

# Atlantic Cape Community College

MAYS LANDING CAMPUS SECURITY

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Atlantic Cape Security and Public Safety

Mays Landing Campus

## Campus Security

## Report 2023



JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY

AND CAMPUS CRIME STATISTICS ACT

[WWW.ATLANTIC.EDU](http://WWW.ATLANTIC.EDU)

# ATLANTIC CAPE SECURITY AND PUBLIC SAFETY

## Mays Landing Campus

5100 Black Horse Pike, Mays Landing, NJ 08330-2699, Phone: (609) 343-5125

## Campus Security Report 2023

Why a Campus Security Report?

### The Campus Security Act -- Legal requirements

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, codified at 20 USC 1092 (f) as a part of the **Higher Education Act of 1965**, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Violators can be "fined" up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action.

The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the **Crime Awareness and Campus Security Act of 1990**, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. They also founded the non-profit Security On Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

### Federal Legislation

**Crime Awareness and Campus Security Act of 1990 (1990)**-Requires colleges and universities to automatically provide current students and staff with basic campus crime statistics and security policies. Prospective students and staff are to be notified of the availability of this information and to be given it upon request.

**Buckley Amendment Clarification (1992)**-Records kept by campus police and security for law enforcement purposes are not confidential "education" records under federal law

**Campus Sexual Assault Victims' Bill of Rights (1992)**-Requires colleges and universities to afford campus sexual assault survivors certain basic rights, including assistance notifying the police. Schools must have policies in place to address campus sexual assault.

**Campus Courts Disclosure Provision (1998)**-The final results of student disciplinary cases where a student has been found to have broken a school rule in association with a crime of violence or non-forcible sex offense are no longer protected from disclosure under federal student privacy laws. Victim information is protected

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1998)**-Amends the 1990 Campus Security Act to eliminate loopholes and expand reporting requirements. Statistics for certain off-campus areas have to be disclosed and schools with a security department must maintain a daily crime log.

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**Campus Sex Crimes Prevention Act (2000)**-Provides for the collection and disclosure of information about convicted, registered sex offenders either enrolled in or employed at institutions of higher education

**National Campus Safety Awareness Month (2008)**-Congress formally expressed their unanimous support for the Clery Center's partnership with colleges and universities across the country each September to increase awareness of campus safety issues.

**Higher Education Opportunity Act (2008)**-Adds emergency response and notification provisions to the Clery Act; expands existing statement of policy on the law enforcement authority of campus security personnel; expands hate crime statistics reported under the Clery Act to include larceny-theft, simple assault, intimidation and vandalism.; establishes safeguards for "whistleblowers and requires the U.S. Department of Education to report to Congress annually on Clery Act compliance and their work to implement the law.

#### **Violence Against Women Act**

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill were amendments to the Clery Act that afforded additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking. From its inception, the Clery Center provided insight to and advocated for this legislation and we are committed to supporting institutions as they evaluate their own campus process.

Every post-secondary institution participating in Title IV financial aid will be required to:

compile statistics of incidents of sexual assault, domestic violence, dating violence, and stalking that occur within Clery geography and are reported to campus security authorities

include within its Annual Security Report a statement of policy regarding:

- its programs to prevent domestic violence, dating violence, sexual assault, and stalking
- the procedures that will be followed once an incident of these crimes has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from the report
- educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which shall include primary prevention and

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awareness programs for incoming students and new employees, as well as ongoing prevention and awareness programs for students and faculty, and includes:

a statement that the institution prohibits these offenses

the definition of domestic violence, dating violence, sexual assault, and stalking in its jurisdiction

the definition of consent in reference to sexual activity

safe and positive options for bystander intervention

information on risk reduction to recognize warning signs of abusive behavior

- possible sanctions on protective measures the institution may impose following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking
- procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about
  - importance of preserving evidence
  - to whom the alleged offense should be reported
  - options regarding law enforcement and campus authorities, including notification of the victim's option to notify law enforcement (on-campus and local police), be assisted by campus authorities in notifying law enforcement if the victim so chooses, the option to decline to notify such authorities, and, where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court
- provide a prompt, fair, and impartial investigation and resolution
- be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- the accuser and the accused are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice
- both the accuser and the accused shall be simultaneously informed, in writing, of:
  - the outcome of the institutional disciplinary proceeding

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the institution's procedures for the accused and the victim to appeal the results  
any change in the results that occurs prior to the time the results become final  
when the results become final

- procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault and stalking, which shall include statements that proceedings shall
- information about how the institution will protect the confidentiality of victims
- written notification of students about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims on-campus and in the community
- written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement
- a student or employee who reports to the institution that they have been a victim of one of the aforementioned crimes shall be provided with a written explanation of the student or employee's rights and options

#### **U.S. Department of Education Preliminary Guidance (2014 ASR)**

Negotiated rulemaking process for VAWA amendments to the Clery Act (Campus SaVE)

Final regulations after the rulemaking process (draft regulations after April 1, 2014 consensus ASR – October 2014 – Make "good faith" effort to include statistics for 2013 calendar year)

#### **Annual Report-**

Schools have to publish an annual report every year by October 1st that contains 3 years worth of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus police and where students should go to report crimes. The report is to be made available automatically to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Schools can comply using the Internet so long as the required recipients are notified and provided the exact Internet address where the report can be found and paper copies are available upon request. A copy of the statistics must also be provided to the U.S. Department of Education.

