



Pillar College Annual Security Report 2023

From a security focus, the College seeks to provide a safe learning and working environment for all students, faculty, staff, administrators, and visitors to the Pillar College Community.

The Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Although we are not a residential institution and we have no on-campus housing, we believe it is important to comply with the requirements of the The Clery Act so that an accounting of crime on the Pillar College campus is shared with current and prospective students.

The majority of our operations are in one building where we have a formal reception desk. We do not employ security personnel. If a crime happens to you or you're a witness, immediately go to a safe place and call 9-1-1. Don't let reporting a crime or an emergency be an afterthought. Stay on the line and be as accurate as possible, tell the dispatcher exactly what has happened. Reporting of any crimes is taken with the utmost concern for confidentiality and privacy.

Pillar College has established procedures for making timely warning reports to the campus community of incidents that pose a potential threat to students and other members of the college community. In these situations, the Emergency Response Team will decide whether to disclose the incident through a public notice to the community or an emergency notification system.

The College has established an emergency notification system that will alert the college community of any threat and the severity related to the threat. If a situation arises in which the campus community may be at special risk due to a crime incident or possible threat, the Chief Operating Officer or his or her designee will notify the public via electronic means as quickly as possible.

Statistics are maintained concerning occurrences on campus, in or on non-campus buildings or property in the immediate area. Please see below for the most recent data regarding the following criminal offenses reported to campus authorities or local police agencies:

Criminal offense	Total occurrences On campus		
	2020	2021	2022
	Campus/ Non-Campus Property	Campus/ Non-Campus Property	Campus/ Non-Campus Property
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	1	0	0
Arson	0	0	0

Hate Crime Reporting
Hate Crimes
 There were no reported Hate Crimes for the years 2020, 2021 or 2022.

Unfounded Crime Reporting
Unfounded Crimes
 There were no reported Unfounded Crimes for the years 2020, 2021, or 2023.

Keeping Pillar College, a Safe Place

The cooperation and involvement of all members of the Pillar College community is essential in promoting safety. Students, faculty, and staff must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. An individual's awareness of environment and surroundings is the best place to start.

- Report any suspicious-looking individuals that you believe do not belong Pillar College facilities to the nearest College representative.
- Do not leave valuable items in your car, including personal items and school-related materials such as textbooks.
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary, and certainly do not advertise what you have.
- Keep your purse, backpack, and other personal belongings close to your body.
- Mark personal items that you bring on campus, including textbooks, laptops, and calculators with your name or some other traceable identification.
- Do not bring any kind of weapon to the College.
 - The carrying of weapons on campus or at College-sanctioned events is prohibited and subject to disciplinary action. This policy is not applicable to students who are law enforcement officers required by law to carry firearms 24 hours a day.
- If you feel that you are in imminent danger, call 9-1-1. To report non-emergency issues that make you feel unsafe or threatened, call the College Safety Line at 973-803-5000, ext. SAFE (7233).
- Notify the College using the College Safety Line if you have a protective order issued against an individual that cites Pillar College as a protected location.

CARE Team

The CARE Team (Campus Assessment, Response, Evaluation) is a group of College administrators that serves as a clearing house for individuals to report concerning student interactions and/or behavior. The group reviews reports to carefully determine:

- If intervention is necessary
- Appropriate course of action
- Any necessary follow-up

The purpose of the CARE Team is to identify students of concern and increase the probability that they receive the needed care and resources to strengthen retention and student success and minimize the risk of campus disruption or danger.

How to Report Crimes and Safety Related Incidents

In case of any emergency, dial 9-1-1 (9-9-1-1 from any on-campus telephone) for local emergency personnel. For non-emergencies, report your concern by calling the PC Safety Line. To make a report in person at the

Newark campus see the receptionist on the 7th floor. To make a report in person at the Somerset, Paterson, or Plainfield sites, see the Campus Coordinator.

When reporting incidents to local authorities or College personnel, try to include the following information:

- Nature and severity of the incident.
- Timing of the incident
- Location of the incident
- Description of the suspects involved
- Injuries that have occurred
- Description of any weapons involved
- Description of any property involved

If you so choose, you may remain anonymous.

Other Considerations for Incident Reporting

All members of the Pillar College community are encouraged to report all criminal activity in an accurate and prompt manner. The delay of reporting crimes can impede emergency intervention or the investigative process. Prompt and accurate reporting helps Pillar College to be a safer place.

