

“Organizational hazing” means hazing committed by, associated with, or attributable to a student organization or other University-affiliated group.

REPORT

A “report” means information provided to the University, University Police, a Campus Security Authority, or another designated reporting channel alleging or describing conduct that may constitute hazing.

FINDING OF RESPONSIBILITY

A “finding of responsibility” means a final determination under the University’s applicable student conduct or organizational conduct process that a student or student organization violated a University standard prohibiting hazing.

PROHIBITED CONDUCT

Prohibited conduct includes, but is not limited to:

- a. forced, coerced, pressured, or encouraged consumption or ingestion of alcohol, drugs, food, beverages, supplements, or other substances;

- b. physical abuse, striking, paddling, whipping, branding, burning, excessive exercise, or exposure to extreme temperatures or conditions;
- c. sleep deprivation or unreasonable restriction of study time;
- d. humiliation, degradation, ridicule, harassment, or requiring a person to perform degrading acts;
- e. threats, intimidation, coercion, retaliation, or social pressure intended to compel participation;
- f. requiring a person to engage in criminal, unlawful, unsafe, or dangerous conduct;
- g. restriction of movement, communication, transportation, or access to food, water, medical care, or other necessities;
- h. requiring individuals to remain silent or prohibiting ordinary communication;
- i. isolation from friends, family, roommates, or other members of the University community;
- j. forced or coerced sexual conduct or sexually degrading conduct;
- k. requiring individuals to perform personal errands or tasks unrelated to legitimate organizational activities;
- l. assigning excessive or unreasonable physical, academic, or mental tasks;
- m. requiring individuals to participate in activities that interfere with academic responsibilities or personal well-being;
- n. deception or withholding material information for the purpose of facilitating harmful or degrading conduct;
- o. requiring individuals to endure activities because “everyone has done it,” “it is tradition,” or because participation is presented as a condition of membership;
- p. encouraging, facilitating, planning, recording, distributing, or celebrating hazing activity;
- q. directing, ordering, pressuring, or assisting another person to commit hazing; and
- r. knowingly being present during hazing and failing to take reasonable action when such action is required by University policy, applicable law, or the individual’s role or responsibilities.

Application to Off-Campus Conduct

This Policy applies to hazing occurring away from University property when the conduct involves:

- a. Any University-affiliated organization or team;
- b. University students acting in connection with an organization or team;
- c. University-sponsored or University-affiliated activities;
- d. recruitment, initiation, affiliation, membership, or continued participation in a University-affiliated group; or



- e. conduct otherwise subject to University jurisdiction under the Student Code of Conduct or other applicable University policy.

Reporting Hazing

The University encourages prompt reporting of suspected or actual hazing.

In an emergency or when there is an immediate threat to health or safety, individuals should contact University Police at 973-655-5222 or the local emergency authority at 911.

Reports may be made by anyone, including:

- a. a person who experienced hazing;
- b. a witness;
- c. a friend, family member, or other third party;
- d. a student organization member;
- e. a University employee;
- f. a Campus Security Authority;
- g. an advisor, coach, or other person affiliated with a student organization or athletic team; or
- h. any other person with relevant information.

Reports may be made through the University's designated reporting mechanisms, including:

University Police:

email: msupolice@montclair.edu

Phone: 973-655-5222

University Public Incident Reporting System:

[Public Incident Report Form](#)

Student Conduct:

Office of Student Conduct

Student Center Suite 400 (Montclair campus)

Richards Hall, First Floor (Bloomfield campus)

Phone: 973-655-4118

Email: studentconduct@montclair.edu

Greek Life:

greeklife@montclair.edu

973-655-7310

INVESTIGATION AND RESPONSE

The University will review reports of hazing promptly and determine the appropriate response based on a totality of the circumstances.

The University's response may include:

- a. preliminary assessment;
- b. referral to University Police or another law enforcement agency when appropriate;
- c. interim safety or protective measures;
- d. preservation of relevant evidence;
- e. interviews with reporting persons, witnesses, respondents, and other relevant individuals;
- f. collection and review of documents, electronic communications, photographs, recordings, social media, and other evidence;
- g. referral to the appropriate student or organizational conduct process;
- h. organizational or team restrictions;
- i. educational or restorative interventions, when appropriate and permitted;



- j. disciplinary action; and
- k. referral to other University offices or external agencies, as appropriate.

Investigations and disciplinary proceedings will be conducted in accordance with applicable University procedures, including those reflected in the Student Code of Conduct.

The University will seek to conduct investigations in a timely manner while recognizing that the length of an investigation may vary depending upon the complexity of the allegations, number of individuals involved, availability of witnesses, evidence, law enforcement considerations, and other circumstances.

The University recognizes that hazing may constitute a violation of New Jersey law in addition to a violation of University policy.

Nothing in this Policy limits the application or enforcement of applicable federal, state, county, or municipal law.

The University will provide educational information concerning applicable New Jersey hazing law through its hazing prevention and awareness programs.

DISCIPLINARY CONSEQUENCES

Students found responsible for hazing may be subject to sanctions under the Student Code of Conduct.

Consistent with the University's existing Student Code of Conduct, hazing carries a minimum sanction of suspension and a maximum sanction of expulsion, subject to the applicable conduct process and sanctioning requirements.

Possible organizational consequences may include:

- a. educational requirements;
- b. probation;
- c. loss or restriction of organizational privileges;

- d. suspension of recruitment or new-member activities;
- e. suspension of organizational activities;
- f. loss of recognition or registration;
- g. removal of organizational officers;
- h. restrictions on participation in University programs or facilities;
- i. restitution where appropriate;
- j. suspension or removal of affiliation; and
- k. other sanctions authorized by University policy.

Individual and organizational sanctions may be imposed separately.

The University may also refer conduct to law enforcement when appropriate or required.

Employees found responsible for hazing under this policy may be subject to disciplinary sanction or other corrective action

HAZING PREVENTION AND AWARENESS PROGRAMS

The University will maintain research-informed, campus-wide hazing prevention and awareness programs designed to reach students, faculty, and staff.

The University's prevention strategy will include, as appropriate:

- education concerning the University's definition and prohibition of hazing;
- education concerning applicable New Jersey and federal law;
- information about reporting options and available support;
- bystander intervention skill-building;
- ethical leadership education;

- education concerning healthy organizational culture;
- strategies for building group cohesion without hazing;
- education concerning alcohol and substance-related risks;
- education concerning coercion, power, social pressure, and group dynamics;
- training for student organization leaders;
- training for athletic teams and coaches;
- training for advisors and other personnel with responsibilities relating to student organizations;
- new-student and new-member education;
- ongoing prevention campaigns;
- assessment of prevention program effectiveness; and
- periodic revision of prevention programming based on assessment findings and emerging evidence.

Primary prevention efforts will focus on stopping hazing before it occurs rather than relying solely on disciplinary responses after an incident.

The University will promote:

- a. bystander intervention skills;
- b. ethical and responsible leadership;
- c. healthy group norms;
- d. transparent and voluntary membership practices;
- e. alternatives to coercive initiation and recruitment practices;
- f. inclusive team and organizational cultures;
- g. mechanisms for safely challenging harmful traditions;
- h. strategies for responding when members or leaders observe warning signs; and
- i. organizational practices that promote belonging without humiliation, coercion, or abuse.

EDUCATION FOR FACULTY AND STAFF

The University will make appropriate hazing prevention information available to faculty and staff.

Employees whose responsibilities place them in regular contact with student organizations, athletic teams, fraternities and sororities, or other student groups receive role-appropriate training concerning:

- a. recognizing potential hazing;
- b. responding to disclosures;
- c. reporting obligations;
- d. emergency response;
- e. available resources;
- f. organizational power dynamics; and
- g. University procedures.

CAMPUS HAZING TRANSPARENCY REPORT

For information about the University's Hazing Transparency Report, or additional information about Hazing Prevention at Montclair State University, please visit: [Hazing Transparency Report - Inside Montclair](#)

MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY AND PROCEDURES

This policy outlines the procedures for reporting, investigating and sending notice in response to a missing residential student at Montclair State University. These procedures are also applicable to residential students at Bloomfield College of Montclair State University.

A residential student is presumed missing when his/her absence for 24 hours is inconsistent with their established patterns of behavior and the deviation cannot be readily explained. Before presuming that a residential student is missing, reasonable measures should be taken to determine that the person is not at an off-campus residence, such as their family's home, and that no one familiar with the person has seen or heard from them for an unusual period of time or is aware of their location.

MAKING A MISSING PERSONS REPORT

Any member of the University community, including employees and students, or a non-University affiliated individual, who is concerned that a residential student has been missing should contact University Police Department at 973-655-5222.

It is essential that University employees and students take seriously any report that a student may be missing. New Jersey State Law, specifically "Patricia's Law," may supersede this policy when a person is in critical danger (i.e. an overt abduction, a victim of domestic violence, disabled individuals) and immediate notification may be necessary to assist in the location of that at-risk missing individual.

IDENTIFYING AN EMERGENCY CONTACT PERSON

Residential students: A residential student is any student residing in a University operated residential facility under a University housing agreement. All residential students are required to designate an emergency contact person, or persons, through their NEST account, prior to checking in at their residence hall. If a residential student elects to identify an additional emergency contact person specifically designated for contact in the event the student is reported missing, the student should contact their residence hall director.

If a residential student moves to another University residence facility the student is required to verify the emergency notification information upon admittance to that hall.

Non-resident students: All enrolled students at the University, regardless of living circumstances, are encouraged to designate an emergency contact person, or persons, through their NEST account.

Every student (residential and non-residential) has their own NEST account and may enter or change, under personal information/addresses, a designated contact person at any time by updating their emergency contact information.

Emergency contact information will be registered confidentially and will be accessible only to authorized university officials. Emergency contact information may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

INFORMING THE DESIGNATED CONTACT PERSON

The University Police Department will notify a residential student's designated emergency contact person within 24 hours of a determination that the student is missing, if the student has been determined missing by University Police or local law enforcement. In cases where the student is under the age of 18 and/or unemancipated, or where the missing student may be at risk, University Police shall also notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing, unless more immediate contact is warranted.

Regardless of whether a residential student has identified an emergency contact person, is above the age of 18, or is an emancipated minor, the University Police department will inform the relevant local law enforcement agency that has jurisdiction over the area within 24 hours that the student has been determined to be missing.

REPORTING AND INVESTIGATING MISSING PERSONS

Anyone can report a missing residential student to any University official designated in this policy, who then must immediately notify the University Police Department upon determination that the residential student is missing. Residence Hall staff, building directors, Dean of Students personnel, among others, may many times be first contacts to report missing residential students. There is no waiting period for an individual to report a missing person.

The University Police Department will investigate, following established police protocol, all cases of missing residential students that are brought to their attention. The University Police Department will notify the relevant local law enforcement agency within 24 hours of a determination that a student is missing, unless the local law enforcement agency was the entity that made the determination made the determination that the student is missing.

The University Police Department will serve as the lead investigating agency unless superseded by a Prosecutor's Office, the State of New Jersey or a federal agency with appropriate jurisdiction. At any time, the person reporting a missing person may report to any other law enforcement agency that a person is missing. The University Police Department will contact any agency where the missing person may live, work or be reported to be within.

INDIVIDUALS TO CONTACT TO REPORT MISSING STUDENTS

Reports of missing residential students should be made to University Police by phone at 973-655-5222, or in person at University Police Department headquarters, 1 Normal Ave., Montclair, NJ 07043.

MONTCLAIR STATE UNIVERSITY POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

ALCOHOL AND OTHER DRUG POLICIES

The University prohibits the possession, use and sale of illegal drugs. The possession, use and sale of illegal drugs and controlled substances is a violation of University policy, the Student Code of Conduct and federal and New Jersey law. Individuals engaging in this activity are referred to University Police for criminal prosecution. In addition, students and employees engaged in this activity will be subject to discipline. Illegal drugs or controlled substances refers to those defined as illegal under federal, state and/or local laws and include, but are not limited to, all forms of narcotics, depressants, stimulants, hallucinogens, or other drugs whose use, possession or transfer is restricted or prohibited by law (except for drugs prescribed by a licensed prescriber and used according to instructions for the purpose for which they were prescribed). When such activity occurs on campus, Montclair State University shall initiate appropriate measures, which may include disciplinary action. When such activity occurs off campus, Montclair State nevertheless may consider initiating disciplinary action if the University determines that the activity has a substantial adverse effect upon the University or upon individuals of the University community. In addition, such matters may be reported by the University to the appropriate law enforcement authorities.

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for Federal Student Aid funds. Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid.

Since involvement with drugs may be associated with medical and psychological problems, students and others may be referred to Counseling and Psychological Services for a confidential evaluation. Students should be aware that Montclair State University continually develops and offers programs and courses on drug education and prevention. Individual, and group counseling is also available on campus and off-campus at rates determined on a sliding scale, based on ability to pay.

STATE VS FEDERAL LAWS

While the State of New Jersey voted to allow the legalization and now has implemented the sales of cannabis, there is a difference between what the "State" allows vs what the "Federal" government allows.

Most importantly, Cannabis is not legal at the federal level. It cannot be transported out of state, or consumed at any university that receives federal funding.

Any college campus that permits use of cannabis risks losing all federal funding. This policy aligns with Montclair State University's smoke and tobacco-free policy.

UNIVERSITY POLICIES

Use and/or possession of cannabis in any form or any reason, including medicinal, is not permitted on Montclair State University's campus.

While State regulations have instituted a big change, there are still rules and regulations to be aware of to ensure you are complying with policies. For example:

Smoking Is Prohibited on Campus: Along with tobacco smoking, cannabis smoking is prohibited in all indoor public places.

Marijuana/Cannabis Is Prohibited on Campus: Smoking/vaping or using cannabis in public places is also prohibited in NJ due to the NJ Smoke-Free Air Act.

Driving and Using Cannabis Is Driving Under the Influence: Anyone driving under the influence of cannabis can be treated with the same consequences as driving under the influence of alcohol.

Employers: Employers have the right to prohibit cannabis in their workplace and require drug testing if work procedures or safety protocols are compromised.

ALCOHOL POLICIES

The University prohibits the possession, use and sale of alcoholic beverages by persons under 21 years of age. The possession, use and sale of alcoholic beverages by persons under 21 years of age is a violation of University policy, the Student Code of Conduct and New Jersey law. Individuals engaging in this activity are referred to University Police for criminal prosecution. In addition, students and employees engaged in this activity will be subject to discipline.

University policy related to possession and consumption of alcoholic beverages is based on two principles: (1) the laws of the State of New Jersey must be strictly enforced and (2) any consumption must occur within a social framework wherein beverages are not the focus of the event.

Students and others with alcohol abuse problems should be aware that they may be referred to Counseling and Psychological Services for referral and/or counseling information. In addition, a series of programs and courses on alcohol are offered by the University.

Individual and group counseling is also available on campus and off-campus at rates determined on a sliding scale, based upon ability to pay.

All applicable state and municipal penalties will be imposed by the appropriate municipal, county or state court. In addition to Municipal and State penalties, there are Montclair State University penalties for offenses committed. The Dean of Students or designee will be notified of all offenses and will initiate action as outlined in the Student Code of Conduct. A copy of the campus guidelines concerning alcohol consumption may be obtained on the Dean of Students website.