#### **Crime Statistics-**

Each school must disclose crime statistics for the campus, unobstructed public areas immediately adjacent to

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or running through the campus, and certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities" such as student judicial affairs directors. Professional mental health and religious counselors are exempt from reporting obligations, but may refer patients to a confidential reporting system which the school has to indicate whether or not it has.

Crimes are reported in the following 7 major categories, with several sub-categories: 1.) Criminal Homicide broken down by a.) Murder and Nonnegligent Manslaughter and b.) Negligent manslaughter; 2.) Sex Offenses broken down by a.) Forcible Sex Offenses (includes rape), b.) Nonforcible Sex Offenses, c.) Domestic Violence, d.) Dating Violence and e.) Stalking; 3.) Robbery; 4.) Aggravated Assault; 5.) Burglary; 6.) Motor Vehicle Theft; and 7.) Arson. Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: 1.) Liquor Law Violations; 2.) Drug Law Violations; and 3.) Illegal Weapons Possession. If both an arrest and referral are made only the arrest is counted.

The statistics are also broken down geographically into "on campus," "residential facilities for students on campus," noncampus buildings, or "on public property" such as streets and sidewalks. Schools can use a map to denote these areas. The report must also indicate if any of the reported incidents, or any other crime involving bodily injury, was a "hate crime."

#### **Access To Timely Information-**

Schools are also required to provide "timely warnings" and a separate more extensive public crime log. It is these requirements which are most likely to affect the day to day lives of students. The timely warning requirement is somewhat subjective and is only triggered when the school considers a crime to pose an ongoing "threat to students and employees" while the log records all incidents reported to the campus police or security department.

Timely warnings cover a broader source of reports (campus police or security, other campus officials, and off-campus law enforcement) than the crime log but are limited to those crime categories required in the annual report. The crime log includes only incidents reported to the campus police or security department, but covers all crimes not just those required in the annual report, meaning crimes like theft are included in the log. State crime definitions may be used.

Schools that maintain a police or security department are required to disclose in the public crime log "any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department." The log is required to include the "nature, date, time, and general location of each crime" as well as its disposition if known. Incidents are to be included within two business days but certain limited information may be withheld to protect victim confidentiality, ensure the integrity of ongoing investigations, or to keep a suspect from fleeing. Only the most limited information necessary may be withheld and even then it must be released "once the adverse effect...is no longer likely to occur."

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The log must be publicly available during normal business hours. This means that in addition to students and employees the general public such as parents or members of the local press may access it. Logs remain open for 60 days and subsequently must be available within 2 business days of a request.

#### **Our Mission and Values**

The Campus Security Department is concerned about the safety and welfare of all campus members and guests and commits itself to promoting a safe and secure environment. Because no campus can totally isolate itself from crime, the Campus Security Department has developed a series of policies and procedures designed to ensure that every possible precaution is taken to protect the campus community

#### ***Security Department Information***

The Atlantic Cape Security Department reports to the Executive Director of Human Resources, 5100 Black Horse Pike, Office J219 , Mays Landing, NJ 08330, (609) 343-6810. The Security Department works closely with all departments of the College to ensure that safety policy and procedures are uniformly executed and conveyed in a clear and consistent manner to all the College's students, faculty, and staff

Atlantic Cape's Mays Landing Campus Security Office is located at 5100 Black Horse Pike, Mays Landing, NJ 08330-2699, Building U. It is open 24 hours a day, 365 days a year. Uniformed Security officers provide around-the-clock patrol and services to the campus community.

Campus Security officers are responsible for a full range of safety services to the campus community, including all crime report investigations, medical emergencies, fire emergencies, traffic accidents, and enforcement of all College policies including those relating to alcohol use, drug use, and weapons possession.

Campus Security officers submit incident reports on all crimes on campus reported to the department. These incident reports are reported and filed with the local police department and automatically become part of its record-keeping process. All serial numbers of vehicles and office equipment stolen from campus are reported through the local police department to the National Crime Information Center (NCIC).

#### ***Reporting Emergencies, Crimes and other Incidents***

All criminal activity, suspicious activity, and other emergencies on campus should be reported directly to the Office of Security by any faculty/staff, student or visitor, of Atlantic Cape's Mays Landing Campus College community. Please dial 5125 from any college phone or dial 609-343-5125 for all emergency or service calls, 24 hours a day. Campus phones can also be found in the halls of the Mays Landing Campus buildings, simply dial 5125 to be connected to security. All classroom phones when picked up will automatically connect with security. Campus Security officers will meet you anywhere on campus to investigate and inquire about any of these events. If requested, the identity of the complainant will be kept confidential whenever possible. The Hamilton Township Police Department is the local police authority with arrest powers for the Mays Landing Campus. They can be reached by dialing 911 or 609-625-2700. The Security staff of Atlantic Cape will

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assist with contacting the local police when requested.