Voluntary Confidentiality

Pillar College allows the victims or witnesses to report crimes on a voluntary confidential basis. The report of criminal activity may be anonymous and the person reporting the crime may request confidentiality. If substantiated, the crime will be included in the crime statistics.

Release of Disciplinary Proceedings of Perpetrators for Violent Crimes and Sex Offenses

Upon written request, Pillar College will disclose to the victim of a crime of violence, or a non-forcible sex offense, the outcomes of any disciplinary hearing conducted by Pillar College against the student-perpetrator. If the victim is deceased as a result of the crime or offense, Pillar College will provide the results of the disciplinary hearing to the victim's next of kin, as requested.

Timely warnings and emergency notifications

Pillar College Alert

Pillar College Alert is the Wireless Emergency Notification System for the Pillar College. It is used by Pillar College as a way to instantly reach mobile devices and e-mail when an urgent situation needs to be communicated. Pillar College Alert notifications.

How to Receive Pillar College Alert Notifications

Pillar College students, faculty, and staff can register by visiting the student portal at Pillar.edu and entering your mobile number and/or email address. You will receive a text confirming that you have opted into the alert system to receive emergency notifications. Your registration information is private and will not be shared.

Activating Pillar College Alert

In the event of a campus-wide emergency, such as violent crimes in progress or a fire, you should immediately contact local emergency authorities by dialing 9-1-1. If possible, also alert the Pillar College CARE Team by calling the PC Safety Line (ext. SAFE or 7233).

Protocol and Communication for Crime Alerts (timely warnings)

The CARE Team will post a “crime alert,” advising that there has been a known systematic pattern of a crime or series of crimes that may pose a threat to the safety or welfare of the campus. The crime alert will be sent to mobile devices and email. In addition, these timely reports will be posted in visible and accessible areas on the campus, such as bulletin boards.

Additional Safety Related Policies

Building Security

The College’s goal is to provide a campus environment that is as safe and secure as possible. Generally, campus buildings and facilities are not only accessible to members of the campus community but also to the public during normal business hours. However, after normal business hours, facilities are locked and not available for use by students or the public.

Working Partnerships with Local and State Law Enforcement

Pillar College advocates and supports a close cooperative working relationship with federal, state and local law enforcement agencies. This cooperation includes reinforcing all levels of law enforcement agencies, as circumstances warrant. Campus personnel work closely with local authorities to assist with incidents that may occur off-campus. Only local law enforcement agencies have the authority to make arrests at College facilities, campus personnel do not have this authority.

Missing Person Policies and Procedures

The investigation and resolution of missing person(s) cases are the responsibility of the law enforcement community. All missing person reports should be made to local emergency and local law enforcement agencies.

Maintaining a Drug and Alcohol-Free College

Alcoholic beverages, illegal drugs, misuse of prescription medications, and firearms are not permitted on Pillar College premises, including rented classrooms and offices operated by Pillar College. Refusal to comply may result in dismissal from the College.

Students convicted of crimes involving illegal drugs may lose their eligibility to receive federal financial aid.

Drug and Alcohol Abuse Prevention Programs

Pillar College has developed relationships with community organizations which provide programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees, respectively. The programs provide services related to substance use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions. The extents to which these services are offered or made available vary depending on the institutional classification of the individual (i.e. faculty/staff or student).

Sexual Harassment

Sexual harassment is defined as unwelcome, gender-based conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in, or benefit from the College's educational program and/or activities. Sexual harassment can be carried out by a College employee, other students, as well as non-employee third parties. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same gender. Examples of conduct that may be unlawful sexual harassment include:

- The distribution or showing of emails, text messages, pictures, or electronic content of a sexual nature;
- Propositioning or pressuring an individual for sexual activity;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Touching of a sexual nature;
- Performing sexual gestures or touching oneself in front of others;
- Spreading sexual rumors or describing sexual experiences; and,
- Telling sexual jokes.

