



**Mount
Sinai**

October, 2015
**ANNUAL SECURITY
& SAFETY REPORT**

Icahn School of Medicine at Mount Sinai

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New York, NY 10029*

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OVERVIEW AND POLICIES

Campus Safety & Security

The Mount Sinai Hospital (MSH), in partnership with the Icahn School of Medicine at Mount Sinai (MSSM), offers professional security services and resources to our patients, employees, faculty, staff, trainees, students and community members. Fostering innovative approaches, the Security Department's mission is to maintain safety and order for all persons throughout the campus and to ensure the ongoing delivery of quality education and patient care.

Collectively, MSH and MSSM are referred to as, "Mount Sinai." The Security Department encourages all members of the Mount Sinai community to be fully aware of the security issues which affect Mount Sinai and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and the application of personal safety practices are the foundation of a exceptional experience while at Mount Sinai.

Mount Sinai works closely with local, state and federal law enforcement agencies, including the New York City Police Department, the Federal Bureau of Investigation, the United States Secret Service, and the Department of Homeland Security regarding campus events, regional law enforcement matters, training, and significant investigations.

Mount Sinai has a budgeted force of approximately 171 Security Managers, Supervisors, Coordinators and Officers. Security personnel are unarmed uniformed security guards licensed by the State of New York; licenses are renewed by the State every two years. If minor offenses involving hospital or school regulations are committed by a medical or graduate student, the Security Department may refer the individual to the Icahn School of Medicine Dean's Office or other academic officials.

The Security Department operates 24-hours a day; 7 days a week. Security personnel are assigned to work on one of three 8-hour shifts. Prior to a shift change, Security Officers are issued a hand held two-way radio. Radio transmissions are transmitted to the Security Communications Center (SCC). The supervisors on duty monitors all communication as well as Closed-Circuit Television (CCTV) cameras along with other security and safety systems.

Mount Sinai has invested significantly in our CCTV system including our Access Control System that provides immediate feedback on the activities in and around the facility in real-time. Access to student housing is safeguarded by a team of Security

Officers who are assigned only the residence (Aron Hall). The responsibilities of Security personnel assigned to Aron Hall include: conducting strict access control by screening all persons entering and exiting the building; monitoring all activities on the perimeter of the student housing; and conducting patrols in the corridors and common areas throughout the residence.

Many services are available that contribute to safety, including daytime and nighttime shuttle services, security escorts, restriction of visitors, and door access requests. Security services, including replacement of ID cards are available 24-hours a day. All services, with the exception of ID replacement, are available at no cost to the requester.

We seek to educate the campus about these services during new hire orientation, called “New Beginnings” as well New Student and Graduate Student orientations, to include numerous other safety presentations conducted throughout the campus.

Mount Sinai also provides detailed information on campus activities through email messaging, brochures and safety presentations. Community members, students, faculty, staff, and guests are encouraged to report all crimes or suspicious activities to the Security Department. Mount Sinai encourages accurate and prompt reporting of all crimes to the campus security and appropriate police agencies.

Security uses an online database application to record security and safety related incidents, which includes crime and non-crime incidents throughout the campus and the campus’ perimeter. Security Incident Reports collected are for internal purposes. Crime related incidents are reported to the local police in conjunction with our own report. Our reports record the nature, date, time, persons involved, location and disposition of each incident. Furthermore, incidents relative to security and safety concerns are summarized on a weekly basis which is reported up to the Security Director, which includes Executive Staff from Hospital and School Administration.

Safety on our campus depends on a partnership among Mount Sinai Security, students, faculty, and staff. We are pleased to provide this summary, consistent with guidelines and requirements from the U.S. Department of Education, of campus security and fire safety activities and statistics. We welcome your comments, questions, and suggestions concerning campus safety, which may be directed to the Office of Security Administration (212-241-5661). This office is responsible for overseeing security operations throughout the campus.

The following is a description of Mount Sinai’s policies and procedures as they relate to campus safety and security reporting.

Policies, Procedures & Programs

In addition to a full array of security services, Mount Sinai has policies, procedures, and programs that are intended to help promote safety on campus. Consistent with federal and state requirements, these are included here for general information.

Further information regarding a specific policy application is available upon request from the Office of Security Administration at 212-241-5661.