Security encourages the campus community to report all suspicious activity or crimes by:

1. Using the security phones located in all buildings. These ring directly to security, unless otherwise posted.
2. Contacting a guard on patrol.
3. Reporting to the Security Department office or Security desks.
4. [Reporting online.](http://cesi.reportexecdirect.com/atlanticcapecc/CESIReportExec/OLF) <http://cesi.reportexecdirect.com/atlanticcapecc/CESIReportExec/OLF>

Crimes can be reported to the following departments:

#### Mays Landing Main Campus

**Security Building U, (609) 343-5125 or ext. 5125 from campus phone 24 hours a day or [electronically](#).**

Director of Security, Building U, Clifton Sudler (609) 343-5126 or ext. 5126 from a campus phone

Chief Business Officer, Office J-225, Dominic Sambucci (609) 343-5116 or ext. 5116 from a campus phone

VP Student Affairs, Office G-222, Dr. Natalie Devonish (609) 343-5087 or ext. 5087 from a campus phone

Judicial Officer, Office G-118, Nancy Porfido (609) 343-5095 or ext. 5095 from a campus phone

Executive Director, Human Resources, Office J-219, Thomas Hendrixson (609) 343-6810 or ext. 6810 from a campus phone

Affirmative Action, Office J254, Vanessa O'Brien-McMasters (609) 343-5670 or ext. 5670 from a campus phone

Title IX Coordinator, Office G-118, Nancy Porfido (609) 343-5095 or ext.5095 from a campus phone.

#### Charles D. Worthington Atlantic City Campus

Security Lobby Counter (609) 343-4841 or ext. 4841 from campus phone 24 hours a day or [electronically](#).

Director, Worthington AC Campus, Office W218, Lizbeth Castro James (609) 343-4800 or ext. 4731 from a campus phone.

WACC Director Student Services, Office area 145, Cynthia Correa (609) 343-4897 or ext. 4897 from a campus phone.

Director of Security, Building U, Clifton Sudler (609) 343-5126 or ext. 5126 from a campus phone.

Chief Business Officer, Office J-225, Dominic Sambucci (609) 343-5116 or ext. 5116 from a campus phone.

VP Student Affairs, Office G-222, Dr. Natalie Devonish (609) 343-5087 or ext. 5087 from a campus phone

Judicial Officer, Office G-118, Nancy Porfido (609) 343-5095 or ext. 5095 from a campus phone

Executive Director, Human Resources, Office J-219, Thomas Hendrixson (609) 343-6810 or ext. 6810 from a campus phone.

Affirmative Action, Office J254, Vanessa O'Brien-McMasters (609) 343-5670 or ext. 5670 from a campus phone.

Title IX Coordinator, Office G-118, Nancy Porfido (609) 343-5095 or ext.5095 from a campus phone.



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### Cape May County Campus

Security Office 122, (609) 463-6390 or ext. 6390 from a campus phone or (609) 839-0939 24 hours a day or [electronically](#).

Director, Cape May Campus, Office 315, Krista Fitzsimons, (609) 463-3670 or ext. 3670 from a campus phone  
Assistant Dir, CMCC Student Affairs, Office 127 Kristi Collemacine, (609) 463-3993 or ext. 8113 from a campus phone.

Director of Security, Building U, Clifton Sudler (609) 343-5126 or ext. 5126 from a campus phone

Chief Business Officer, Office J-225, Dominic Sambucci (609) 343-5116 or ext. 5116 from a campus phone.

VP Student Affairs, Office G-222, Dr. Natilie Devonish (609) 343-5087 or ext. 5087 from a campus phone

Judicial Officer, Office G-118, Nancy Porfido (609) 343-5095 or ext. 5095 from a campus phone

Executive Director, Human Resources, Office J-219, Thomas Hendrixson (609) 343-6810 or ext. 6810 from a campus phone.

Affirmative Action, Office J254, Vanessa O'Brien-McMasters (609) 343-5670 or ext. 5670 from a campus phone.

Title IX Coordinator, Office G-118, Nancy Porfido (609) 343-5095 or ext.5095 from a campus phone.

All reports of crime will be fully recorded, investigated and reported in accordance with the laws and regulations of the State of New Jersey and in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice, Federal Bureau of Investigation. The department works closely with the N.J. State Police, the Hamilton Township Police Department (Mays Landing Campus), Atlantic City Police Department (Charles D. Worthington Atlantic City Campus), and the Middle Township Police Department (Cape May County Campus).

### **Security and Access to Facilities**

**Atlantic Cape's offices are generally open weekdays from 9:00 a.m. to 4:30 p.m. Classes generally begin at 6:30 a.m. and run throughout the evening till 10:45 p.m. The buildings are generally open by 6:30 a.m. and are secured by 11:00 p.m. To ensure safety, please do not prop open doors that are normally kept locked. Suspicious individuals should be reported to the Security Department.**

**All students, staff and faculty are issued photo identification cards and must have them in their possession while on campus. This card remains the property of Atlantic Cape and is nontransferable. It must be presented upon demand to college administrators and security personnel. The Atlantic City and Cape May Campuses require the card to be worn while on the premises. The card is also required for access to certain events and areas such as the college's computer labs.**