Sexual harassment falls under three categories: quid pro quo, hostile environment, and retaliatory harassment. Quid pro quo sexual harassment exists when there are: (1) unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and (2) submission to or rejection of such conduct results in adverse educational actions. An example of quid pro quo sexual harassment would be a faculty member lowering a student's grade for not submitting to sexual advances. Hostile environment sexual harassment exists when an individual creates a contentious environment that is sufficiently serious enough that it denies or limits a student's ability to participate in or benefit from the College's programs. The conduct does not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment. Retaliatory harassment is an adverse action taken against an individual because of a person's participation in a complaint or investigation of discrimination or sexual misconduct. Any student who has been sexually harassed should immediately notify one of the College officials listed below in the Non-Confidential College reporting section.

Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force. Sexual Contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, including with bodily fluids, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual Exploitation

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. **Examples of sexual exploitation include, but are not limited to:**

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;

- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch a sexual experience)
- Engaging in voyeurism;
- Knowingly transmitting a Sexually Transmitted Disease/Infection or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually based stalking and/or bullying may also be forms of sexual exploitation

Applicable Definitions

Consent is clear, knowing and voluntary by an individual of legal age. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances,
- including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sexual activity, continued pressure beyond that point can be coercive.

Reporting Procedures

While Pillar College encourages reporting of rape and sexual assault, it is ultimately the student's decision whether to file a criminal and/or College complaint unless the student is a minor. Pillar College counselors, Pillar College Victim Advocate Liaison, chaplains, and administrative personnel will assist the student in contacting and reporting the incident to Campus Police and/or local police, if they so choose.

Criminal Complaint

1. File a police report through the appropriate local law enforcement agency.
2. See "Getting Help" below for additional guidance.

Getting Help

If you are raped or sexually assaulted:

- Go to a safe place.
- Notify the police immediately.
- Consider contacting a trusted individual for support.
- Preserve ALL physical evidence of the assault. Do not cleanse yourself in any way. Save all clothing from the time of the attack in separate paper bags. Do not clean anything. If rape drugs are suspected, and you are not jeopardizing your safety, try to obtain a sample of the drink.
- **Get emergency medical care ASAP.** Request a urine test if rape drugs are suspected.
- Write down as much as possible about the attack, including a description of the assailant.
- Consider talking with a counselor by reporting the incident to the CARE Team using the Pillar College Safety Line.

Confidential College Reporting

Students desiring confidentiality of the incident should report the incident using the Pillar College Safety Line. The College will refer the student to an appropriate counselor.

Students who are victims of sexual assault can have their academic accommodations changed by the institution when requested and reasonably available.

Non-Confidential College Reporting

You are encouraged to speak to officials of the institution to make formal reports of incidents. The College considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual. To file a complaint against another student, contact the CARE Team using the Pillar College Safety Line.

To file a complaint against a Pillar College employee, contact one of the following:

- Human Resources
- Vice President of Finance & Administration
- Vice President of Academic Affairs & Student Engagement
- President

Sanction Statement

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous conduct code violations.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

- In all cases, the CARE Team reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. If the sanction is appealed, the Vice President of Academic Affairs, or designee, will not deviate from the range of recommended sanctions unless compelling justification exists to do so.

College Reporting Obligations

Federal Statistical Reporting Obligations

The College has a duty to report sexual misconduct for federal statistical reporting purposes under the Clery Act (34 CFR 668.46). **All personally identifiable information is kept confidential**, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporting obligations for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

Family Educational Rights and Privacy Act (FERPA) Exemptions

The outcome of a campus hearing is part of the educational record of the accused student and is protected from release under FERPA; however, the College observes the legal exceptions set forth below:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The College may release publicly the name, nature of the violation and the sanction for an student who is found in violation of a College policy that is a "crime of violence" including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, and kidnapping/abduction. The College will release this information to the complainant in any of these offenses, regardless of the outcome.

This policy adaptation is derived from a copyrighted model policy developed by the National Center for Higher Education Risk Management (NCHERM.org). Unauthorized use without NCHERM consent is prohibited.

Sex-offender Registries

The states of New Jersey and New York each have a Sex Offender Registry which provides for the tracking of convicted sex offenders living or working in their states, as reported to the respective state. The national registry can be found at www.nsopr.gov

- New Jersey - www.nj.gov/njsp/info/reg_sexoffend.html
- New York - www.criminaljustice.ny.gov/nsor/

Pillar College encourages all students, faculty, and staff to review the sex-offender registry to become more aware of potential dangers in their area.