NEW JERSEY LAWS PROHIBITING SALE, POSSESSION, DISTRIBUTION, AND CONSUMPTION OF ALCOHOL

In New Jersey, the sale of alcoholic beverages to individuals under age 21 is prohibited. Furthermore, the sale of alcoholic beverages is prohibited unless under the authority of a license or permit. Sale of alcoholic beverages on the Montclair State University campus is permitted to individuals who are 21 years of age or older and restricted to the University Hall Conference Center or other college premises eligible for Alcoholic Beverage Commission Special Permits. Because a majority of Montclair State University students are under the age of 21, the sale and/or consumption of alcoholic beverages is permitted only in those areas and at those times when special permission has been obtained from the appropriate administrative Office on campus.

ALCOHOL AND DRUG POLICIES AND PROCEDURES APPLICABLE TO STUDENTS

Montclair State University complies with all New Jersey statutes governing the consumption, sale and service of alcoholic beverages. A full statement of the alcohol policy is published on the University Policy website or upon request from the Office of the Dean of Students.

The University prohibits the possession, use and sale of illegal drugs. The full text of the drug policy is published on the University Policy website or upon request from the Office of the Dean of Students.

In order to provide members of the campus community with information on health risks and legal sanctions, substance abuse issues are addressed in programs offered throughout the year. Protocols addressing problems and providing assistance for those members of the campus community who may be impaired due to substance abuse, alcohol dependency and/or physical, mental or emotional disorders, are available upon request from the Dean of Students Office, Counseling and Psychological Services, the Student Health Center, Human Resources and University Police.

The University complies with all state and federal statutes governing the possession and use of firearms, ammunition, explosives, hazardous devices, air guns and dangerous weapons. Students, faculty and staff are forbidden to use or possess firearms, dangerous weapons or explosives on campus.

RESIDENCE HALLS AND HAWK CROSSINGS APARTMENTS

No alcohol is permitted in any of the residence halls or Hawk Crossings Apartments, including residents' rooms and common areas such as lounges and recreation rooms. Residents are held directly responsible for the conduct of their guests.

The University promotes an alcohol-free residence hall community as part of a strong academic environment. Because the majority of campus residents are underage and due to the challenges of alcohol abuse, alcohol is prohibited in the residence halls. Possession of alcohol, or empty alcohol cans, bottles, etc., constitutes a violation and may result in strict disciplinary action and/or dismissal from the residence community. Students may be asked to reveal the contents of bags, boxes, etc. if reasonable suspicion of possible alcohol possession exists.

THE VILLAGE AT LITTLE FALLS

Alcohol possession and consumption are permitted only in the Village apartments where all residents are of legal drinking age and where there are no guests who are not of legal drinking age and only inside the apartments.

In keeping with NJ laws regarding alcohol and the University's own philosophy regarding substance use and abuse, only Village residents 21 years of age or older may possess and consume alcohol inside their apartments and only under the following conditions: 1) no alcohol deliveries are permitted to the apartments, 2) no alcohol is permitted outside the buildings or in hallways/stairwells, or other common areas outside of apartments and 3) no alcohol is given to individuals under 21 years of age. In addition, quantities of alcohol are limited based on the guidelines outlined in the Department of Residential Education and Services handbook.

Quantities – To prevent alcohol abuse, the University prohibits quantities of alcohol beyond what is reasonably appropriate for personal use by the number of occupants assigned to a residence. Quantities of alcohol that are intended for consumption beyond personal use by the number of occupants (e.g. for entertaining or a party) are prohibited. The University may consider the number of empty containers within a residence in determining whether this section of the Code has been violated. All empty containers must be disposed of promptly for safety and sanitary reasons.

Roommates – Students under 21 years old sharing an apartment in The Village with students who are 21 years old or older may be in the presence of alcohol within their apartment ONLY; however, the underage individuals are NOT allowed to consume or possess alcohol. Non-residents of the apartment under the age of 21 are not permitted to be in the presence of alcohol.

UNIVERSITY CODE OF CONDUCT EXCERPTS REGARDING ALCOHOL AND DRUGS

The members of the Montclair State University community recognize that the development of responsible student behavior and conduct is fostered by example, counseling, guidance, admonition and by adherence to University policies and regulations.

Montclair State University is committed to the overall educational and personal growth of its students. In order to facilitate this growth most effectively, it is essential to maintain an appropriate environment.

Thus, the University requires the cooperation of all members of the campus community, both in and out of the classroom. To that end, the University establishes this set of policies, standards of behavior, regulations, procedures, sanctions and appeals processes. It is intended to prevent, limit and correct actions that may impede, obstruct or damage the educational environment and threaten the maintenance of order.

While it is the goal of the disciplinary process to educate students as to the purpose and importance of abiding by prescribed codes of conduct, the University will also issue sanctions as are appropriate and necessary to ensure continued and/or future adherence to these codes and to protect the general population from disruptive behavior.

This document and supporting materials have been developed to guarantee procedural fairness to students when there has been an alleged failure to abide by Montclair State's policies and regulations. Procedures may vary in formality given the gravity and nature of the offense and the sanctions that may be applied. Terms and prohibited conduct not specifically defined here shall be defined with reference to New Jersey Statutes.

A general principle in all matters of student discipline will be that Montclair State University may base its determinations on a preponderance of the evidence. In cases of misconduct where a major penalty may be assessed, or in which a student so requests, the student will be informed in writing of the allegations and charges, will be given an opportunity to refute them and will be afforded an avenue to appeal an adverse decision.

Montclair State University does not attempt to regulate the lives or activities of students except to assure its ability to accomplish its educational mission and to protect the health, safety and security of members of our community. Rules and regulations promulgated by the University, or by other agencies with applicability to the campus



or its members shall be enforced and students are expected to comply with them.

The Student Code of Conduct applies to incidents which occur on the Montclair State Campus, at any Montclair State University-related facility, at any Montclair State University event and to incidents which utilize computer or other equipment located on the Montclair State campus or at Montclair State-related facilities. Montclair State events include all athletic, academic and social events sponsored by any Montclair State-related organization, whether on or off campus.

ALCOHOL VIOLATIONS

The standards of conduct that prohibit the unlawful possession, use or distribution of illegal drugs and alcohol by students are set forth in the Student Code of Conduct. Specifically, the Student Code of Conduct states the following conduct by a student involving alcohol shall be subject to discipline:

Drinking or being in possession of any alcoholic beverage in public areas of university premises not approved for such activity; and possession and/or consumption by a minor; public intoxication; and driving while intoxicated. Minimum sanction: Warning; Maximum sanction: Expulsion.

Common Sources/Bulk Containers: Possessing, furnishing, or serving from a common source of alcohol (i.e. kegs, mini-kegs, beer balls, punch bowls, or other approximate equivalent number of servings) is prohibited. Bulk containers and/or mass quantities of any alcohol (including 30-packs and any other quantity above one case of beer and the hard liquor equivalencies) are not permitted in apartments, suites and/or individual rooms. Sanctions apply to all students (residents and non-residents) present at the time of the infraction and/or to all students (residents and non-residents) who were involved in any way in planning or hosting an event at which a common source or bulk container is provided. In addition, empty kegs, mini-kegs, or beer balls and any tapping devices are not permitted in any apartment, suite, or individual room and cannot be used as decorations or furnishings. Minimum sanction: Probation; Maximum sanction: Expulsion



Rapid Consumption: Objects and drinking apparatuses or methods that promote irresponsible binge consumption of alcohol, which include, but are not limited to, funnels, beer bong, or drinking games, including imitations or non-alcoholic beverages (i.e. root beer pong) are prohibited. All individuals present at the time of the infraction may be charged for a policy violation.

The discipline imposed by the University against a student for an alcohol violation shall be, at a minimum, a warning and at a maximum, expulsion. In addition, the student may be subject to criminal penalties arising from a conviction for underage consumption, sale of alcohol to a minor and the unlawful sale of alcohol.

DRUG VIOLATIONS

The University's Student Code of Conduct states the following conduct by a student involving illegal drugs shall be subject to discipline:

Intent of, actual distribution of, sale of or manufacturing of drugs, narcotics, barbiturates, hallucinogens, cannabis/marijuana/hashish, steroids, amphetamines or any other controlled substance is prohibited. This includes any form of sale, exchange or transfer, regardless of monetary transaction.

The possession or use of controlled dangerous substances, cannabis/marijuana/hashish, steroids, or narcotics, including, but

not limited to, opium (morphine, codeine, heroin), prescription drugs in possession of someone other than the prescribed individual, misuse of prescribed drugs and every other substance not chemically distinguishable from them (i.e. imitation/synthetic products such as bath salts and/or K2) as well as any drug paraphernalia, on campus or in any property owned, controlled or leased by the University or University-related entity is prohibited.

Individuals who are under the influence of cannabis/marijuana/hashish are prohibited from campus and property owned, controlled and rented by the University or a University related entity.

New Jersey has adopted laws to legalize the medicinal use of cannabis/marijuana and recreational use of cannabis/marijuana and hashish by persons over the age of 21. However, the University is obligated to comply with federal laws — The Controlled Substances Act, 21 USC 801 and the Drug Free Schools and Communities Act, 34 CFR 84 — which prohibit the cultivation, distribution and possession of marijuana. Therefore, the use of cannabis/marijuana prescribed for a medical condition in any form (including edibles, etc.) and the use and/or possession of recreational cannabis/marijuana or hashish by any person at any age, on the University's campus or property of a University related entity, is prohibited.

In addition, a conviction in criminal court for certain controlled substance offenses including drug possession and/or sale (including but not limited to marijuana/hashish) may cause a student to be ineligible for Federal Financial aid for a period of time. See the Financial Aid Office for details.

DRUG AND ALCOHOL POLICY APPLICABLE TO EMPLOYEES

Montclair State University is committed to providing a safe and productive work environment for all employees. To achieve this goal and to comply with the Drug-Free Workplace Act of 1988, all University employees are prohibited from possessing, distributing, manufacturing, consuming or being under the influence of alcohol, illegal drugs or controlled substances while on University premises. Employees are required to report to work and remain at work in a condition to perform their assigned duties free from the effects of alcohol or drugs.

Employees who appear to be under the influence of alcohol, illegal drugs or controlled substances shall not be permitted to work,



particularly when the University has reasonable cause to suspect that their business judgment, personal safety, work performance or the safety of others may be impaired.

If there is reasonable cause to suspect that an employee is in possession of illegal drugs or controlled substances, the University reserves the right to conduct searches of its property, vehicles and facilities, including work areas, desks and lockers assigned to employees, at any time. In addition, it reserves the right to search an employee's person and/or personal property, such as but not limited to lunch boxes or bags, pocketbooks or briefcases if such property is brought onto University premises or into University vehicles.

University Police shall conduct such searches when there is reasonable cause to believe that an employee may be in possession of alcohol, illegal drugs and/or controlled substances and/or if an employee's business judgment, job performance or the safety of others may be affected by the use of drugs or alcohol.

The University recognizes that drug abuse and/or dependency are medical/behavioral conditions that may be successfully treated. Employees with drug and/or alcohol problems are encouraged to request assistance from the Employee Advisory Program (EAP). The EAP is a confidential counseling service to help employees and their families who are experiencing problems with job performance because of drugs, alcohol, compulsive gambling, family and marital conflicts, stress, depression, interpersonal conflicts and anxiety. Participation in the EAP is voluntary and confidential; however, a request for assistance or participation in the EAP does not excuse an employee from charges of violation of University policy. The only exception to the EAP confidentiality provision occurs when the University refers an employee to the EAP provider as set forth in this policy. Information concerning EAP may be obtained from the Division for Human Resources.

Employees in violation of this policy are subject to appropriate disciplinary action, up to and including termination of employment.

ALCOHOL AND DRUG COUNSELING AND PREVENTION SERVICES

Counseling and Psychological Services (CAPS), the **Student Health Center** and **Health Promotion** believe that best preventive medicine is knowledge. We provide outreach activities and educational workshops on health and wellness issues. Topics are wide-ranging and uncompromising in nature. CAPS is located on campus in Russ Hall, the Student Health Center is in Blanton Hall and Health Promotion is in the Student Center Annex.

Education and counseling are provided so that students can reduce their risk for personal health issues. Counseling and Psychological Services, Office of Health Promotion and the Student Health Center all provide a nonjudgmental and confidential place for information, conversation and referrals about health and wellness related topics. The primary objective is to keep students well in all aspects of their life at Montclair State University so that they can perform optimally in this academic environment as well as achieve necessary life skills to stay well in the future.

Counseling and Psychological Service – Alcohol and Other Drug Program (AOD):

The cornerstone of AOD treatment services at CAPS is the **Exploring Change and Healthy Options (ECHO)** program.



The ECHO program provides students a non-judgmental environment to explore their alcohol and other drug use to help make informed decisions about their use of substances. Students who participate in the ECHO program receive individualized feedback to facilitate an understanding of the role substances have in their lives. To schedule an ECHO, please call CAPS at 973-655-5211**

Other Substance Abuse Services Available Through CAPS

In order to meet high demand for services, students with a prior history of individual treatment at CAPS who are returning for additional individual treatment may be assisted with the following other options for support:

- Group Counseling (weekly drop in and therapy groups)
- Consultation Appointment Let's Talk
- TAO Connect (Therapy Assistance Online)
- Sanvello is an app for iPhone and Android phones that offers clinically validated techniques and support modules to help with stress, anxiety, and depression. Sanvello is offering free premium access during the COVID-19 crisis. You can learn more and sign up at: Sanvello
- Self Help Screenings
- Referral session for off-campus treatment. Find a local mental health professional. Uwill: Free Teletherapy for Students

SUBSTANCE ABUSE SERVICES AVAILABLE TO STUDENTS

Counseling and Psychological Services (CAPS) provides programs for drug or alcohol counseling, treatment, rehabilitation and re-entry to students. CAPS is located in Russ Hall on the University campus and may be reached at 973-655-5211. The following is a summary of the programs made available through CAPS:

INDIVIDUAL COUNSELING

Treatment for alcohol and other drug concerns takes a non-judgmental, brief motivational approach designed to increase a student's desire to make positive changes regarding his or her alcohol and/or drug use. This approach emphasizes a student's choice and motivation to change. Treatment often involves once-a-week meetings, which can be supplemented by weekly groups on campus or off campus.

Due to the short-term treatment model at CAPS, some students will be provided with off-campus referrals for more extensive support when that treatment is deemed most appropriate.

RECOVERY ROOM

Recovery Room is an informal group for students who are looking to explore their relationship with alcohol and/or drugs or self-identify as in recovery and seeking resources and peer support in a safe and affirming recovery-friendly environment on campus. This group is only open to Montclair State University students who are currently in recovery from alcohol or other drugs, actively seeking recovery resources or interested in exploring how alcohol and other drugs impact their lives. The Recovery Room meets on Tuesdays from 3-4 p.m. in the Health Promotion Drop In Center.

REFERRALS

CAPS provides referrals for students who are in need of treatment services not provided by CAPS. Referrals for treatment would include (but are not limited to) long-term therapy services, couples counseling, family therapy, detoxification services, intensive outpatient treatment and alcohol and drug rehabilitation services. Please call CAPS at 973-655-5211 if you need assistance with a referral off campus.

CAPS ALCOHOL LIBRARY AND RESOURCE CENTER

CAPS has a growing collection of self-help information and professional books related to alcohol and other drug abuse. Additionally, CAPS houses an array of brochures and handouts on the topic of chemical dependency.