### **Campus Policies and Procedures**

**\*\*Sex Offenses\*\***

**Violence Against Women Act and the Campus Sexual Violence Act (Policy No. 25)**















































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5. Contact the rape treatment or crisis center located in your community. These agencies have a 24 hour, 7 days a week hotline. They can provide accompaniment to the hospital, police department and/or court, individual and group counseling for victims of sexual assault and advocacy.
6. Atlantic County Women's Center  
P.O. Box 311  
Northfield, NJ 08225  
(609) 646-6767

Coalition Against Rape and Abuse, Inc.  
P.O. Box 774  
Cape May Court House, NJ 08210  
(609) 522-6489

#### **Atlantic Cape's Policies and Programs to Prevent Sexual Assault**

##### **Policy**

Atlantic Cape's policy on sexual assault states that the college will not tolerate sexual assault in any form, including acquaintance rape. Where there is probable cause to believe that the college's regulations prohibiting sexual assault have been violated, the college will pursue strong disciplinary action through its own channels.

This discipline includes the possibility of suspension or dismissal from the college. Procedures may be found in the Student Handbook Calendar under Misconduct Appeal Process, as well as in the Institutional Procedures and Policy Handbook.

In addition, the following will be incorporated into the established procedures:

##### **Rights of the accuser and the accused**

Both the accuser and the accused are entitled to have others present throughout the disciplinary hearing.

The accuser and the accused will be immediately informed of the outcome of any campus disciplinary proceeding dealing with charges of sexual assault.

The accuser will have the right to attend the entire disciplinary hearing if he or she so chooses.

The accuser's irrelevant past sexual history will not be discussed during the hearing.

The accuser will have right to make a 'victim impact statement' during the proceeding' and suggest punitive action to be taken by the college.

An individual charged with sexual assault can be prosecuted under New Jersey criminal statutes and disciplined under Atlantic Cape's institutional policies. Even if the criminal justice authorities choose not to prosecute, the college can pursue disciplinary action.

##### **Programs**

Campus sexual assault program information and counseling are provided by the college's Counseling Department and Affirmative Action Officer. These areas offer workshops, conferences and personal counseling on the college's policy and procedures and student and employee rights.

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#### Escort Services

Upon request, Atlantic Cape's Security Department may escort individuals to their cars on campus. This service is available by stopping at the security desk of the respective campus or by calling:

Mays Landing Campus Security	(609) 343-5125
Cape May County Campus Security	(609) 463-6390 daytime (609) 463-3967 evening
Worthington Atlantic City Center	(609) 343-4841

\*Adams, A., Abarbanel, G. (1988). "Sexual Assault on Campus: What Colleges Can Do," Santa Monica, CA: Rape Treatment Center, Santa Monica Hospital Medical Center.

\*\*reprinted with permission: Discussion Guide, Rape Treatment Center, Santa Monica Hospital, 1990

For more information, call Anita Polanco, (609) 343-5098.

Atlantic Cape would like to thank the Rape Treatment Center at Santa Monica Hospital, for their assistance with this brochure.

<http://www.atlantic.edu/studentServ/assaultKnow.htm>

#### Victims' Bill of Rights

##### The Federal Campus Sexual Assault Victims' Bill of Rights

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the "Clery Act"), 20 U.S.C. § 1092(f), was named after a 19-year old freshman at Lehigh University who was raped and murdered in her campus dorm. The Clery Act requires colleges and universities receiving federal aid to: keep and disclose crime information from, on, or near campus (within the Clery geography); provide an Annual Security Report ("ASR") by October 1st of each school year; maintain a crime log and crime statistics; have a policy to timely disclose emergencies or threats to the campus community; as well as have policies to handle reports of missing students. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements under the Jeanne Clery Act.



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Survivors shall be informed of their options to notify law enforcement.

Survivors shall be notified of counseling services.

Survivors shall be notified of options for changing academic and living situations.

Accuser and accused must have the same opportunity to have others present.

Both parties shall be informed of the outcome of any disciplinary proceeding.

For more information on the Jeanne Clery Act, go to: <http://clerycenter.org/summary-jeanne-clery-act>

For information to view Atlantic Cape's Annual Campus Security Report Policies, Procedures & Crime Statistics go to: <http://www.atlantic.edu/about/right-to-know.htm>

### **\*\*Alcohol Policy\*\***

Policy No. 812

Area: Human Resources

Adopted: 04/23/96

Revisions Approved:

Description: Alcoholic Beverages

The unauthorized possession, use or distribution of alcoholic beverages on college premises is prohibited.

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### **\*\*Illegal Drugs\*\***

Policy No. 820

Area: Human Resources

Adopted: 04/23/96

Revisions Approved:

Description: Drugs and Intoxicants

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The possession, use, sale or distribution of illegal drugs or narcotics on college property or at any college sponsored function is prohibited.

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#### **\*\*Weapons\*\***

Policy No. 862

Area: Human Resources

Adopted: 02/01/00

Revisions Approved: 02/27/01

Description: Possession of Firearms

The possession of firearms by employees and students on College property, College sponsored housing or at any College activity is prohibited.

This policy excludes law enforcement personnel and bank couriers on official business with the College and students who are active duty law enforcement personnel.