PREPARATION OF THE ANNUAL DISCLOSURE

Mount Sinai prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act. Crime statistics for the annual disclosure are collected from two primary sources: 1) police agencies and 2) school officials with knowledge of formal and informal complaints and disciplinary referrals who are designated as campus security authorities (CSAs). Individuals at Mount Sinai are designated as CSAs based on whether they perform the following functions: 1) their official job responsibilities involve significant interaction with students and/or campus activities, 2) they serve as informal or unofficial mentors to students, 3) they serve as a member of an office or of a committee to whom students are directed to report or discuss crimes, allegations of crimes, and other troubling situations, and/or 4) they have oversight for student disciplinary procedures.

Reports from CSAs are solicited annually. A reporting form and training documents are provided and are also available online. CSAs are instructed to report crimes reported to them to Security immediately. Annually, CSAs are informed that any complaint, allegation, or incident falling into the reportable categories that is reported to them must be reported to Security, regardless of whether any particular informal or formal investigative process is pursued. CSAs receive training guidelines to assist in data collection. The Office of the Dean is the repository of reports.

Police reports are gathered from NYPD and police in jurisdictions where Mount Sinai owns or controls property that is used in support of the educational mission of the Icahn School of Medicine and is frequented by students. When there is doubt as to whether a crime is reportable owing to its location, Mount Sinai errs on the side of including the crime, in an effort to provide useful and informative data.

For more information, contact the Office of Security Administration at 212-241-5661.

ACCESS TO CAMPUS FACILITIES

Many campus buildings are open and accessible during normal business hours. Most facilities have individual hours, and the hours vary depending on the operations within. The first-line of defense in our access control program is the Security staff posted in the lobby entrances. However, access to some of these buildings are also controlled by electronic access after normal business hours. Only authorized personnel are allowed inside the buildings.

Entryway doors to some locations, including some academic offices, are controlled by electronic access, even during normal business hours. For example, entry to the Student Lounge, are available only by electronic card access 24-hours a day. Authorized personnel can access these areas by placing your Mount Sinai ID Card next to the card reader located outside the doorway. Access levels are maintained and audited by Security Administration. For more information, contact the Office of Security Administration at 212-241-5661.

CONFIDENTIAL AND VOLUNTARY REPORTING

All members of the Mount Sinai community are encouraged to report all crimes to the Security Department; these reports may be made on a confidential basis. If you wish to report a sexual assault, domestic violence, dating violence, or stalking incident, you may report the crime to the Security Communications Center at 212-241-6068.

The Clery Act, however, requires Security to maintain accurate records on the number of incidents, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed. The Security Department will investigate crime that is reported to them.

Pastoral counselors and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to a report crime to Security Department for inclusion in the annual disclosure of crime statistics.

CRIME PREVENTION

New Beginnings & Student Orientation

All new employees and students of Mount Sinai must attend orientation. The Director of Security, Associate Director of Security, or designee will represent the Security Department and educate new employees and students on the availability of security services, how those services are obtained and the employee's role in the Hospital Security Program, "Security Awareness."

Security Patrols

Security Officers assigned to patrol campus buildings will identify and report all safety and security deficiencies found. When a deficiency is found, the Security Officer will annotate the deficiencies on their Patrol Sheet and notify the department responsible for the corrective maintenance. The number of deficiencies found will be compiled and recorded by the Senior Supervisor on a monthly basis.

Testing of Panic Alarms

All Panic Devices throughout Mount Sinai are checked each month. Alarm checks and their status are recorded in the Panic Alarm database. Panic Devices that are inoperative or needs maintenance are reported for repair.

Emergency Preparedness Drills

To improve and enhance Security's response to potential incidents, each shift conducts a drill for the following incidents: Infant Abduction; Telephone Outage; Panic Alarm; Bomb Threat/ Suspicious Packages; Perpetrator/Trespasser; Nuclear, Biological & Chemical; Hazardous Materials; and Chemical Spills.

Each drill is rated, critiqued and reported by the Security Supervisor conducting the drill. The report highlights the drill's strengths along with areas for improvement. All drills are recorded in the Emergency Drill database.