HEALTH PROMOTION

Coordinated by the Office of Health Promotion, Montclair State University's Alcohol and other Drug Prevention Project is a comprehensive, evidence-informed practice designed to implement and evaluate campus and community-based strategies to prevent high-risk drinking and substance use/abuse among college students. It is a collaborative effort involving Health Promotion, Counseling and Psychological Services, the Student Conduct Officer and many campus and community partners. Some initiatives of this project include:

- **Advisory Committee on Alcohol and other Drugs (ACAD):** The Advisory Committee on Alcohol and other Drugs at Montclair State University is a coalition of campus and community members who collaborate on issues relating to substance use and abuse and educational efforts within the campus. The Advisory Committee is responsible for developing, implementing and evaluating educational and environmental approaches aimed at reducing risk related to alcohol and other drug use. With the use of evidence-based educational programs, policy recommendations and on-going research, the Advisory Committee strives to provide members of the University community tools for making informed decisions that will foster academic success, personal development and a healthy balanced lifestyle.

- **Educational Harm Reduction Interventions:** These initiatives are designed to empower students to make healthier and responsible choices. Among these programs are Alcohol and Cannabis eCHECKUP TO GO, which are online education and intervention programs.
- **Alcohol eCHECKUP TO GO:** The electronic Check-Up to Go, is a brief self-assessment that provides you with accurate, detailed and personalized feedback on your use of alcohol and specific information and helpful resources in the Montclair State University community.
- **Cannabis eCHECKUP TO GO:** The electronic THC Online Knowledge Experience is a brief self-assessment that provides you with accurate, detailed and personalized feedback on your use of marijuana and specific information and helpful resources in the Montclair State University community.
- **Substance Free Activities:** Montclair State University provides a healthy and stable support structure for students in addition to their regular academic routine. There are hundreds of programs offered by various departments and student organizations that promote health and wellness and are substance free. For a list of programs and events check out the University Web Calendar.

For additional information and resources visit the **Health Promotion** website ([Health Promotion - Inside Montclair](#)).

POLICIES ON SEXUAL HARASSMENT, SEXUAL ASSAULT, DATING AND DOMESTIC VIOLENCE AND STALKING

NOTICE OF NON-DISCRIMINATION

Montclair State University does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, disability, age, marital status, affectional or sexual orientation, gender identity and expression, and veteran status, and provides equal access to its online programs, services and activities. Anyone with concerns regarding discrimination can contact the following individuals:

Paul Apicella, JD
 Director of Institutional Compliance and Title IX Coordinator
 Equal Employment Opportunity and Affirmative Action Officer
 Email: apicellap@montclair.edu
 Phone: [973-655-2041](tel:973-655-2041)

For inquiries regarding the accessibility of the University's website:

Matt Pierce
 Senior Web Developer
 Montclair State University
 150 Clove Road
 Little Falls, NJ 07424
 Email: piercema@montclair.edu
 Phone: [973-655-4144](tel:973-655-4144)

For student inquiries regarding the accessibility of the University's online programs, services and activities:

Marie Tizon
 Assistant Director of the Disability Resource Center
 Montclair State University
 1 Normal Avenue
 Montclair, NJ 07043
 Email: tizonm@montclair.edu
 Phone: [973-655-7475](tel:973-655-7475)

University procedures that govern the filing of a complaint alleging discrimination can be found here: <https://inside.montclair.edu/administration/university-counsel/equity-and-title-ix/reporting-discrimination-or-harassment>.

In addition to the University's internal procedures, an individual has the right to file a complaint with federal and state agencies that investigate allegations of discrimination. The agency should be consulted concerning their deadlines for filing. The following are a list of external agencies that may consider such complaints.

U.S. Department of Education

Office for Civil Rights
 Lyndon Baines Johnson Department of Education Building 400
 Maryland Avenue, SW
 Washington, DC 20202-1100
 Phone: 1-800-421-3481 (Toll-Free)

SEX OFFENDER REGISTRY

The "**Campus Sex Crimes Prevention Act**" (section 1601 of Public Law 106-386) is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. The Act requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The law further 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.

For information regarding Megan's Law in the State of New Jersey and to search the **New Jersey Sex Offender Internet Registry**, maintained by the New Jersey State Police, visit their site at [New Jersey State Police OffenderWatch® sex offender management, mapping and email alert program](#). For information on how to register if you are a convicted sex offender, contact the MSUPD Detective Bureau for instructions.

TITLE IX SEXUAL HARASSMENT/SEXUAL ASSAULT POLICY AND PROCEDURES

Montclair State University prohibits sexual assault, sexual harassment, dating and domestic violence and stalking. Montclair State University has adopted measures to educate the campus community on these crimes and instituted protocols to investigate and respond to complaints. We encourage students, employees, and visitors to campus who wish to report sexual assault, sexual harassment, dating or domestic violence or stalking to follow Montclair State's Title IX Sexual Harassment/Sexual Assault Policy and Procedures.

These policies and procedures have been revised to conform to the federal regulations adopted in 2020 and codified at 34 C.F.R. 106.

Sexual assault and sexual harassment based upon gender, gender identity, and gender orientation is a violation of Federal laws and regulations and the University's Statement on Equal Opportunity, Affirmative Action, Sexual Harassment and Tolerance. The University's Title IX Sexual Harassment/Sexual Assault Policy and Procedures are adopted to comply with these laws. Montclair State University is committed to the principles of academic and professional excellence and a positive learning and working environment for its students. The civil and respectful treatment of one another is a foundation of this principle, and sexual harassment and sexual assault will not be tolerated by the University.

The University strives to eliminate harassment through education and encourage reporting. Prompt corrective measures will be taken to stop sexual harassment and protect a person who has reported sexual assault or sexual harassment. Students and employees who violate this policy are subject to disciplinary measures, up to and including dismissal from the University or termination of employment. Any person who believes that they have been the subject of sexual harassment or sexual assault by a student or employee should follow the reporting procedures in this Policy. Complaints should be filed as soon as possible after the alleged incident because late reporting may impede the University's investigation.

Print copies of the Title IX Sexual Harassment/Sexual Assault Policy and Procedures are available in the Office of the Dean of Students, Division for Human Resources, Sprague Library, Office for Social Justice and Diversity, Counseling and Psychological Services, University Police Department, Student Health Center and the University's website at: [Sexual Harassment Sexual Misconduct and Title IX - Inside Montclair](#).

All acts of sexual assault are a form of discrimination prohibited by Title IX and VAWA. Sexual assault is also a criminal act. Therefore, a person has a right to file a criminal complaint and a complaint with the University, simultaneously.

HOW TO FILE A COMPLAINT

Any person may report gender discrimination, Sexual Harassment, Sexual Assault, Dating and/or Domestic Violence, and Stalking at any time to the Title IX Coordinator or Deputy Title IX Coordinator. Reports may be made in person, or by mail, telephone or email using the contact information listed above. You can also report concerns about Sexual Harassment by completing the following forms:

[Title IX Report Form | Montclair State University Advocate](#)

[Intake Form | Montclair State University Advocate GME System](#)

[Title IX \(Gender-Based Conduct\) Report Form | Montclair State University Advocate GME System](#)

A. WHO TO CONTACT

The Title IX Coordinator, or designee, is responsible for investigating complaints involving employees and contractors. If you have questions about the University's policies regarding Sexual Harassment or wish to file a report, please contact the following individuals.

Paul Apicella, Deputy University Counsel for Institutional Compliance & Labor and Employment, University Counsel
Email: apicellap@montclair.edu

Yolanda Alvarez, Associate Dean of Students
Email: alvarezyo@montclair.edu
Phone: [\(973\) 655-7543](tel:9736557543)

Yannick Ladson, Campus Affairs Officer and Associate Dean of Students, Office of the President (for Bloomfield College)
Email: ladsony@montclair.edu

Reporting parties can also email: title-ix@montclair.edu.

It is a violation of these procedures for anyone to make false accusations of Sexual Harassment or Sexual Assault. Failure to prove a claim of Sexual Harassment or Sexual Assault, however, is not equivalent to making a false accusation. Sanctions may be imposed for intentionally making groundless or malicious accusations of Sexual Harassment or Sexual Assault.

DEFINITIONS

1. *Consent*

Consent is defined as informed, voluntary and mutual, and may be withdrawn at any time. Consent is not obtained with express or implied force, intimidation, threat, or duress. Consent to a sexual act must be clearly expressed as an affirmative, unambiguous and conscious decision to engage in sexual contact. Consent to one type of sex act does not imply consent to other forms and must be ongoing throughout a sexual encounter. Past consent to sexual activity does not imply ongoing future consent with a person or consent to the same activity with another person. If a person is mentally or physically incapacitated or impaired so that a person cannot understand the fact, nature or extent of the sexual situation, there is no consent. This includes incapacitation by use of alcohol and/or drug consumption, or being asleep or unconscious.

2. *Dating Violence*

Dating Violence is defined as sexual or other physical assault committed by a person who is or has been in a relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on a consideration of the following three factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

3. *Domestic Violence*

Domestic Violence is defined as violence committed by a current or former spouse or intimate partner of a person, by a person with whom the other person shares a child in common, by a person who is cohabitating with or has cohabitated with the other person as a spouse or intimate partner, by a person similarly situated to a spouse of the other person under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or minor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

4. *Sexual Harassment*

Sexual Harassment is defined to mean conduct on the basis of gender that satisfies one or more of the following:

- a. An employee of the University conditions the provision of aid, benefit or service of the University on an individual's participation in unwelcome sexual conduct;
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person of equal access to the University's education programs or activities; or
- c. Sexual Assault; or
- d. Dating Violence; or
- e. Domestic Violence; or
- f. Stalking

5. *Sexual Assault*

Sexual Assault is defined as actual or attempted sexual contact with another person without that person's consent, or when a person is incapable of giving consent. For Clery Act reporting purposes, Sexual Assault including Rape, Fondling, Incest, and Statutory Rape.

6. *Stalking*

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a. fear for his or her safety or the safety of others; or
- b. suffer substantial emotional distress.

CONFIDENTIALITY

- a. The University encourages all persons to report incidents of Sexual Harassment and Sexual Assault and to seek support from the many resources identified in this Report.
- b. Montclair State University will complete all of its publicly available recordkeeping, including Clery Act reporting such as the Daily Crime Log, Timely Warnings, and other public disclosures, without the inclusion of personally identifying information about the victim.

- c. Individuals employed by the University as a physician, psychologist, nurse practitioner, or assigned to work within the Student Health Center, Office for Social Justice and Diversity, Women's Center, or Center for Psychological Services, or acting as professional religious leaders and clergy (collectively "Confidential Employees") are required to hold in confidence reports of conduct that may be Sexual Harassment and Sexual Assault. Students who wish to keep such an incident confidential, should seek guidance from the Office for Social Justice and Diversity, Women's Center, the Student Health Center, and the Center for Psychological Services or other Confidential Employees. Confidential Employees will refer such matters to the Deputy Title IX Coordinator or Title IX Coordinator, as appropriate, only if authorized by the complainant. In cases of Sexual Harassment, the student may be offered the informal resolution process in this Policy as an alternative to the formal complaint process when the Complaint involves another student, but not an employee.
- d. All employees who are not Confidential Employees and have knowledge or have received a report of Sexual Harassment or Sexual Assault, should report it to the Title IX Coordinator or Deputy Title IX Coordinator, as appropriate. The Title IX Coordinator or Deputy Title IX Coordinator are responsible for implementing supportive measures ("Interim Measures") and corrective measures on behalf of the University. When a matter is reported by an employee other than a Confidential Employee and the person requests confidentiality, the Title IX Coordinator or Deputy Title IX Coordinator will consider whether the request for confidentiality can be honored while still providing a safe environment for all students. Such requests for confidentiality will be weighed against the overall safety of students, and confidentiality will be maintained to the extent possible to protect the privacy interests of those involved. Confidentiality will not be maintained if it would be clearly unreasonable in light of the known circumstances.

INTERIM/SUPPORTIVE MEASURES

- a. The Title IX Coordinator or Deputy Title IX Coordinator will inform the Complainant and Respondent of available Interim Measures and will coordinate Interim Measures for both as appropriate. Interim measures will be offered before the filing of a complaint, during the investigation of a complaint, during a Proceeding and after the Result. Interim Measures shall be designed to be non-disciplinary, non-punitive, individualized supportive services, as reasonably available and free of charge, to the Complainant and Respondent to restore and preserve equal access to the University's education programs and activities without unreasonably burdening the other party, including measures to protect the safety of both parties, maintaining access to their education, and to deter Sexual Harassment. Interim Measures may include, but not be limited to, extensions of deadlines or

other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, a change in class or work assignments, living arrangements, dining, transportation, leaves of absence, increased security, and other measures. Interim Measures may also include the provision of resources to both parties including, but not limited to counseling, advocacy, academic support, physical health and mental health services.

- b. Confidential Employees who receive a report of Sexual Assault will discuss with the Complainant the available process for reporting it and request Interim Measures on the student's behalf without reporting the nature of the Sexual Assault. Confidential Employees will work with the student to determine what information they are willing to share with other employees involved in securing Interim Measures. Confidential Employees will also explain to the student how sharing certain information with other employees may initiate the obligation to investigate. Interim Measures provided to the Complainant and Respondent will be kept confidential unless it would impair the University's ability to provide the Interim Measures.