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#### **\*\*Threatening and Violent Behavior\*\***

Policy No. 215

Area: Student Affairs

Adopted: 5/25/01

Revisions Approved: 1/25/11

Description: Threatening and Violent Behavior Policy

Atlantic Cape Community College is a place where students, staff and guests expect safety and security while pursuing academic excellence and college activities.

Accordingly, any Atlantic Cape student who verbally or physically threatens the safety of other students, staff, faculty or campus guests will be immediately suspended from the college pending a disciplinary hearing.

The outcome of that hearing may result in penalties including but not limited to additional suspensions or

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dismissal from the college depending on the circumstances of the offense.

Students who are suspended or dismissed from the college are banned from all Atlantic Cape campuses, learning sites, and college-sponsored events during the period of their suspension or dismissal.

Students who violate this ban will be charged with trespassing under New Jersey criminal codes.

**\*\*Student**

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#### **Personal Conduct\*\***

Policy No. 208

Area: Student Affairs

Adopted: 04/23/96

Revisions Adopted: 04/26/11

Description: Student Personal Conduct

The College embraces the twin principles of individual responsibility on the part of students and due process on the part of the College administration: Students will be publicly informed of the standards of conduct expected of them. A judicial system will be established for the fair handling of disciplinary matters, incorporating an appeals process.

**STUDENT CODE OF CONDUCT:** On admission to Atlantic Cape, each student is expected to act in a responsible manner which conforms with generally accepted standards of adult behavior. Students are expected to familiarize themselves with the College's code of conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

Students are expected to respect the property of the College and that of others. Damage to or destruction of such property will be considered a matter for disciplinary action.

All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance. Proper dress on campus, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Indiscriminate, obscene language shows lack of respect for self and others. Students should show courtesy and respect for themselves and others by refraining from this practice.

Any threat or hindrance to the instructional process or the daily life of the campus is prohibited and will be

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enforced by those authorized to do so.

Possession, use or distribution of alcoholic beverages on the College premises is prohibited regardless of age. This includes all student sponsored off-campus events and any College sponsored event in which students participate or attend as students and not guests.

Possession, distribution or use of illegal drugs or narcotics on campus or at any College sponsored function is prohibited.

Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and may be subject to criminal prosecution.

#### **\*\*Student Academic Conduct\*\***

Policy No. 209

Area: Student Affairs

Adopted: 04/23/96

Revisions Approved: 6/24/03, 1/26/10

Description: Student Academic Conduct

**Attendance:** The College believes there is a correlation between academic growth and classroom attendance and students are expected to keep classroom appointments. Policies on attendance are announced by the individual faculty member and it is the student's responsibility to know and follow the attendance policy for each course.

**Academic Honesty:** Atlantic Cape expects unwavering integrity in work submitted from students. Acts of cheating or plagiarism will not be tolerated. Students are expected to give credit to all individuals who contributed to the completion of a project or paper; to cite the specific source of all information, ideas and quotations not original to the author; to honestly follow procedures established by instructors for examinations, laboratory experiments, reports and projects. All computer software is the property of Atlantic Cape and is bought under license from the manufacturer. Students may not make copies of software for personal use without the authorization of the lab manager.

#### **\*\* Student Grievance \*\***

Policy No. 210

Area: Student Affairs

Adopted: 04/23/96

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Revisions Approved: 1/26/10

Description: Student Grievance

Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If for any reason, a student believes he or she is the victim of unjust practices, a comprehensive process for grievance resolution and appeal are available.

#### **\*\* Student Abuse Program Appended\*\***

Policy No. 211

Area: Student Affairs

Adopted: 04/23/96

Revisions Approved:

Description: Student Abuse Program Appended

The Board of Trustees of Atlantic Cape recognizes that alcohol and drug abuse has become an increasingly severe public health and safety problem with a particularly adverse effect on young adults. The Board also notes that the Department of Higher Education has developed a policy paper to provide assistance to all New Jersey colleges and universities concerning the implementation of comprehensive alcohol and drug abuse prevention policies and programs, and that the State Assembly's Special Committee on College Alcohol Abuse and Hazing has recommended that New Jersey's institutions of higher education increase the awareness of students concerning the danger of abuse of alcohol and other drugs and provide comprehensive treatment services for students in need of assistance.

The College acknowledges the need for a Substance Abuse Policy for students. This policy addresses the standards of conduct, sanctions for the violation of standards of conduct and applicable legal sanctions.

#### **\*\* Cyber Harassment\*\***

Policy No. 216: Cyber Harassment

Area: Student Affairs

Adopted: June 23, 2009

Revised: 1/25/11

# ATLANTIC CAPE SECURITY AND PUBLIC SAFETY

## Mays Landing Campus

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Description: Cyber Harassment

Atlantic Cape requires a college community free from threats, intimidation, stalking, harassment and other harassing behaviors. These behaviors may include, but are not limited to, the following:

Repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts;

Verbal or written abuse, threats, harassment, coercion, or any other conduct that places another individual in reasonable fear of his/her safety through words or actions directed at that person, or substantially interferes with the working, educational or personal environment of the individual;

Persistent offensive, threatening communication through the internet via email, chat rooms and other electronic devices

Students who are found responsible for Cyber Harassment will be in direct violation of the Student Code of Conduct Policy.