FORMAL COMPLAINT PROCESS

- a. A complaint may be filed by an individual who is alleged to have been the recipient of conduct that would constitute Sexual Harassment or Sexual Assault. A complaint may also be filed by the Title IX Coordinator or Deputy Title IX Coordinator who has received a report of Sexual Harassment or Sexual Assault. The complaint must specify in detail the nature of the complaint, dates of particular events, names and contact information for witnesses, the name of the individual who has violated this Policy, the remedy requested, and any other relevant information. The complaint must be physically or digitally signed and dated by the complainant.
- b. The complaint may be sent to the Title IX Coordinator or Deputy Title IX Coordinator in person, by mail, or by email.
- c. When a complaint is filed against a student, it will be investigated by the Deputy Title IX Coordinator or their designee. When a Complaint is filed against an employee or contractor, it will be investigated by the Title IX Coordinator or their designee.
- d. Complaints will be acknowledged and promptly investigated, according to University policies. Investigations will include interviews with the complainant, the respondent, and other persons believed to have information relevant to the allegations. All relevant evidence will be objectively evaluated, and credibility determinations will not be based upon a person's status as complainant, respondent or witness. The respondent will be presumed not responsible for the alleged conduct until a determination is made at the conclusion of the Proceeding and the Result is entered. Confidentiality of the investigation will be maintained to the extent possible.
- e. The Title IX Coordinator or Deputy Title IX Coordinator, as appropriate, will provide written notice to the respondent of sufficiently detailed allegations within a reasonable time prior to interviews so that the respondent has sufficient time to prepare and meaningfully respond. At a minimum, the respondent will be provided the names of the parties involved, the date and location of the alleged incident(s), and the conduct allegedly constituting Sexual Harassment or Sexual Assault. The written notice shall also include: a) a copy of or link to the webpage for the Sexual Harassment/Sexual Assault Policies and Procedures; b) a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Proceeding; c) that the parties may have an advisor of their choice who may be, but is not required to be, an attorney; d) a statement that the parties and their advisors may inspect and review all evidence; and d) a reference to the provisions within the Title IX Sexual Harassment/Sexual Assault Policy that prohibits knowingly making false statements or knowingly submitting false information during the investigation and Proceeding and prohibits retaliation. If the Title IX Coordinator or Deputy Title IX Coordinator decides to investigate allegations regarding the complainant or respondent that are not included in the complaint or the notice to the respondent, both parties must be notified of the additional allegations to be investigated. The Written Notice described above will also include information about the following:
 - Assistance in reporting to on or off-campus law enforcement, and a statement that a reporting party can elect to or not to involve law enforcement. If a reporting party elects to notify on or off-campus law enforcement, the University will assist the reporting party with these notifications.
 - Assistance navigating the University/college resolution process
 - Assistance in obtaining a no-contact order through the University and/or criminal justice system
 - Interim Protective Measures – (such as limiting the accused from participating in an activity, being present in a particular area or building, or imposing an interim suspension)
 - Academic Accommodations - (Such as changing class sections)
 - Referral to Legal Assistance - (on campus and in the community)
 - Immigration and Visa Assistance – (such as when changes in student's academic status, due to the incident, affect visa status)
 - Housing Accommodations - Living Arrangements - (such as changing residence halls)

- Transportation Accommodations - (such as being allowed to park in a different location)
 - Change in Working Situation - (such as being relocated to a more private or secure location)
- f. The complainant, respondent and any advisors will be provided advance notice of the date, time, location, participants, and purpose of an interview or hearing that is sufficient to permit them to attend, prepare a response and allow their meaningful participation. The complainant, respondent, and advisors will be provided with timely and equal access to inspect and review any information obtained as part of the investigation that is related to the allegations in the complaint, including information that will not be relied upon in reaching a determination and without regard to the source of information. The investigator may not require, allow, rely upon or otherwise use questions or evidence that seek disclosure of information protected under a legally recognized privilege (e.g. priest/penitent, spousal communications, attorney/client, physician/patient, psychologist/patient) unless the person holding the privilege has voluntarily consented in writing to waive it.
 - g. Complaints of Sexual Harassment against more than one respondent, or by more than one complainant against one or more respondents, or involving multiple complaints by one party against the other party, may be consolidated where the allegations arise out of the same facts and circumstances.
 - h. The investigation must be completed in a reasonably prompt manner after the complaint is filed, typically within 120 days. The complainant, respondent and their advisors are permitted to discuss the allegations under investigation for the sole purpose of gathering and presenting relevant evidence to the investigator, and shall be provided equal opportunity to present fact and expert witnesses, and other inculpatory and exculpatory evidence to the investigator. The time for completing investigations may vary based upon the particular circumstances. Investigations may occur over a longer period of time where a party, an advisor or a witness is absent or unavailable, there is a need for language assistance or an interpreter, or a person with disabilities requests a reasonable accommodation. Both parties and their advisors will be notified of any anticipated delays in completing an investigation.
 - i. The Title IX Coordinator or Deputy Title IX Coordinator must dismiss the Complaint if the conduct alleged in the complaint: a) would not constitute Sexual Assault or Sexual Harassment; b) did not occur in the United States; or c) did not occur while participating in or attempting to participate in an education program or activity over which the University or a student organization recognized by the University exercised substantial control over the respondent, event or circumstance. Written notice of dismissal shall be sent promptly to both complainant and respondent simultaneously.
 - j. The Title IX Coordinator or Deputy Title IX Coordinator may also dismiss the Complaint, or portions of allegations in the Complaint, if at any time during the investigation, the following occurs: a) the complainant requests in writing that the complaint, or portions of the complaint be withdrawn; b) the respondent is no longer enrolled as a student of the University; c) the respondent is no longer employed by the University; or d) specific circumstances prevent the gathering of evidence sufficient to reach a determination on the allegations. Written notice of dismissal shall be sent promptly to both complainant and respondent simultaneously.
 - k. The determination to dismiss a Complaint shall be made based upon the evidence gathered during the investigation and application of the preponderance of evidence (more likely than not) standard.
 - l. Complainant may appeal the dismissal of the Complaint in accordance with the Appeal Process.
 - m. If the Complaint is dismissed by the Title IX Coordinator or the Deputy Title IX Coordinator, charges may be filed against a student for violating the Student Code of Conduct, and/or against an employee by the Division for Human Resources for violating other University policy, State Policy, applicable governing regulations, and any applicable collective bargaining agreements.
 - n. Prior to preparation of a report, the complainant, respondent and their advisors shall be provided a copy of all of the evidence gathered by the investigator. The complainant and respondent may respond in writing to the investigator within 10 calendar days of receipt of all evidence. The names and other identifying information of individuals in the report may be redacted if required by the Family Educational Rights and Privacy Act ("FERPA"). Respondent, complainant and their advisors must keep the evidence confidential and not share it with anyone except for the purpose of gathering and presenting relevant evidence to provide to the investigator within the 10-day period. Failure to abide by this confidentiality obligation will subject the complainant, respondent and advisor to disciplinary action by the University.
 - o. Upon the conclusion of the investigation and the aforementioned 10-day period, a written investigative report will be prepared. The report will summarize the relevant exculpatory and inculpatory evidence, and findings of credibility will be noted. The report shall be provided to the complainant, respondent and their advisors in electronic format or hard copy for review at least 10 days prior to the panel hearing if required. The respondent, complainant and their advisors must keep the investigator's report confidential and not share it with anyone. Failure to abide by this confidentiality obligation will subject the complainant, respondent and advisor to disciplinary action by the University.

- p. The Title IX Coordinator will forward its investigative report summarizing its investigation of allegations against an employee to the Vice President for Human Resources or designee. Complainant, respondent, and their advisors may submit written responses to the report to the Vice President for Human Resources within 10 days of their receipt of the report. The Vice President for Human Resources or designee will review the report and may: 1) place the employee on administrative leave; 2) for employees who are not subject to Civil Service Commission Regulations or members of a collective bargaining agreement, terminate the respondent's employment; and/or 3) file charges against the employee for Sexual Harassment and Sexual Assault and schedule a live hearing.
- q. The Deputy Title IX Coordinator will forward its investigative report summarizing its investigation of allegations made against a student, to the Director of Student Conduct. The Director of Student Conduct shall consider any written responses received from complainant, respondent and their advisors within 10 days of their receipt of the report. If the Complaint is not dismissed pursuant to paragraphs 9 and 10 above, the Director of Student Conduct shall file charges against the student for Sexual Harassment or Sexual Assault. If the Complaint is dismissed, the Director of Student Conduct may file charges for violating the Student Code of Conduct. Charges filed for Sexual Harassment or Sexual Assault shall be resolved by live hearing.
- r. The hearing shall be scheduled no earlier than 10 calendar days after the Vice President for Human Resources or Conduct Officer, or their designees, receive the investigative report.

HEARING PROCESS

- a. Where the respondent is a student, the hearing officer shall be the Director of Student Conduct, or designee. Where the respondent is an employee, the hearing officer shall be the Vice President for Human Resources, or designee.
- b. The hearing officer will ask the complainant and respondent to provide the names of any advisor who will attend the hearing on their behalf. The complainant and respondent may each have one advisor of their choosing, which may be an attorney. If the complainant or respondent does not have an advisor, the hearing officer shall appoint an advisor to conduct cross-examination on their behalf during the hearing, who may or may not be an attorney.
- c. Prior to the hearing, the hearing officer will review the charges and hearing process with the complainant, respondent and their respective advisor. The respondent may submit a written statement to be used at the hearing. The hearing officer will provide the complainant, respondent and advisors with the names of witnesses and access to evidence gathered by the investigator for use at the hearing.
- d. Hearings are confidential and are closed to all but the complainant, respondent, their advisors, the hearing officer presenting the charges, any witnesses called to provide testimony and the hearing panel.
- e. The hearing shall be conducted by at least one University administrator but may be conducted by no more than two faculty members, two administrators, and three students (graduate or undergraduate) ("hearing panel"). There will be a chairperson for each hearing panel. Hearing panels that are composed of more than 1 person will be determined by a majority vote of the participating members.
- f. Members of the hearing panel shall not have a conflict of interest or bias for or against complainants or respondents generally, or for or against the particular complaint or respondent. Individuals who serve on hearings must be provided training on the definition of Sexual Harassment and Sexual Assault, the scope of and how to conduct hearings under the Sexual Harassment/Sexual Assault Policy and Procedures, how to serve impartially (including by avoiding prejudgment of the facts at issue, conflict of interest and bias), how to use technology during the live hearing, and how to determine questions and evidence is relevant (including when questions about the complainant's sexual predisposition or prior sexual behavior are not relevant).



- g. Hearings may be conducted in the same geographic location, or, at the discretion of the hearing officer, virtually using technology that enables the parties, advisors, witnesses, and hearing panel, to simultaneously hear and see each other. At the request of either complainant or respondent, the hearing may also occur with each party located in separate rooms with technology enabling the hearing panel to simultaneously see and hear the party or witness answering questions.
- h. The hearing shall be recorded by audio, audiovisual, digital, or transcript, and shall be made available to the parties for inspection and viewing upon request to the hearing officer. Transcripts of recordings shall be paid by the requesting party.
- i. The Complainant and the Respondent, as well as their respective advisor, shall be permitted to be present during testimony of all witnesses and presentation of evidence throughout the hearing. Witnesses will be called one at a time, and excused at the conclusion of their testimony.
- j. The chairperson will begin the hearing by entering their name into the recording. Additional members of the hearing panel will also enter their names and roles in the record. The complainant, respondent, their advisors, and the hearing officers shall also enter their names into the record.
- k. The chairperson will request the respondent to enter a plea of responsible or not responsible to the charges.
- l. The hearing officer will provide copies of the complaint, response (if one is provided by respondent), list of witnesses, evidence to be considered, and investigative report to the members of the hearing panel, the complainant, respondent, and their advisors.
- m. After the hearing officer has concluded the presentation of evidence and witnesses, the respondent shall be permitted to offer witnesses and evidence.
- n. The hearing panel may question the hearing officer.
- o. The hearing officer and hearing panel may question any witness, including the respondent or the complainant.
- p. The hearing panel shall permit complainant and respondent's advisors to ask complainant, respondent, and any witnesses all relevant questions and follow up questions including those that challenge credibility. Cross-examination must be conducted directly, orally and in real time by the advisor. Cross-examination shall not be permitted by the complainant or respondent except through their advisor. Questions should be submitted in writing preferably 24 hours prior to the hearing to aid the determination of relevance and avoid delays in the hearing.
- q. Only relevant questions may be asked of a party or witness on direct or cross-examination. Before a party or witness answers a question, the chairperson for the hearing panel must first determine if the question is relevant and explain the decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless: 1) offered to prove that someone other than respondent committed the conduct alleged by complainant or 2) specific incidents of complainant's prior sexual behavior with respect to respondent are offered to prove consent.
- r. Formal rules of evidence that are applicable to civil and criminal trials will not be applicable to the hearing.
- s. The presentation of evidence by complainant and respondent, questions directed to participants, and final statements may be constrained to specified time periods when cumulative or as otherwise deemed appropriate by the Chair of the hearing panel.
- t. The hearing panel will determine if the respondent has committed Sexual Harassment or Sexual Assault based upon the preponderance of evidence (more likely than not) standard.
- u. At the conclusion of all testimony, the chairperson shall provide the hearing officer, complainant or complaint advisor, and respondent or respondent's advisor an opportunity to amplify or clarify any aspect of the information or testimony presented.
- v. The hearing panel will prepare a written decision of the Result within 10 business days after the conclusion of the hearing and send it to the hearing officer. The hearing panel's written decision must include the following: a) a summary of the allegations of Sexual Harassment and/or Sexual Assault; b) a summary of the process followed from receipt of the formal complaint through the determination, including notices to the parties, interviews of parties and witnesses, site visits, methods used to gather evidence, evidence considered, and hearings held; c) findings of fact supporting the determination; d) conclusions regarding the application of the Sexual Harassment/ Sexual Assault Policy to the facts; e) a statement of and rationale for the Result as to each allegation, including a finding of responsibility, discipline or sanctions imposed upon respondent, and remedies to restore or preserve interim measures to both parties; and f) the process to be followed and bases for appeal of the hearing panel's decision.
- w. Both the complainant and the respondent shall be simultaneously informed, in writing, of the Result, the rationale for the Result, sanctions imposed, the University's procedures for both parties to appeal the Result, and when the Result becomes final.
- x. If the respondent has a record of prior charges or discipline by University, this information will be made available to the hearing panel after the respondent is found responsible for Sexual Harassment or Sexual Assault to assist in the determination of discipline.

y. Sanctions for students may range from a warning to expulsion and/or referral to the appropriate authorities for criminal prosecution. Sanctions include:

- Expulsion or suspension from the University; this sanction may also include deferred suspension.
- Probation
- University Privileges Restrictions
- Housing removal and housing expulsion, so no suspension from housing
- Revocation of admission and/or degree
- Written warning

z. Sanctions for employees may range from an oral reprimand, to initiation of detenuing proceedings and termination of employment, subject to applicable laws and collective bargaining agreements, and/or referral for criminal prosecution. probation

- Written warning
- Mandatory training, coaching, or other educational sanction
- Performance improvement plan
- Withholding a promotion or pay increase
- Pay adjustment
- Temporary suspension without pay
- Re-assignment of employment
- Demotion or limiting of job responsibilities, including loss of supervisory authority
- Relocation of work area
- Modification of remote work arrangements
- Denial of eligibility for employment-related awards
- Termination of employment
- Montclair State University will, upon written request, disclose to the alleged victim of a crime of violence, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

APPEAL PROCESS

- a. Both complainant and respondent have the right to appeal Interim/Supportive Measures and the Result in writing to the Vice President for Student Development and Campus Life or designee (if the respondent is a student) or to the President of the University or designee (if the respondent is an employee). The designee may not be the person involved in the investigation, the Title IX Coordinator or Deputy Title IX Coordinator or their designees, the hearing officer, or any member of the hearing panel. The appeal must be filed within five (5) business days of the Interim/Supportive Measures and/or Result. If an Appeal is not filed within 5 business days, the Interim/Supportive Measures and Result shall be considered final. The other party shall be notified when an appeal is filed, and may file a response with the applicable Vice President of Student Development and Campus Life or President, or designee, no later than 5 business days after receipt of such notice.
- b. Review of an appeal will be limited to consideration of the following:
 1. Whether there was a procedural error or a lack of adequate due process that affected the outcome of the matter. Deviations from procedures will not be a basis for sustaining an appeal unless significant prejudice resulted; Whether the sanction(s) imposed were appropriate or substantially disproportionate to the findings;
 2. To consider new evidence or information, sufficient to alter the Result, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known or reasonably available to the person appealing at the time the Result was entered and that could have affected the outcome;
 3. The Title IX Coordinator or Deputy Title IX Coordinator, investigator, or member of the hearing panel had a conflict of interest or bias for or against complainants or respondents generally or toward the particular complainant or respondent that affected the outcome of the matter.
- c. The appeal may be resolved in the following manner:
 1. affirm the Interim/Supportive Measures or Result and the sanctions and corresponding stipulations; or b. affirm the Interim/Supportive Measures or Result and modify the sanction; or
 2. reverse the Interim/Supportive Measures or Result and determine a new outcome, which may include the dismissal of charges.
- d. A written decision shall be issued resolving the appeal and shall state the rationale for the decision. The written decision of the appeal must be served simultaneously upon both parties.
- e. The decision of the appeal is a final action of the University.

INFORMAL RESOLUTION PROCESS

- a. The University offers an informal resolution process as an alternative to the formal complaint process. Allegations involving students in relationships or dating, or allegations of Sexual Harassment by a student against another student may be resolved by informal resolution. Allegations of Sexual Assault or Sexual Harassment against an employee may not be resolved by informal resolution.
- b. Informal resolution may involve the services of the Campus Mediation Center. Informal resolution requires the voluntary agreement of both parties and focuses on settlement rather than a finding of culpability. The University will not pursue disciplinary action against a student during the informal resolution process. If attempts to resolve the matter during informal resolution are unsuccessful, or if the student or Deputy Title IX Coordinator believe informal resolution is no longer appropriate, the formal complaint process described above can be utilized at any time. A prerequisite to informal resolution is the filing of a formal complaint.
- c. The Title IX Coordinator or Deputy Title IX Coordinator, as applicable, must provide both parties written notice of the allegations, the requirements of the informal resolution process, that either party has the right to withdraw from the informal resolution process and resume the formal complaint process, the consequences of the informal resolution process including preclusion of pursuing a formal complaint for the same allegations, and the records that could be maintained or shared between the parties.
- d. The Title IX Coordinator or Deputy Title IX Coordinator, as appropriate, may meet with the parties and their respective advisers separately, together, or both. The purpose of the meeting is to fully disclose the allegations, advise both parties of the options available for resolution, obtain both parties' written consent for informal resolution, clarify issues and attempt to resolve the issues in dispute.
- e. If the complaint is resolved, an agreement stipulating the terms of the resolution will be prepared and signed by all parties. Each party will be given a copy of the signed agreement. A copy of the agreement will be retained by the University in accordance with applicable laws and its record retention policies.
- f. If the informal resolution process is not successful, the student may resume the formal complaint process.

RETALIATION

Retaliation against any person who files a complaint under the Title IX Sexual Harassment/Sexual Assault Policy and Procedures, or who provides information in the course of an investigation, or who opposes a discriminatory practice, is prohibited by the University and Federal law. No person bringing a complaint, providing information for an investigation, or testifying in any proceeding under this Policy shall be subjected to adverse consequences in their employment or University academic programs or be the subject of other retaliation.

Any employee or student who engages in such retaliation shall be subject to discipline by the University.

TRAINING

- a. The Title IX Coordinator, Deputy Title IX Coordinator, investigators, panel hearing members, any person who facilitates informal resolution, and any person who resolves an appeal, shall receive training on the definition of Sexual Harassment and Sexual Assault, the scope of the Title IX Sexual Harassment/Sexual Assault Policy and Procedures, how to conduct an investigation, how to conduct a hearing, appeal, informal resolution, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
- b. Hearing panel members shall also receive training on the use of any technology to be used at a live hearing and on the relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
- c. Investigators shall also receive training on relevance in order to create an investigative report that fairly summarizes relevant evidence.
- d. Any materials used for training must not rely upon sex stereotypes and must promote impartial investigations and adjudications of formal complaints of Sexual Harassment and Sexual Assault.
- e. Training materials must be made publicly available on the University's website.

RECORDS RETENTION

- a. Records of complaints, interim measures, investigations, recordings or transcript of Proceedings, Results, disciplinary sanctions imposed, remedies provided to the parties, appeals, decisions on appeal, informal resolutions, and training must be retained for a period of no less than 7 years. The records retained must document the action taken by the University was not deliberately indifferent, interim supportive measures were provided or, if not provided, was clearly reasonable.
- b. Records related to a complaint filed against a University employee or contractor shall be retained within the office of the Title IX Coordinator. Records related to a complaint filed against a student shall be retained in the Office of the Dean of Students. Such records may not be destroyed for 7 years or until after the record retention period imposed by the State of New Jersey has expired, whichever is later.

SUPPORT IN RESPONSE TO SEXUAL ASSAULT, SEXUAL HARASSMENT, DATING AND DOMESTIC VIOLENCE, AND STALKING

It is our hope that no one within our campus community will experience sexual assault, sexual harassment, dating or domestic violence, or stalking. However, if it occurs, the Student Health Center has a certified professional Sexual Assault Nurse Examiner who can provide victim-centered services (during office hours). If the individual

prefers or needs an off-campus hospital evaluation, the Student Health Center will facilitate this referral. The following resources are trained to provide compassionate, coordinated and comprehensive care on campus:

- **University Police (973-655-5222):** The Montclair State University Police Department is a fully sworn police agency with extensive training in sexual assault law, victim rights and the emotional and physical needs of a victim. They provide criminal investigation at the request of the victim.
- **The Office of Community Resilience and Officer Wellness (973-655-5159)** The Office provides confidential, trauma-informed support and advocacy for victims and survivors of sexual assault, dating violence, domestic violence, and stalking. Services include crisis intervention, safety planning, counseling referrals, assistance navigating campus and community resources, and support throughout reporting and healing processes. The office also partners with University Police and campus departments to foster a safe, inclusive environment.
- **Forensic Nurses (973-655-3459):** Montclair State's University Student Health Center has certified Forensic Nurses who are trained to provide medical care, forensic evidence collection and preventive medications. All services are provided at the Student Health Center.
- **Sexual Violence Advocate:** Any victim has the right to have an advocate. Advocates are trained individuals who provide competent and effective emotional support, education and referrals. They also assure that victims and survivors of sexual assault are aware of their rights. The Office for Social Justice and Diversity has a campus sexual violence advocate that can meet with a survivor to provide support. If the student would prefer an off campus advocate, then a referral can be made to a confidential community sexual violence advocate and/or rape crisis center.

ADDITIONAL SUPPORT OPTIONS

- The Crisis, Assessment, Response and Education (CARE) Team is a group of University administrators that meets regularly to evaluate concerning behaviors of Montclair State University students. Students referred to the CARE Team are expressing behavior that causes community members to be concerned. The CARE Team collects information about referred students and identifies and enacts appropriate strategies and responses for addressing the situation with the goal of supporting the student.
- The Office of the Dean of Students can support victims of sexual violence to manage concerns related to campus housing, academic support among other services. A connection to the Title IX Coordinator or Deputy Title IX Coordinator is provided to learn about campus options of filing a formal complaint and engaging in adjudication processes. This serves as supplementary support to the provisions offered by law enforcement.
- **Victim Options:** Victims of sexual assault at Montclair State University have several options for care and services. The victim has the right to accept or decline any or all of the following:
 - Evaluation/treatment of injuries and prevention of sexually transmitted diseases and pregnancy Forensic examination for evidence collection
 - File criminal charges and/or file University disciplinary charges.
 - File a **Title IX complaint with the Office of Civil Rights (OCR).**
 - Report as a "Jane/John Doe" victim: This option allows the victim to have a forensic examination for evidence collection but not file charges or release identity to anyone except the forensic nurse. Evidence is stored for 5 years which allows for evidence preservation and for the victim to have time to make a final decision.





- You may also seek support off-campus through the following:
 - JBWS: 24 Hour Hotline: 973-267-7520; <https://jbws.org/about-jbws/>
 - SAVE of Essex County (Sexual Assault and Violence Education Center) Hotline: 877-733-CARE (2273)
 - New Jersey Sexual Assault Resources by County

A reporting party may accept or decline any or all options. NO action is taken by the University without a reporting party's consent, unless it is believed that the individual or the community at large may be in danger.

In addition to the rights and options required by the 2013 VAWA amendments to the Clery Act, in the State of New Jersey, crime victims are entitled to other rights under the law including the right to make a victim impact statement at court, transportation to legal proceedings and the right to be informed as to the progress and disposition of a criminal case. The Crime Victims Bill of Rights (NJS 52:4B-36) may be viewed online at the New Jersey Attorney General's Office of Victim-Witness Advocacy site. A copy of these rights will be given to the victim but is available in paper format at University Police Headquarters.

ON-GOING PREVENTION PROGRAMMING AND AWARENESS CAMPAIGNS

Montclair State University provides ongoing prevention and awareness programming addressing sexual assault, dating violence, domestic violence, and stalking throughout the academic year. These ongoing efforts complement the University's primary prevention efforts and provide repeated opportunities for members of the University community to engage with prevention education, safety information, and available resources.

Programming is delivered through educational presentations and workshops, interactive activities, residence hall programming, educational tabling and outreach, classroom presentations, small-group discussions, resource fairs, campus-wide awareness campaigns, digital and social media education, and collaborative programming with University departments, student organizations, and community partners. Prevention programming reinforces education concerning sexual assault, dating violence, domestic violence, stalking, consent and boundaries, healthy relationships, safe and positive bystander intervention, risk reduction, reporting options, and available University and community resources.

The Office of Community Resilience and Officer Wellness (OCR&OW), within the Montclair State University Police Department, provides recurring prevention education and outreach throughout the



academic year. Weekly office hours provide an accessible opportunity for students to receive prevention and safety information, ask questions, discuss concerns, and learn about reporting options and available University and community resources. Additional educational presentations, tabling activities, residence hall outreach, interactive programs, awareness campaigns, and collaborative campus events are conducted throughout the year.

RED ZONE AND SEPTEMBER PREVENTION PROGRAMMING

The University places increased emphasis on prevention and awareness at the beginning of the fall semester, including the period commonly referred to as the Red Zone. During September, prevention programming is intentionally brought into locations where students live, gather, and participate in campus life. Educational tabling, residence hall outreach, and other engagement activities provide repeated opportunities to address sexual assault, dating and domestic violence, stalking, consent and boundaries, healthy relationships, bystander intervention, safety, reporting options, and available confidential and non-confidential resources.

DOMESTIC VIOLENCE AWARENESS MONTH - OCTOBER

Montclair State University recognizes Domestic Violence Awareness Month each October through an expanded series of prevention, education, outreach, and community-engagement activities. Programming addresses dating and domestic violence, healthy and unhealthy relationship behaviors, warning signs of abuse, power and control, coercive behaviors, boundaries, stalking, bystander intervention, safety, help-seeking, and available resources.

Programming occurs repeatedly throughout the month and across campus settings. Activities include Healthy Relationships programming, Red Hawk Real Talk sessions, DRC Connections Group programming, residence hall educational programs, educational tabling and outreach, and additional campus engagement activities. Repeated programming throughout October reinforces prevention, healthy-relationship, safety, intervention, and resource information rather than limiting Domestic Violence Awareness Month education to a single event.

DATING VIOLENCE AWARENESS MONTH - FEBRUARY

The University recognizes Dating Violence Awareness Month each February through targeted prevention and awareness programming focused on dating and relationship violence. Programming addresses healthy relationships, boundaries and consent, warning signs of unhealthy or abusive relationships, power and control, coercive behaviors, stalking, technology-facilitated abuse, safe and positive bystander intervention, safety strategies, reporting options, and available support services.

SEXUAL ASSAULT AWARENESS MONTH - APRIL

Montclair State University recognizes Sexual Assault Awareness Month each April through an expanded series of educational programs, awareness campaigns, interactive activities, and community-engagement initiatives focused on sexual violence prevention and survivor support. Programming addresses consent, sexual assault prevention, bystander intervention, risk reduction, survivor support, reporting options, advocacy and supportive services, and community responsibility.

A major component of Sexual Assault Awareness Month is the University's annual Denim Day Resource Fair. Denim Day Resource Fairs are held on both the Montclair and Bloomfield campuses, with each event scaled appropriately to the size and needs of the respective campus community. The fairs bring together University offices, campus partners, and community resources to provide information concerning sexual violence prevention, survivor support, advocacy, health and wellness, safety, reporting options, and available services. The events also provide members of the University community with opportunities to speak directly with service providers and learn about confidential and non-confidential resources.

Annual and recurring initiatives – these include Start by Believing, Take Back the Night, Cover the Cruiser, Denim Day, educational tabling and outreach, survivor-support activities, and other interactive prevention and awareness programming.

The University provides additional programming to raise awareness and the prevention of sexual assault, dating and domestic violence and stalking. Specifically, the University provides the following:

- **Residence Life Orientation** – Students living on campus as well as commuting students, housing directors and assistants are made aware of topics and situations that might be encountered on the university campus. Topics include Acquaintance Rape, Alcohol and Drug Awareness, Theft Prevention and Safety on Campus. Through Crime Prevention awareness, students living on and off campus, learn ways and methods on how to minimize the chances of becoming the victim of a crime.
- **New Employee Orientation** – Through orientation, new employees to the university are made aware of crime prevention methods and strategies that will be helpful in reducing the chances of becoming a victim of crime on and off campus. Topics include Theft Prevention, Safety on Campus and Workplace Violence.
- **Self-Defense Training** – Offered by the University Police, this training is free and open to all members of the campus community. Training is offered periodically throughout the fall and spring semesters.
- **Crime Prevention** – A variety of educational programs are offered by the University, e.g. crime prevention officers conduct panel discussions in classes, at Residence Life, the Drop-in Center and Greek organizations. Topics include Date/Acquaintance Sexual Assault, AIDS, Auto and Property Theft, Personal Safety Issues and Alcohol Awareness. Brochures and other literature are available at the University Police Headquarters.

SAFE AND POSITIVE OPTIONS FOR BYSTANDER INTERVENTION

Montclair State University encourages members of the University community to take safe, reasonable, and positive actions when they witness behaviors or circumstances that may place another person at risk of sexual assault, dating violence, domestic violence, stalking, or other interpersonal violence. Bystander intervention includes recognizing situations of potential harm, identifying safe opportunities to intervene, and taking action intended to prevent violence, interrupt concerning behavior, or assist an individual who may be at risk.

Safe and positive bystander intervention may include directly expressing concern when it is safe to do so; creating a distraction to interrupt a potentially harmful situation; checking in with an individual



who may need assistance; helping someone leave an unsafe or uncomfortable situation; asking friends, peers, staff members, or other community members for assistance; contacting University Police, campus safety personnel, or another person in authority; connecting an individual with University or community resources; or seeking emergency assistance when circumstances require it.

Community members should consider their own safety and the safety of others when determining how to intervene. Individuals are not expected to place themselves in danger or physically intervene in a potentially violent situation. When direct intervention may be unsafe, community members are encouraged to use indirect strategies, seek assistance from others, contact University Police or emergency services, and provide support to the affected individual when it is safe to do so.

Bystander intervention education is incorporated into the University's prevention and awareness programming throughout the academic year. Educational programs provide opportunities for students and employees to recognize warning signs and potentially harmful situations, consider different intervention strategies, practice decision-making, and understand how they can contribute to a campus environment that promotes safety, respect, and community responsibility.

RISK REDUCTION

Montclair State University provides students and employees with information and strategies intended to promote safety, increase awareness of potentially harmful situations, and reduce the risk of sexual assault, dating violence, domestic violence, and stalking. Risk-reduction education is provided as part of the University's broader prevention and awareness programming and emphasizes practical strategies that individuals and communities can use while recognizing that responsibility for sexual assault, dating violence, domestic violence, and stalking rests with the person who engages in the prohibited behavior.