*Contributing Sources: Grand Rapids Community College Student Code of Conduct, Retrieved 11/29/08; Howard Community College Stalking and Harassment Policy, Retrieved 11/4/08*

### **\*\* Bullying\*\***

Policy No. 217: Bullying

Area: Student Affairs

Adopted: 12/14/10

Description: Bullying

Violation of the following policy may result in disciplinary action

Bullying and or harassment is defined as:

Any overt or covert gesture, written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability, or by any other distinguishing characteristic, that takes place on the property of Atlantic Cape Community College or at any function sponsored by Atlantic Cape and that affects an individual of one or more of the aforementioned

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groups in the following manner:

- a) Has the effect of insulting, intimidating or in such a way as to cause a disruption in the educational process;  
or
- b) Creates a hostile environment; or
- c) Infringes on the rights of said individuals; or
- d) Causes great distress, loss of confidence or self-worth

Students that are found in violation of the Bullying Policy will be in direct violation of the Student Code of Conduct Policy of the Threatening and Violent Behavior Policy. The disciplinary process for these policies will be enforced.

#### **\*\* Involuntary Withdrawal\*\***

Policy No. 218: Involuntary Withdrawal

Area: Student Affairs

Adopted: 12/13/11

Revisions Approved: 5/28/13

Description: Involuntary Withdrawal

Atlantic Cape Community College (Atlantic Cape) is fully committed to the pursuit of academic excellence, student learning, and providing quality instruction to its students. If the nature of a student's behavior is determined to pose a threat to self or others, the College may invoke a procedure that determines whether a student will be removed from the campus community. While the Student Code of Conduct ultimately governs student behavior, it may not serve as the appropriate venue for adjudication in all cases

In the event a student's behavior encroaches upon the orderly functioning of Atlantic Cape, the Dean of Students reserves the right to remove a student from the College. The Dean of Students will use his/her discretion to define what is sufficiently threatening and/or disruptive to warrant invoking this procedure

Whenever possible, a voluntary withdrawal will be encouraged.

#### **Involuntary Medical Withdrawal**

The Dean of Students, in consultation with the College Nurse and other College representatives that form the Behavioral Assessment Team, will make every attempt to meet with the student to make an individualized and

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objective assessment to determine if a student needs to be separated from the College to protect the safety of the student and/or others, or the integrity of the College's learning environment.

If such a determination is made, the College will inform the student immediately, in person if possible, but the student will always receive written notification. This written notification will include the reason for the withdrawal and the conditions for reentry if it is an option.

#### **Appeal Procedure for Involuntary Medical Withdrawal**

If a student believes that a decision for Involuntary Medical Withdrawal is unreasonable or that the procedures and/or information relied upon in making the decision were wrong or unfair, the student may appeal the decision.

The appeal must be in writing to the Dean of Students within five days of the receipt of the written notification. Appeals should clearly state the specific unreasonable, wrong, and/or unfair facts and should present relevant information to support the statements.

If the Dean of Students is not sufficiently convinced that the student should be reinstated, an assessment by a college identified medical provider may be requested, at the student's expense.

#### **Readmission from Involuntary Medical Withdrawal**

Students seeking readmission will be asked to sign a release form so that College representatives who will be involved in evaluating the student's return can have access to the student's outside health care providers and have the ability to openly discuss relevant aspects of the student's condition.

The student must submit a letter indicating his/her plan to re-enroll in the College. The letter must include a report from a licensed physician that includes discussion of the student's current health status, course of treatment undergone during the leave, as well as specific recommendations for the student and the College with respect to the student's successful return to the College. The report will also address the student's readiness to return to academic and co-curricular activities, the student's on-going treatment needs, the student's readiness to return to competitive sports (if the student is an athlete) and any other suggestions the health care provider deems appropriate.

The Dean of Students, College Nurse and other College representatives will review the information provided by the student and evaluate whether the student is ready to be reintroduced to the College community.

If the student is allowed to return, he/she will meet with the Dean of Students to discuss the conditions of re-entry. If the student does not follow the plan, the College will have the right to revoke its decision to readmit the student and will have the right to require the student to resume his/her medical leave immediately.

If the medical withdrawal is upheld, the student will receive a "W" in all courses.

Tuition and fee refunds taken during the course of the semester will be made in accordance with the College's



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refund policy.

Once the decision has been made, the student will be notified in writing. This decision will be final.

#### **Involuntary Mental Health Withdrawal**

The Dean of Students, in consultation with the Director of Counseling and other College representatives that form the Behavioral Assessment Team, will make every attempt to meet with the student to make an individualized and objective assessment to determine if a student needs to be separated from the College to protect the safety of the student and/or others, or the integrity of the College's learning environment

If such a determination is made, the College will inform the student immediately, in person if possible, but the student will always receive written notification. This written notification will include the reason for the withdrawal and the conditions for reentry if it is an option.

#### **Appeal Procedure for Involuntary Mental Health Withdrawal**

Follow the same appeal procedures for Involuntary Medical Withdrawal.