Risk-reduction information may include recognizing warning signs associated with abusive or controlling relationships; understanding consent and personal boundaries; identifying behaviors associated with stalking, coercion, and technology-facilitated abuse; maintaining



awareness of one's surroundings; communicating personal boundaries; identifying trusted individuals and available support systems; using available campus safety resources; developing individualized safety strategies when appropriate; recognizing potentially unsafe situations; seeking assistance when a situation causes concern; and knowing how to access University Police, advocacy, health, counseling, Title IX, and other University and community resources.

Students and employees are encouraged to look out for one another and seek assistance when they observe behaviors or circumstances that may indicate increased risk. University prevention education also emphasizes that risk-reduction strategies are not intended to suggest that individuals can prevent another person's decision to commit violence or that a person who experiences violence is responsible for what occurred. Prevention is approached as a community responsibility that includes promoting respectful behaviors, recognizing warning signs, supporting individuals who may be at risk, intervening safely when appropriate, and connecting members of the University community with available resources.

Crime Statistical Disclosures and Definitions of Reportable Crimes

Montclair State University is required to disclose certain crime statistics in compliance with the Jeanne Clery Act. These statistics include Clery Act reported crime incidents for the three most recent calendar years. Total on-campus crimes include any of the listed offenses occurring within the University's Clery Geography. Residence hall figures are a subset of the total on-campus crimes. Public property crimes include those locations adjacent to University property or as reported by other agencies. Non-campus statistics are disclosed for those crimes that may occur at properties off the main campus on University controlled sites, satellite locations and University sponsored instructional, athletic or social events located off campus grounds.

The University collects Clery Act crime statistics from incidents reported to MSUPD, Title IX Office, Office of Student Conduct, local police agencies, and other designated CSAs.

PRIMARY CRIMES

Murder/Manslaughter – defined as the willful killing of one human being by another.

Negligent Manslaughter – is defined as the killing of another person through gross negligence.

Sex offenses – is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Robbery – is defined as taking or attempting to take anything of value from the car, 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 – is defined as 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 means likely to produce death or great bodily harm.

Burglary – is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – is the theft or attempted theft of a motor vehicle.



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.

VAWA OFFENSES

Domestic Violence – (i) A felony or misdemeanor crime of violence committed— (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to — (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress.

Hazing Incidents – Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that— "(I) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and "(II) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization, of physical or psychological injury.



HATE CRIMES

Includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes.

Larceny/Theft—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

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 or Property (except Arson)—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.

CATEGORIES OF PREJUDICE:

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Gender Identity – A preformed negative opinion or attitude toward a group of persons because of the gender identify by those persons.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/national origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

National Origin- A preformed negative opinion about a group of persons based upon them being from a particular country or part of the world.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

CRIME STATISTICAL DISCLOSURE TABLES

MONTCLAIR STATE UNIVERSITY

MONTCLAIR STATE UNIVERSITY						
Primary Crimes	Year	On Campus	Student Housing (subset of On Campus)	Noncampus Building or Property	Public Property	Unfounded
Criminal Homicide						
Murder and Nonnegligent Manslaughter	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	0	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	0	0	0	0	0
Sex Offenses						
Rape	2023	4	3	0	0	
	2024	8	6	0	0	
	2025	12	12	0	0	0
Fondling	2023	0	0	0	0	0
	2024	5	5	0	0	0
	2025	5	4	0	0	0
Statutory Rape	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	1	0	0	0	0
Incest	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	0	0	0	0	0
Robbery	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	1	0	0	0	0
Aggravated Assault	2023	2	1	0	0	0
	2024	3	1	0	0	0
	2025	4	3	0	0	0
Burglary	2023	7	4	0	0	0
	2024	10	4	0	0	0
	2025	5	1	0	0	0
Motor Vehicle Theft	2023	2	0	0	0	0
	2024	1	0	0	0	0
	2025	1	0	0	1	1
Arson	2023	0	0	0	0	0
	2024	2	0	0	0	0
	2025	1	1	0	0	0

MONTCLAIR STATE UNIVERSITY									
Primary Crimes	Year	On Campus	Student Housing (subset of On Campus)	Noncampus Building or Property	Public Property	Unfounded			
Hazing Incidents*	2025	1	0	0	0	0			
VAWA Offenses									
Dating Violence	2023	14	11	0	0	0			
	2024	14	7	0	0	0			
	2025	24	21	0	0	0			
Domestic Violence**	2023	20	16	0	0	0			
	2024	17	11	0	0	0			
	2025	15	15	0	0	0			
Stalking	2023	5	1	0	0	0			
	2024	3	1	0	0	0			
	2025	17	10	0	0	0			
ARREST									
REFERRED FOR DISCIPLINARY ACTION									
Arrests & Disciplinary Referrals	Year	On Campus	Student Housing	Noncampus Building Or Property	Public Property	On Campus	Student Housing	Noncampus Building Or Property	Public Property
Liquor Law Violations***	2023	0	0	0	0	0	0	0	0
	2024	1	1	0	0	100	100	0	0
	2025	0	0	0	0	1	0	0	0
Drug Law Violations***	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	33	33	0	0
	2025	0	0	0	0	4	3	0	0
Illegal Weapons Possession	2023	0	0	0	0	0	0	0	0
	2024	0	0	0	0	3	3	0	0
	2025	1	1	0	0	0	0	0	0
Notes									
* 2025 is the first year that Hazing Incidents must be disclosed in the Annual Security Report									
** New Jersey statutes require classifying roommate disputes that involve physical violence as Domestic Violence because the Domestic violence statute defines roommates as a “household member.” Of the 15 Domestic Violence incidents cited here, all involved physical altercations between roommates.									
*** It is the University's current understanding that possession of alcohol and small amounts of marijuana by individuals under the age of 21 in residence halls does not constitute a violation of applicable NJ statutes. Therefore, Montclair State University statistics for Liquor Law and Drug Law Violations may appear low.									
Hate Crime Disclosures:									
2023: The University received 1 report of a Hate Crime – Intimidation, with a Bias of Race, occurring in an on-campus Residence Hall.									
2025: The University received 1 report of a Hate Crime – Intimidation, with a Bias of Sexual Orientation, occurring in an on-campus Residence Hall.									

BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY

BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY						
Primary Crimes	Year	On Campus	Student Housing (subset of On Campus)	Noncampus Building or Property	Public Property	Unfounded
Criminal Homicide						
Murder and Nonnegligent Manslaughter	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	0	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	0	0	0	0	0
Sex Offenses						
Rape	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	0	0	0	0	0
Fondling	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	3	2	0	0	0
Statutory Rape	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	0	0	0	0	0
Incest	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	0	0	0	0	0
Robbery	2023	0	0	0	0	0
	2024	0	0	0	1	0
	2025	0	0	0	1	0
Aggravated Assault	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	0	0	0	0	0
Burglary	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	1	1	0	0	0
Motor Vehicle Theft	2023	0	0	0	2	0
	2024	0	0	0	1	0
	2025	1	0	0	2	0
Arson	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	0	0	0	0	0

BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY

Primary Crimes	Year	On Campus	Student Housing (subset of On Campus)	Noncampus Building or Property	Public Property	Unfounded
Hazing Incidents*	2025	0	0	0	0	0
VAWA Offenses						
Dating Violence	2023	4	3	0	5	0
	2024	0	0	0	2	0
	2025	5	4	0	1	0
Domestic Violence**	2023	4	3	0	2	0
	2024	0	0	0	0	0
	2025	1	1	0	4	0
Stalking	2023	0	0	0	0	0
	2024	0	0	0	0	0
	2025	2	0	0	0	0

ARREST

REFERRED FOR DISCIPLINARY ACTION

Arrests & Disciplinary Referrals	Year	On Campus	Student Housing	Noncampus Building or Property	Public Property	On Campus	Student Housing	Noncampus Building or Property	Public Property
Liquor Law Violations***	2023	0	0	0	0	25	20	0	0
	2024	0	0	0	0	29	29	0	0
	2025	0	0	0	0	0	0	0	0
Drug Law Violations***	2023	0	0	0	1	19	18	0	0
	2024	0	0	0	0	24	24	0	0
	2025	0	0	0	0	0	0	0	0
Illegal Weapons Possession	2023	0	0	0	0	5	4	0	0
	2024	1	1	0	0	14	14	0	0
	2025	0	0	0	0	0	0	0	0

Notes

* 2025 is the first year that Hazing Incidents must be disclosed in the Annual Security Report

** New Jersey statutes require classifying roommate disputes that involve physical violence as Domestic Violence because the Domestic violence statute defines roommates as a "household member."

*** It is the University's current understanding that possession of alcohol and small amounts of marijuana by individuals under the age of 21 in residence halls does not constitute a violation of applicable NJ statutes. Therefore, Montclair State University statistics for Liquor Law and Drug Law Violations may appear low.

ANNUAL FIRE SAFETY REPORT

The University publishes this Annual Fire Safety Report (AFSR) in compliance with the Campus Fire Safety Right to Know Act and the Department of Education's regulations, codified at 34 C.F.R. 668.49. The AFSR is available on the University's website at the University Facilities Office of Fire Safety webpage ([Fire Safety - Inside Montclair](#)). The University distributes a notice of the availability of the AFSR to current and prospective students and employees no later than October 1st each year. Please contact the Fire Safety Official by e-mailing FireSafety@montclair.edu **if you would like to request a paper copy of this report.**

The Campus Fire Safety Right-to-Know Act serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges/universities. This statute requires post-secondary institutions to publicly disclose certain fire safety information and statistics. This information provides current and prospective students information about the policies, concerns, and fire safety conditions that are present at the institution in which they have applied or are enrolled.

Please take time to review our statistics and fire safety information. If you have any questions regarding fire safety, please contact us; staff are available daily at **973-655-5401** to answer any questions.

ON-CAMPUS STUDENT HOUSING FIRE STATISTICS

Montclair State University maintains a fire log that records, by the date that a fire was reported, any fire that occurred in an on-campus student housing facility. The log includes the nature, date, time, and general location of each fire. The University makes an entry to the log within two business days of the receipt of such information. The fire log for the most recent 60-day period is made available for public inspection during normal business hours in the Office of Fire Safety. Portions of the log older than 60 days are made available within two business days of a request for public inspection.

2025 - MONTCLAIR STATE UNIVERSITY

RESIDENCE HALL	# FIRES IN EACH BUILDING	DATE OF REPORTED FIRE	CAUSE OF FIRE	INJURIES THAT REQUIRED TREATMENT IN A MEDICAL FACILITY	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGED BY FIRE
Alice Paul Hall	0	N/A	N/A	N/A	N/A	N/A
Barton Hall	1	9/30/2025	Faulty Light Fixture in Stairwell	0	0	\$1000.00
Basilone Hall	0	N/A	N/A	N/A	N/A	N/A
Blanton Hall	0	N/A	N/A	N/A	N/A	N/A
Bohn Hall	0	N/A	N/A	N/A	N/A	N/A
Count Basie Hall	0	N/A	N/A	N/A	N/A	N/A
Einstein Hall	0	N/A	N/A	N/A	N/A	N/A
Freeman Hall	0	N/A	N/A	N/A	N/A	N/A
Gibson Hall	0	N/A	N/A	N/A	N/A	N/A
Hawk Crossings, Accipiter	0	N/A	N/A	N/A	N/A	N/A
Hawk Crossings, Buteo	1	11/21/2025	Cooking Fire contained to stovetop	N/A	N/A	\$250.00
Hawk Crossings, Falco	0	N/A	N/A	N/A	N/A	N/A
Millicent Fenwick Hall	0	N/A	N/A	N/A	N/A	N/A
Mills Hall	0	N/A	N/A	N/A	N/A	N/A
Parker Hall	0	N/A	N/A	N/A	N/A	N/A
Russ Hall	0	N/A	N/A	N/A	N/A	N/A
Stone Hall	0	N/A	N/A	N/A	N/A	N/A
Whitman Hall	0	N/A	N/A	N/A	N/A	N/A
William Carlos Williams Hall	0	N/A	N/A	N/A	N/A	N/A

2025 – BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY

RESIDENCE HALL	# FIRES IN EACH BUILDING	DATE OF REPORTED FIRE	CAUSE OF FIRE	INJURIES THAT REQUIRED TREATMENT IN A MEDICAL FACILITY	# OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGED BY FIRE
Clee Hall	0	N/A	N/A	N/A	N/A	N/A
Franklin Hall	0	N/A	N/A	N/A	N/A	N/A
Schweitzer Hall	0	N/A	N/A	N/A	N/A	N/A
19 Austin Place	0	N/A	N/A	N/A	N/A	N/A
21 Ausitn Place	0	N/A	N/A	N/A	N/A	N/A
23 Austin Place	0	N/A	N/A	N/A	N/A	N/A
25 Austin Place	0	N/A	N/A	N/A	N/A	N/A
61 Fremont Ave	0	N/A	N/A	N/A	N/A	N/A
61 Oakland Avenue	0	N/A	N/A	N/A	N/A	N/A
58 Spruce Street	0	N/A	N/A	N/A	N/A	N/A
60 Spruce Street	0	N/A	N/A	N/A	N/A	N/A
225 Liberty Street	0	N/A	N/A	N/A	N/A	N/A
23 Park Place	0	N/A	N/A	N/A	N/A	N/A

2024 – MONTCLAIR STATE UNIVERSITY

RESIDENCE HALL	TOTAL FIRES IN EACH BUILDING	DATE OF REPORTED FIRE	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT IN A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGED BY FIRE
Alice Paul Hall	1	5/24/2024	Cooking Confined to Oven	N/A	N/A	\$0.00-\$99.00
Barton Hall	0	N/A		0	0	
Basilone Hall	0	N/A	N/A	N/A	N/A	N/A
Blanton Hall	0	N/A	N/A	N/A	N/A	N/A
Bohn Hall	0	N/A	N/A	N/A	N/A	N/A
Count Basie Hall	0	N/A	N/A	N/A	N/A	N/A
Einstein Hall	0	N/A	N/A	N/A	N/A	N/A
Freeman Hall	0	N/A	N/A	N/A	N/A	N/A
Gibson Hall	0	N/A	N/A	N/A	N/A	N/A
Hawk Crossings, Accipiter	0	N/A	N/A	N/A	N/A	N/A
Hawk Crossings, Buteo	0	N/A	N/A	N/A	N/A	N/A
Hawk Crossings, Falco	0	N/A	N/A	N/A	N/A	N/A
Millicent Fenwick Hall	0	N/A	N/A	N/A	N/A	N/A
Mills Hall	0	N/A	N/A	N/A	N/A	N/A
Parker Hall	0	N/A	N/A	N/A	N/A	
Russ Hall	0	N/A	N/A	N/A	N/A	N/A
Stone Hall	0	N/A	N/A	N/A	N/A	N/A
Whitman Hall	0	N/A	N/A	N/A	N/A	N/A

William Carlos Williams Hall	0	N/A	N/A	N/A	N/A	N/A
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2024 - BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY

RESIDENCE HALL	# FIRES IN EACH BUILDING	DATE OF REPORTED FIRE	CAUSE OF FIRE	# OF INJURIES THAT REQUIRED TREATMENT IN A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGED BY FIRE
Clee Hall	0	N/A	N/A	N/A	N/A	N/A
Franklin Hall	0	N/A	N/A	N/A	N/A	N/A
Schweitzer Hall	0	N/A	N/A	N/A	N/A	N/A
19 Austin Place	0	N/A	N/A	N/A	N/A	N/A
21 Austin Place	0	N/A	N/A	N/A	N/A	N/A
23 Austin Place	0	N/A	N/A	N/A	N/A	N/A
25 Austin Place	0	N/A	N/A	N/A	N/A	N/A
61 Fremont Ave	0	N/A	N/A	N/A	N/A	N/A
61 Oakland Avenue	0	N/A	N/A	N/A	N/A	N/A
58 Spruce Street	0	N/A	N/A	N/A	N/A	N/A
60 Spruce Street	0	N/A	N/A	N/A	N/A	N/A
225 Liberty Street	0	N/A	N/A	N/A	N/A	N/A
23 Park Place	0	N/A	N/A	N/A	N/A	N/A

2023 - MONTCLAIR STATE UNIVERSITY

RESIDENCE HALL	TOTAL FIRES IN EACH BUILDING	DATE OF REPORTED FIRE	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT IN A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGED BY FIRE
Alice Paul Hall	0	N/A	N/A	N/A	N/A	N/A
Barton Hall	0	N/A	N/A	N/A	N/A	N/A
Basilone Hall	0	N/A	N/A	N/A	N/A	N/A
Blanton Hall	0	N/A	N/A	N/A	N/A	N/A
Bohn Hall	0	N/A	N/A	N/A	N/A	N/A
Count Basie Hall	0	N/A	N/A	N/A	N/A	N/A
Einstein Hall	0	N/A	N/A	N/A	N/A	N/A
Freeman Hall	0	N/A	N/A	N/A	N/A	N/A
Gibson Hall	0	N/A	N/A	N/A	N/A	N/A
Hawk Crossings, Accipiter	1	1/30/2023	Cooking	0	0	\$500.00
Hawk Crossings, Buteo	1	10/9/2023	T-shirt caught fire due to cooking	0	0	\$0.00
Hawk Crossings, Falco	1	5/18/2023	Cooking	0	0	\$0.00
Millicent Fenwick Hall	1	6/25/2023	Cooking- Cleaning rag accidentally left in oven	0	0	\$1000.00
Mills Hall	0	N/A	N/A	N/A	N/A	N/A
Parker Hall	0	N/A	N/A	N/A	N/A	N/A
Russ Hall	0	N/A	N/A	N/A	N/A	N/A

Stone Hall	0	N/A	N/A	N/A	N/A	N/A
Whitman Hall	0	N/A	N/A	N/A	N/A	N/A
William Carlos Williams Hall	0	N/A	N/A	N/A	N/A	N/A

2023 - BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY

RESIDENCE HALL	TOTAL FIRES IN EACH BUILDING	DATE OF REPORTED FIRE	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT IN A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGED BY FIRE
Clee Hall	0	N/A	N/A	N/A	N/A	N/A
Franklin Hall	1	9/14/2024	Dryer Fire	0	0	\$1000.00
Schweitzer Hall	0	N/A	N/A	N/A	N/A	N/A
19 Austin Place	0	N/A	N/A	N/A	N/A	N/A
21 Ausitn Place	0	N/A	N/A	N/A	N/A	N/A
23 Austin Place	0	N/A	N/A	N/A	N/A	N/A
25 Austin Place	0	N/A	N/A	N/A	N/A	N/A
61 Fremont Ave.	0	N/A	N/A	N/A	N/A	N/A
61 Oakland Ave.	0	N/A	N/A	N/A	N/A	N/A
58 Spruce Street	0	N/A	N/A	N/A	N/A	N/A
60 Spruce Street	0	N/A	N/A	N/A	N/A	N/A
225 Liberty Street	0	N/A	N/A	N/A	N/A	N/A
23 Park Place	0	N/A	N/A	N/A	N/A	N/A

EMERGENCY FIRE RESPONSE

Montclair State University has access to 24 hours-a-day, seven days a week response to any fire alarm or report of burning odors. Our duty is to assure the safety of everyone on the Montclair State University and Bloomfield College campuses.



However, fire alarms alone do not ensure any person's safety unless that person knows how to safely exit a building when the fire alarm sounds.

Fire drills are conducted twice a year in all residence halls. The first drill is scheduled early in the fall semester, and all residents are told in advance. The second drill is conducted sometime during the spring semester with no advance warning.

If residents do not evacuate a hall in a reasonable amount of time, the drill is repeated until emergency officials are satisfied with the evacuation time. All repeat drills are unannounced.

Fire drills are also conducted on a regular basis for the University Health Center and the Child Care Centers. Drills for other campus buildings are not conducted unless requested and scheduled by the building's occupants.

When the fire alarm sounds, you should leave the building immediately-even if someone else tells you it is a false alarm. Do not use the elevator and do not assume it is an alarm test (unless a test has been announced)-fire alarms should never be taken lightly.

You may go back into the building when emergency personnel tell you it is safe to re-enter.

Montclair State University emergency personnel respond to any fire alarm (24 hours-a-day, 365 days-a-year) to assist the Fire Department with building and room entry. They can also provide information about a particular area due to their familiarity with the fire alarm system and practice of inspecting buildings. They help locate the alarm area for the Fire Department by checking and operating the fire alarm control panel. While trained in fire-fighting techniques, Montclair State University Emergency personnel do not fight fires unless the Fire Department asks for their assistance.

WHAT ARE "FALSE ALARMS?"

A false alarm is when a person intentionally sends in a false report of a fire. This causes emergency crews (Montclair Fire Department, Clifton Fire Department, Little Falls Fire Department, Bloomfield Fire Department and University Police) to expend time and effort in responding to a non-existing situation. False alarms kill. It has been documented by numerous fire agencies around the country that a number of fire departments responding to false alarms have been involved in accidents while responding to such reports, which resulted in firefighters being killed or injured, and vehicles and equipment damaged. Fire Department personnel may be delayed in responding to a real emergency where lives are at stake.

The fire detection systems in Montclair State University facilities are designed to respond to a condition of smoke and/or heat. How does a smoke detector work? When a foreign object or substance enters the inner chamber of a smoke detector, it activates the detector's sensor, which sends a signal to the fire alarm control panel and sets off the fire alarm. However, a smoke detector cannot distinguish the differences in smoke, dust, insects, and water.

All fire alarm systems on campus are connected to a central receiving panel that is monitored 24 hours-a-day by the University Police Department. When a fire alarm goes off in a campus building, the dispatcher immediately knows in which building the alarm was activated. Each call is taken seriously, and response is within a few minutes.

Fortunately, the cause of most fire alarms is not fire, but something else. Causes can be accidental (somebody bumping into a fire alarm device, a worker spray painting, sawing/sanding wood, or welding too close to a detector), unintentional (dust or insects the detector sees as smoke, or a smoke detector too close to a kitchen area, or water that leaks into a detector), mechanical (a malfunctioning system-usually when a new system is being installed, an electrical storm, or a faulty wire), or malicious (intentionally setting off the alarm).

The number of fire alarms on campus could be greatly reduced if we just pay more attention to our surroundings and what we are doing. Fire alarms disrupt campus life: classes, labs, special activities, office activity, sleep, etc. It is the goal of the Director of Fire Safety to reduce the number of fire alarms on campus through education, maintenance of alarm systems, and a smoke detector cleaning program.

FIRE INSPECTIONS

Inspections of all life safety devices are ongoing throughout campus/ all fire alarm systems are tested annually before the start of the fall semester. All fire alarms are monitored 24 hours a day at the University Police headquarters.

Sprinkler systems are tested annually during the summer months and inspected quarterly; all Resident Halls are fully sprinkled. Additionally, some of the academic buildings have sprinkler systems.

Cooking systems in all dining halls, diners, and classrooms are protected by hood suppression system. This is like a fire extinguisher that is hooked up to the hood above the stove. These systems are tested every six months.

FIRE EXTINGUISHERS

There are over 2,500 fire extinguishers on campus. All fire extinguishers are tested once a year and are hydrostatically tested in accordance with N.F.P.A 10. If you see a fire extinguisher with an old inspection tag please report the location to the Office of Fire Safety at **973-655-5401**.

Because we are a state agency, the State of NJ Division of Fire Safety inspects all campus property. Some buildings are inspected quarterly depending on their classification and use. Montclair State University Department of Fire Safety inspects the buildings throughout the year to ensure compliance with all State codes.

Testing of all life safety systems is done by an independent company to ensure compliance with all codes and standards. Copies of these reports are filed in the Fire Safety office.

FIRE SAFETY SYSTEMS IN STUDENT HOUSING

All student housing structures contain fire alarms that report to the University Police Headquarters by way of a state-of-the-art Notifier Monitoring System.

All on-campus Student Housing facilities are equipped with a full NFPA 13 fire suppression system installed throughout each building. Sprinkler testing is conducted quarterly by a State Certified Contractor and University Fire Safety employee.

A description of each on-campus student housing facility and its corresponding fire safety system is identified in the table below with an indication of the most recent improvements:

MONTCLAIR STATE UNIVERSITY

BUILDING	DESCRIPTION
Blanton Hall	The fire alarm system was upgraded in 2013 to a Voice Activation System and room detectors were upgraded in 2015 from 110v smoke detectors to wireless monitored device that now report to University Police
Bohn Hall	The fire alarm was last upgraded In 2016 to a Voice Activation System with addressable room detectors that report to University Police
Freeman Hall	The fire alarm was last upgraded in 2014 to an addressable fire alarms system that reports all alarms to University Police
Russ Hall	The fire alarm was last upgraded to an addressable fire alarms system that reports all alarms to University Police
Sinatra Hall	This facility was constructed in 2014 to include a Voice Activation System with addressable fire alarm systems that report all alarms to University Police
Dinallo Heights (includes Einstein, Whitman, Parker, and Basilone Halls)	This facility was constructed In 2011 to include a Voice Activation System with addressable room detectors that report to University Police
Machuga Heights (Gordon, Gibson, Barton, and Mills Halls)	This facility was constructed in 2011 to include a Voice Activation System with addressable room detectors that report to University Police
Hawk Crossings	In 2025, the fire alarm system at 200 Hawk Crossings was upgraded to a fully addressable Notifier system. In 2024, the fire alarm system at 100 Hawk Crossings was upgraded to a fully addressable Notifier system. In 2020, the fire alarm system at 300 Hawk Crossings was upgraded to a fully addressable Notifier system.
The Village (Basie, Fenwick, Paul, and Williams Halls)	The fire alarms are fully addressable Notifier smoke detection systems for each building that report to University Police

BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY

BUILDING	DESCRIPTION
Clee Hall	The fire alarm system is a Silent knight 5208 fully addressable system that reports directly to central station
Franklin Hall	The Fire Alarm System is a Simplex Fully addressable system that reports directly to central station
19 Austin Place	The Fire Alarm System is a DMP Fire Fully addressable system that reports directly to central station
21 Austin Place	The Fire Alarm System is a Holmes 1912xr Fully addressable system that reports directly to central station
23 Austin Place	The Fire Alarm System is a FireLite 9050 fully addressable system that reports directly to central Station
25 Austin Place	The Fire Alarm System is a DMP Fire addressable system that reports directly to central station
61 Fremont Ave.	The Fire Alarm System is a Holmes 1912 de addressable system that reports directly to central station
61 Oakland Avenue	The Fire Alarm System is a Holmes 1912 addressable system that reports directly to central station
58 Spruce Street	The Fire Alarm System is a Holmes 1912rx fully addressable system that reports directly to central station
60 Spruce Street	The Fire Alarm System is a Holmes 1912rx fully addressable system that reports directly to central station
225 Liberty St.	The Fire Alarm System is a FCI fully addressable system that reports directly to central system
23 Park Place	The Fire Alarm System is a fully addressable DMP XR150 system that reports directly to central station
Schweitzer Hall	The Fire Alarm System is a Silent Knight Fully addressable system that reports directly to central station

PLANS FOR FUTURE LIFE SAFETY IMPROVEMENTS

A description of future plans for fire safety improvements to each on-campus student ho

BUILDING	DESCRIPTION
Freeman Hall	Upgrade main fire alarm panels in this building to a Voice Evacuation Mass Notification system
Russ Hall	Upgrade main fire alarm panels in this building to a Voice Evacuation Mass Notification system
Blanton Hall	Upgrade main fire alarm system to a fully addressable Notifier smoke detection system including a voice activation system that reports all alarms to University Police

FIRE DRILLS

Fire Drills are conducted four times a year in all residence halls. The first drill is scheduled within the first 10 days of the fall semester, and all residents are told in advance. The other three drills are conducted during the spring and fall semesters with no advance warning. This brings a total of four drills per academic year with one of the drills being held after sunset.

For the Montclair State University Campus Fire Drills were conducted during the Fall, 2025 Semester on the dates of September 5, 2025, and November 13, 2025 (conducted after sunset). During the Spring 2025 semester, drills were performed on the dates of January 27, 2025, and April 14, 2025.

Regarding Bloomfield College at Montclair State University, fire drills were conducted during the Fall 2025 Semester on the dates of September 4, 2025, and November 19, 2025 (conducted after sunset). During the Spring 2025 semester, drills were performed on the dates of January 25, 2025, and April 16, 2025.

Three other Fire Drills were conducted on the dates of June 30, 2025, July 15, 2025, and July 22, 2025, July 29, 2025, for students residing on campus for summer programing within the Machuga Heights, Dinallo Heights and Blanton Hall Residents Halls.

UNIVERSITY POLICIES

Items Not Permitted in Residence Rooms

Smoking and/or vaping in residence halls is expressly prohibited in accordance to New Jersey State Law

Prohibited Appliances:

- Hot plates/hot pots and any appliance with exposed heating elements.
- All open-flame devices and candles. Candles, incense, oil burners and candle wax warmers are STRICTLY PROHIBITED in all residence areas. Even if they are only decorative, in accordance with the State of New Jersey, Division of Fire Safety.
- Storage and charging of all personal electrical vehicles (i.e. electric bicycles, scooters, skateboards and hoverboards).
- Portable Electrical Appliances including but not limited to:
 - George Foreman Grills (permitted only in The Village, one per apartment.)
 - Unapproved Extension Cords.
 - Electric heaters

- Halogen, torchier, or lava lamps
- Coffee pots (One permitted, only with automatic shut off features.)
- Toasters (One permitted only in the Village apartments
- Electric frying pans
- Popcorn poppers (one permitted only in the apartments.)
- Candlewax warmers (Both Electric and Open Flame Types are Prohibited!)
- Dishwashers (Except in the Village, where they are provided by the University)
- Window/portable air conditioners
- Stoves
- Burners/grills
- Deep fryers
- Open coil plates
- Rice cookers (Only permitted In the Hawks Crossings and Village residents halls)

– Potpourri pots

– Live Christmas trees and/or wreaths

– Halloween/Fall corn stalks or hay bales

Combustible Items, Including

- Explosives, fireworks, M80s, bottle rockets, etc.
- All firearms, ammunition, BB guns, paintball guns, knives or weapons of any type, even if they are presumed to be exclusively for decorative or collectible purposes
- Gasoline and/or any type of gasoline-powered items such as mopeds, motor scooters, motorcycles, portable generators, etc.
- Kerosene, propane, paint thinner, oil lamps
- All flammable and combustible liquids
- Kerosene heaters
- Additional unapproved furniture other than what is provided in the rooms, i.e. futons, chairs, mattresses, bed frames, desks, beanbag chairs, couches, etc.