#### **Readmission from Involuntary Mental Health Withdrawal**

Students seeking readmission will be asked to sign a release form so that College representatives who will be involved in evaluating the student's return can have access to the student's outside health care providers and have the ability to openly discuss relevant aspects of the student's condition.

The student must submit a letter indicating his/her plan to re-enroll in the College. The letter must include a report from a licensed psychiatrist that includes discussion of the student's current mental health status, course of treatment undergone during the leave, as well as specific recommendations for the student and the College with respect to the student's successful return to the College. The report will also address the student's readiness to return to academic and co-curricular activities, the student's on-going treatment needs, the student's readiness to return to competitive sports (if the student is an athlete) and any other suggestions the health care provider deems appropriate.

The Dean of Students, Director of Counseling and other College representatives that form the Behavioral Assessment Team will review the information provided by the student and evaluate whether the student is ready to be reintroduced to the College community.

If the student is allowed to return, he/she will meet with the Dean of Students to discuss the conditions of re-entry. If the student does not follow the plan the College will have the right to revoke its decision to readmit the student and will have the right to require the student to resume his/her involuntary mental health leave immediately.

If the involuntary mental health withdrawal is upheld, the student will receive a "W" in all courses.

Tuition and fee refunds taken during the course of the semester will be made in accordance with the College's

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refund policy.

Once the decision has been made, the student will be notified in writing. This decision will be final.

#### **Involuntary Behavioral Withdrawal**

The Dean of Students, in consultation with the College Judicial Officer and other College representatives that form the Behavioral Assessment Team, will make every attempt to meet with the student to make an individualized and objective assessment to determine if a student needs to be separated from the College to protect the safety of the student and/or others, or the integrity of the College's learning environment

If such a determination is made, the College will inform the student immediately, in person if possible, but the student will always receive written notification. This written notification will include the reason for the withdrawal and the conditions for reentry if it is an option.

#### **Appeal Procedure for Involuntary Behavioral Withdrawal**

Follow the same appeal procedures for Involuntary Medical Withdrawal.

#### **Readmission from Involuntary Behavioral Withdrawal**

Students seeking readmission will be asked to sign a release form so that College representatives who will be involved in evaluating the student's return can have access to the student's outside health care providers and/or other professionals involved in the student's care and have the ability to openly discuss relevant aspects of the student's condition.

The student must submit a letter indicating his/her plan to re-enroll in the College which includes a statement of his/her understanding and acceptance of the College's Code of Conduct. The letter must include a report from the student's outside health care providers and/or other professionals with whom the student worked. The report should include a discussion of the student's current health status, course of treatment undergone during the leave, as well as specific recommendations for the student and the College with respect to the student's successful return to the College. The report will also address the student's readiness to return to academic and co-curricular activities, the student's on-going treatment needs, the student's readiness to return to competitive sports (if the student is an athlete) and any other suggestions the health care provider deems appropriate.

The Dean of Students, the College Judicial Officer and other College representatives that form the Behavioral Assessment Team will review the information provided by the student and evaluate whether the student is ready to be reintroduced to the College community.

If the student is allowed to return, he/she will meet with the Dean of Students to discuss the conditions of re-entry. If the student does not follow the plan the College will have

the right to revoke its decision to readmit the student and will have the right to require the student to resume

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his/her involuntary behavioral leave immediately.

If the involuntary behavioral withdrawal is upheld, the student will receive a “W” in all courses. Tuition and fee refunds taken during the course of the semester will be made in accordance with the College’s refund policy

Once the decision has been made, the student will be notified in writing. This decision will be final.

For a complete listing of our policy and procedures visit: <http://atlanticcape.edu/about/policy/index.html>

#### **CLERY ACT CRIMES / DEFINITIONS**

**Criminal Offenses are defined as outlined by the U.S. Department of Justice, FBI National Incident-Based Reporting System, Uniform Crime Reporting Handbook, Revised 2004:**

##### ***Arson***

The 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.

##### ***Murder and Non-negligent Manslaughter***

The willful (non-negligent) killing of one human being by another.

##### ***Negligent Manslaughter***

The killing of another person through gross negligence.

##### ***Robbery***

The taking, or attempted taking, of anything of value from one person’s care, custody, or control by another, in which the offender uses force or the threat of violence and causes fear

##### ***Aggravated Assault***

An unlawful attack by one person upon another, in which the offender uses or displays a weapon in a

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threatening manner for the purpose of inflicting severe or aggravated bodily injury. The victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. 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***

The unlawful entry into a building or other structure with intent to commit a felony or a theft.

#### ***Motor Vehicle Theft***

The theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.

#### ***Weapon Law Violations***

The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

#### ***Drug Abuse Violations***

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment needed to produce or use them.

#### ***Liquor Law Violations***

The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Does not include driving under the influence or drunkenness violations.