Restricted Items

- Microwave Ovens: One microwave is permitted in each student room. The microwave must not exceed 700 watts of power. Larger microwave ovens are permitted in the apartment communities but must not exceed 1,000 watts of power.
- Refrigerators: One refrigerator is permitted in each student room. The refrigerator must not draw more than 1.5 amps and must not exceed 3 cubic feet. Mini fridges are prohibited in the apartment communities since the University provides a full refrigerator.
- MicroFridge Units: One MicroFridge unit is permitted in each student room. (For MicroFridge information, contact Campus Specialties at www.campuspec.com or call 1-800-525-7307.)
- Power strips: Power strips with a built-in GFCI surge protector and circuit breaker are permitted and must be plugged directly into the wall outlet. Such power strips may not be connected to one another or daisy chained

All electrical equipment brought into the residence halls by a resident must bear the Underwriters Laboratories (UL) seal of approval and must be used for the purpose for which it was designed. Items found not meeting these standards, or in violation of any other fire safety regulations, will be confiscated and returned at the end of the semester/academic year.

Please note that this compilation is not an exhaustive list of the violations for which you may be cited. For additional information, please visit the **Office of Residence Life**.

Use of Space Heaters

During the winter months, some members of the University community feel that space heaters are needed to provide them with warmth. The use of space heaters should be avoided by contacting the Facilities Service Desk (**973-655-5444**) and requesting that Facilities increase the heat temperature in the respective space. This, however, may not be an option in areas such as the front desks of residence halls due to the constant flow of people into and out of the building. In these limited cases, the following space heater safety tips must be followed.

- Keep all space heaters at least three feet away from any combustibles.
- Use space heaters only as a supplementary source of heat. These devices are not intended to replace the building's heating system.
- Do not use extension cords with space heaters; plug them only into electrical outlets.
- Inspect the heater's cord periodically to look for frayed wire or damaged insulation.
- Do not use a space heater with a damaged cord.
- Check periodically for a secure plug/outlet fit. If the plug becomes very hot, stop using the space heater.
- Heaters should be placed on a flat, level surface.
- Do not place heaters on furniture since they may fall and become damaged or this could break parts in the heater, posing a fire hazard.



- Do not place heaters on shelves or in cabinets, where they may fall or where heat may accumulate and cause damage or, worse yet, a fire.
- Do not use In damp, wet areas.
- Look for the UL mark on your electric heater. This means representative samples of the appliance have met UL's stringent safety standards.
- Anyone with questions about the use of space heaters should contact the Office of Fire Safety at **973-655-5401**.

Smoking Policy

Read the University's **Tobacco-Free Policy**

Current state law and University policy prohibits smoking and/or use of tobacco, vapor or similar products* inside any campus building.

EVACUATION PROCEDURES

All members of the Montclair State University Community are, by State law, required to review the Fire Evacuation Plan and to review the **staging areas and building evacuation maps** for the building in which the community members work, attend class, and/or reside; this information is available under Section XI, Staging and Accountability, of this fire evacuation plan. This is required to be done by all campus community members on an annual basis.

Fire Evacuation Plan

The objective of this document is to provide the campus community access to a comprehensive emergency evacuation procedure for the evacuation of buildings with activated fire alarms, and, in doing so, to comply with the 2018 International Fire Code; New Jersey Edition, as adopted by the State of New Jersey in effect as of October 15, 2024.



This document is applicable to all persons on the campus of Montclair State University, including faculty, staff, students, and visitors.

Fire Evacuation Procedure

I. Emergency Evacuation

- Become familiar with your work area and exit locations in advance of an emergency. Always know at least two ways out of a building.
- If a fire alarm sounds, prepare to evacuate immediately.
- Do not panic. Walk quickly to the closest emergency exit.
- Do not use elevators. If power is disrupted, elevators will stop working.
- Walk in a single file. Stay to the right when walking through corridors and stairwells.
- Avoid unnecessary talking and keep the lines moving.
- Individuals requiring assistance in an evacuation should proceed to a stairwell entrance area and wait for assistance.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and, if safe, proceed with the evacuation.
- No one is to return to the building until permission is granted by the local fire department or University Police.

II. Evacuation of Persons with Disabilities

- Be aware that faculty, staff and students with disabilities may need individual assistance. Assist them whenever possible. A list of students with disabilities, which is updated each semester, is available for emergency responders in the event of an emergency. All faculty and staff with disabilities may contact the Director of Fire Safety Robert Ferrara at 973-655-5401 or ferrara@montclair.edu with their work schedule if they would like to be placed on this list.
- If evacuation cannot be done safely, contact University Police at 973-655-5222 and provide them with your name, location (including floor and stairwell), the reason why you are unable to evacuate, and if immediate assistance is required. This information will be relayed to responding emergency personnel.
- Students with visual and physical disabilities (whether permanent or temporary) are permitted to await the arrival of emergency personnel at the stairwell landing from which they called. However, the student must contact the University Police Department, if opting to shelter in place.
- We advise students with permanent and temporary disabilities to contact Meghan Hearn in the Disability Resource Center (hearnsm@montclair.edu) at 973-655-5308 to be placed on the disability list and for other guidance.

Hearing and Visual Impairments

- Assist people with these disabilities by notifying them of the emergency and assisting them out of the building.

To Evacuate People with Permanent and Temporary Mobility Disabilities:

- Individuals at ground floor locations may be able to exit without help.
- Assist and accompany them to the evacuation site, if possible.
- Proceed to the stairwell or area of refuge.
- Notify emergency responders of the mobility impaired person's location, by calling University Police at 973-655-5222.
- Stay with the mobility impaired person, if possible.

III. In the Event of a Fire Alarm Activation

- Leave the building immediately-use the stairwells-not the elevator.
- If you are a mobility-impaired person on an upper floor, proceed to the stairwell landing on your floor and instruct someone to notify emergency response personnel of your location.

- No personnel will be allowed to re-enter the building without permission from University Police or the local fire department.
- Assist any person in Immediate danger to safety, if it can be accomplished without risk to yourself.

IV. To Report a Fire

- Signs of fire include; smelling smoke, seeing smoke, or seeing actual fire; these are emergencies and need to be reported.
- Building evacuation plans. Pull stations are located by stairwells and exit doors). This will sound the fire alarm bells or
- Electronic horns to evacuate the building and will automatically notify University Police. It is better to have these agencies respond and not be needed than it is to have them arrive too late for potential rescue.
- Notify University Police of the location and size of the fire by calling 973-655-5222 or by using an emergency telephone that connects directly to University Police.
- Always call from a safe location (i.e. from outside the building).

When a fire alarm sounds, all personnel in the affected areas should evacuate the building immediately. However, if the fire is small enough and it is safe to do so, use a nearby fire extinguisher to control and extinguish the fire. Don't fight the fire if the fire is too large or out-of-control, if the atmosphere is toxic, or if you do not feel comfortable doing so.

- To operate a fire extinguisher, remember the word PASS:
- Pull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
- Aim low. Point the extinguisher at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side-to-side.
- If the first attempt to put out the fire fails, evacuate the building immediately.
- If possible, doors and windows should be closed as the last person leaves a room.
- Do not use elevators to evacuate- use the building's stairwells.
- Upon evacuating the building, personnel shall proceed to the designated staging area.
- NO personnel will be allowed to re-enter the building without permission from the University Police or the local fire department.

V. To Report an Outdoor Fire

Notify University Police headquarters by calling **973-655-5222** of the location and size of the fire, or by using an emergency telephone (which connects directly to University Police). Always call from a safe location.

VI. Evacuation Procedures for Faculty

- Review the fire evacuation procedure for the room(s) in the building(s) in which you are assigned to conduct class(es)
- and/or in which you have an office. Locate all exit routes, secondary exit routes, and staging areas. During the first week of class or when a new student transfers to the class, review the evacuation plan, routes, and staging area with the students.
- In the event of an alarm, escort/lead students out of the building and report to the staging area. Upon arrival at the
- designated staging area, account for your students and report any missing students to the building manager. For further information on building managers, see page 6 of this plan.

VII. Evacuation Procedures for Staff/Contractors/Other Employees:

- Review the fire evacuation procedure for the room(s) in the building(s) in which you are assigned to work. Locate all exit routes, secondary exit routes, and staging areas. In the event of an alarm, immediately leave the building and report to the staging area. Managers and department heads are responsible for designating a person to be responsible for accounting for the persons in their department or area(s) if an emergency evacuation must occur. This person will take a head count (henceforth, "accountability") and report any unaccounted-for Individuals to the building manager.
- Staff members have the responsibility to ensure that, in the event of a fire alarm, all visitors and contractors are escorted out of their area of control, while the staff member is exiting the building. In larger areas, such as in dining facilities, libraries, retail stores, and bookstores, employees shall perform a sweep of their area while exiting. The staff members are to direct visitors and contractors to the designated staging areas, to await instructions from emergency responders. If any individual is not accounted for, such findings shall be reported immediately to the building manager.

VIII. Evacuation Procedures for Residence Halls

- Community Directors are ultimately responsible for the fire evacuation procedure (Section III of this plan) in their respective buildings. It is the Community Director's responsibility to make sure that each Facilities Assistant, Desk Assistant, and resident is familiar with the fire safety plan for his/her respective building(s).
- During their initial floor meeting each semester, Community Directors and/or Facilities Assistants will give fire safety information to the students who reside in their area of responsibility. If a resident has a guest in their residence hall, that resident is responsible for escorting his or her guests out of the building, in the event of an emergency evacuation.
- Upon a fire alarm activation, Facilities Assistants, Desk Assistants, and Community Directors are to evacuate the building along with the students, guests, and/or residents and report to their designated staging area. Once in the staging area, the Community Assistants, aided by the Service Assistants, are to account for their residents. Any abnormalities (e.g. missing or otherwise unaccounted for students, staff, and/or guests) are to be immediately reported to the Building Manager or to University Police. Under no circumstance should any student, student employee, guest, or staff member remain in a building during a fire alarm activation, unless expressly directed to do so by emergency personnel.

IX. Assembly Use Groups

Notification

Assembly Use Groups are buildings or areas used for the public to assemble. Examples of such buildings or areas on our campus include Kasser Theater, Memorial Auditorium, Student Center Ball Rooms, University Hall Conference Center, etc. When these areas are used for public gatherings (e.g. not for a class) an audible announcement shall be made not more than ten minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency and the location of the building's staging area.

Training

Those employees assigned to evacuate persons from assembly use groups shall receive training in fire safety, exit and evacuation plans, and their duties during an emergency. They shall receive this training at their orientation and annually thereafter.

X. Procedures for Summer Camps and Other Groups Staying Overnight

As with all groups staying overnight on the campus of Montclair State University, Summer Camps and other related groups will be responsible for their emergency evacuation and accountability. The person responsible for the entire group

(henceforth, the “supervisor”), is responsible for ensuring that all his or her campers or building occupants are aware of this plan. If the supervisor has counselors, or other similar staffing to whom this duty may be delegated, he or she may delegate this duty to those individuals.

“Supervisors” and/or their delegated counselors, are to review the emergency egress plan with the building occupants. (Section III of this plan) Please take note that the way you enter a building is not necessarily the closest exit. Familiarize yourselves with the building before an emergency occurs. Additionally, all occupants should be aware of the designated staging areas prior to the occurrence of an emergency.

In the event of an alarm, all building occupants are to immediately exit the building. Elevators are not to be used. Upon exiting the building, all occupants are to gather at the designated staging areas. Once the occupants are staged, accountability, in the form of a headcount, is to be taken. If counselors are taking accountability, their findings must be reported to the supervisor immediately. Any discrepancy is to be immediately reported to the University Police Department, by either reporting to an

officer upon his or her arrival on scene or by dialing campus police at 973-655-5222. It is important to remember to always err on the side of caution.

If an individual is unable to exit the building, whether because of a physical impairment or due to a fire condition in the hallway, that person is to remain in his or her room and notify University Police at 973-655-5222. As a general practice, any group staying overnight should have the University Police Department’s telephone number programmed into their cellular telephones.

Finally, a fire drill will be conducted within 24 hours of each group’s arrival; participation in this drill is mandatory.

XI. Procedure for Critical Employees to Remain in a Building during a Fire Alarm

At no time should an employee of Montclair State University remain in a building when an alarm is sounding. The only exceptions to this are emergency personnel (e.g. the police department or a representative of the Department of Fire Safety). If an unsafe condition exists, all such persons are to leave the building immediately.

XII. Other Employee Responsibilities

Those employees who, as part of their job, are tasked with assignments which pose a fire hazard are to receive fire safety and extinguisher training. Examples of such employees include, but are not limited to, plumbers, welders, electricians, and employees assigned to conduct or oversee “hot work.”

XIII. Staging and Accountability

All employees will report to the building’s staging area, in the event of a building evacuation. It is the responsibility of the hall directors, managers, and department heads to identify a responsible person (or persons, such as in the case of the residence hall directors) and a backup person (or persons) to account for all employees, faculty, staff, students, and guests in their area at all times. This person will establish a meeting area within the staging area designated for each building (**See maps of staging areas and building evacuation plans** for more details on staging areas) where, in the event of an emergency, his or her employees will meet. At the staging area, this person will account for all employees that are in his or her work area and report his or her findings to a Building Manager or an Assistant Building Manager. A Building Manager and Assistant Building Manager will be assigned to each building by the Dean or Vice President who oversees said building. The Building Manager is to remain in a centralized area within the staging area until accountability is taken and reported. If a Building Manager is unavailable, the Assistant Building Manager will act as the Building Manager. Once all departments have checked in with the Building Manager, he or she will report to the front of the building and give his or her findings to a University Police officer.

XIV. Emergency Aid

Emergency aid (including emergency medical, fire, and rescue needs) will be provided by the University Police Department, the University Emergency Medical Services, and local fire departments. To receive services from these organizations, contact University Police at **973-655-5222**.

XV. Occupant Notification

In the event of a building evacuation where no fire condition exists, emergency responders may activate the fire alarm system to signal the need to evacuate the building. Notification may also be made through electronic voice communication systems (located in several of the University’s buildings), the campus text message alert system, and through e-mail. If a fire exists in a building, the automatic alarm system will notify the occupants of the hazard. Manual pull stations may also be used to activate this system.

XVI. Notification of Activated Fire Alarms and Emergencies

All fire alarm systems and campus-wide emergency phones are monitored at University Police headquarters. In the event of an activated fire alarm, the University Police Department will contact the appropriate fire department via phone or local police and fire radio frequencies. After they evacuate, assuming they have pertinent information, employees, students, or others are asked to contact University Police in the event of a fire. The additional data that can be gathered through your phone calls greatly help responders in their response to our campus.

XVII. Further Information and Explanation of the Duties under this Plan

For further information and explanation of the duties under this plan, you may contact Robert Ferrara, Director of Fire Safety, at **973-655-5401**.

XVIII. Training information

Per the University's Fire Evacuation Procedure, all members of the University community are responsible for reviewing the fire evacuation plan. The Office of Fire Safety offers training to all Residents, Community Directors, Facilities Assistants and various departments throughout campus. Fire Safety training for specific departments is always available through a request made by the unit supervisor. Resident Students are responsible for the completion of "Be Fire Smart:" Fire Safety course online via Canvas where all policies, procedures and evacuation plans are provided prior to moving into their assigned residence halls.



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