#### ***Dating Violence***

Violence committed by a person who is or has been in a social relationship or intimate nature with the victim, included but not limited to, sexual, physical abuse or the threat of such abuse. It does not include acts covered by domestic violence. (Proposed Regulations,

[www.federalregister.gov/articles/2014/06/20/2014-14384/violence-against-women](http://www.federalregister.gov/articles/2014/06/20/2014-14384/violence-against-women)

#### ***Domestic Violence***

A crime of violence committed by (1) a current or former spouse or intimate partner of the victim,(2) by a person with whom the victim shares a child in common (3) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner (4) by a person similarly situated to a spouse of the

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victim under the domestic of family violence laws of New Jersey, or (5) 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 New Jersey. [www.federalregister.gov/articles/2014/06/20/2014-14384/violence-against-womer](http://www.federalregister.gov/articles/2014/06/20/2014-14384/violence-against-womer)

#### *Stalking*

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.  
[www.federalregister.gov/articles/2014/06/20/2014-14384/violence-against-women](http://www.federalregister.gov/articles/2014/06/20/2014-14384/violence-against-women)

**Sex Offenses Definitions From the Uniform Crime Reporting Program and set out in**  
[www.federalregister.gov/articles/2014/06/20/2014-14384/violence-against-womer](http://www.federalregister.gov/articles/2014/06/20/2014-14384/violence-against-womer)

#### *Sex Offenses-Forcible*

Any sexual act directed against another person, forcibly or against that person's will. Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Includes not forcibly or against the person's will where the victim is incapable of giving consent.

A. **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.

B. **Sodomy**-Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. **Sexual Assault With An Object**-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. **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.

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#### ***Sex Offenses-Nonforcible***

Unlawful, nonforcible sexual intercourse. Includes incest and statutory rape.

A. ***Incest***-Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. ***Statutory Rape***-Nonforcible sexual intercourse with a person who is under the statutory age of consent.

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2022 Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
MURDER/NONNEGLIGENT MANSLAUGHTER	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0
<b>SEX OFFENSES</b>					
SEX OFFENSE: FONDLING	0	0	0	0	0
SEX OFFENSE: INCEST	0	0	0	0	0
SEX OFFENSE: RAPE	0	0	0	0	0
SEX OFFENSE: STATUTORY RAPE	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	0
<b>BURGLARY</b>	0	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0
<b>UNFOUNDED CRIMES TOTAL: 0</b>					

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2021 Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
MURDER/NONNEGLIGENT MANSLAUGHTER	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0
<b>SEX OFFENSES</b>					
SEX OFFENSE: FONDLING	0	0	0	0	0
SEX OFFENSE: INCEST	0	0	0	0	0
SEX OFFENSE: RAPE	0	0	0	0	0
SEX OFFENSE: STATUTORY RAPE	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	0
<b>BURGLARY</b>	0	0	0	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0
<b>UNFOUNDED CRIMES TOTAL: 0</b>					



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2020	Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>						
	MURDER/NONNEGLIGENT MANSLAUGHTER	0	0	0	0	0
	NEGLIGENT MANSLAUGHTER	0	0	0	0	0
<b>SEX OFFENSES</b>						
	SEX OFFENSE: FONDLING	0	0	0	0	0
	SEX OFFENSE: INCEST	0	0	0	0	0
	SEX OFFENSE: RAPE	0	0	0	0	0
	SEX OFFENSE: STATUTORY RAPE	0	0	0	0	0
	ROBBERY	0	0	0	0	0
	AGGRAVATED ASSAULT	0	0	0	0	0
	BURGLARY	0	0	0	0	0
	MOTOR VEHICLE THEFT	0	0	0	0	0
	ARSON	0	0	0	0	0
UNFOUNDED CRIMES TOTAL: 0						

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2022	Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
<b>ARRESTS</b>						
<b>JUDICIAL REFERRALS</b>						

2021	Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
<b>ARRESTS</b>						
	LIQUOR LAW VIOLATIONS	0	0	0	0	0
	DRUG LAW VIOLATIONS	0	0	0	0	0
	ILLEGAL WEAPONS POSSESSION	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>						
	LIQUOR LAW VIOLATIONS	0	0	0	0	0
	DRUG LAW VIOLATIONS	0	0	0	0	0
	ILLEGAL WEAPONS POSSESSION	0	0	0	0	0



















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### **Campus Security Report 2023**

#### Conclusion:

Atlantic Cape Community College's Security and Public Safety Department has as its primary responsibility the safety and security of students, visitors, faculty and staff at all Atlantic Cape locations. All locations are staffed 24 hours a day, 365 days a year. Security encourages the campus community to report all suspicious activity or crimes by: using security phones in building halls and classrooms, contacting security officers on patrol or by reporting directly to the Security Department Office or desk.

The Annual Security Report and Daily Crime Log can be viewed or printed at:

<http://www.atlantic.edu/about/right-to-know.html>

Copies are available by request at the security office at each campus location.

The key to crime prevention is awareness which the college fosters through educational programs

As part of its ongoing program to provide information on safety issues, the Security Department, in conjunction with the Student Affairs Office, presents a series of workshops and lectures that are open to all members of the college community. These include programs on self-protection, sexual assault awareness, rape prevention, safety awareness, drug and alcohol abuse and AIDS.

All members of the college community can assist in maintaining a safe environment to stay alert, reporting any suspicious activities to Security and taking steps to avoid becoming the victim of a crime including:

- keep valuables out of sight
- walk in groups at night
- avoid deserted hallways or buildings

Sincerely,

The Members of the Atlantic Cape Security and Public Safety Department