Weekly Analysis Report

The Security Department reports on a weekly basis, a summarization of all major Security Incident Reports and related security and police activity and employees and students entering the facility without their Mount Sinai ID Card. The report is reviewed by the Director of Security, Hospital and School Administration.

Law Enforcement Liaison

The Security Director, Associate Director of Security, or designee attends meetings with NYPD 23rd Precinct Community Council on a monthly basis to discuss and share information on crime trends and preventative programs

CRIMINAL ACTIVITY BY STUDENTS WHILE OFF-CAMPUS

Officially recognized student organizations located or conducting events off campus are subject to the same rules and regulations governing on-campus organizations or events. Criminal activity by students occurring in off-campus organizations is subject to all applicable state and municipal laws, as enforced by the Mount Sinai and NYPD. In addition, Security reports student violations of law to the Dean's Office for disciplinary review.

EMERGENCY RESPONSE & EVACUATION PROCEDURES

In the event of an incident that requires the immediate notification of the campus community, Mount Sinai has an emergency notification system, known as "Message-1 Alert," which provides text, voice, broadcast and e-mail messages to members of the Mount Sinai community and that may include face-to-face communication in the event technology fails. The Message-1 Alert is activated upon confirmation of an imminent threat to the health and safety of the Mount Sinai community. The Security Department is responsible for confirming an emergency, with the assistance of Hospital and School administrators, local first responders and/or the national weather service. Follow-up information will be provided to the Mount Sinai community using some or all of the systems described above.

Evacuation

In the event of an emergency, faculty, staff, students, and trainees may be asked to evacuate or shelter in place. In the event of a fire, fire-alarm, or other issue that requires people to leave the building, the emergency alert will instruct how to evacuate. If so, people are asked to evacuate calmly through the nearest exit and out of the building, to be mindful of all the exits and to assist those that may need help. In addition, they are asked to not re-enter the building until given the all clear by the fire department. Upon arrival at assembly points, school administrators or their designees are responsible for accounting for evacuees. Depending upon the time of day and location, the accounting may be made by memory recollection, class or event roster, staff listing or teaching assistant notes. In turn, these individuals are responsible for communicating information about missing or suspected missing persons to the on-scene emergency officials and assisting them as requested.

Shelter in Place

Shelter in place is a precaution intended to keep people safe while remaining indoors. The request to shelter in place may come from the Message-1 Alert, Security Department or another public safety authority. If the Message-1 Alert is used, the Mount Sinai community will be notified. All persons should enter the nearest room and to shut and lock the door(s) if possible, and to wait in the location until given an "all clear" or told to evacuate.

ID CARDS

Mount Sinai is open 24 hours a day, 7 days a week. Consequently, it is extremely important that access control procedures are followed very diligently. Security and safety is the responsibility of every faculty, staff, student and trainee.

Therefore, while posted at the lobby entrances, Security Officers are required to greet each person entering the medical center then direct people to their correct destination and/or assist persons who struggle with entrance doors; especially those with visible handicaps, walkers, canes and/or young children. When greeting persons entering the lobby, the Security Officer must use the scripted greeting: "Welcome to Mount Sinai. How can I help you?" This "icebreaker" helps determine if the individual(s) entering the medical center belong on the campus.

All Mount Sinai faculty, staff, student and trainees must wear their ID badges at all times while on campus. The ID card must be attached to the outermost garment and must be displayed above the waist. Security Officers are forbidden to physically touch identification badges carried by another person. If faculty, staff, students and trainees are seen wearing badges backward or inconspicuously, should be stopped and requested to wear the badge so the name and picture are visible.

Faculty, Staff, Students & Trainees

All Mount Sinai faculty, staff, students and trainees are issued a valid photo ID by the Security Department which must be worn while on the premises above the waist. All persons issued a Mount Sinai ID card are required to present their ID card to the Security Officer upon entering the campus buildings. The Security Officer(s) posted at the lobby entrance screen persons entering and exiting the facility. Security Officers look at the picture on the ID card and determine if it matches the employee presenting the ID. Individuals presenting ID cards which belong to other individuals are stopped. The Security Officer will confiscate the ID card and notify a Supervisor in the Security Communications Center (SCC).

When employees enter without their ID card, the employee is to present a valid government issued ID card and sign-in to the "Employees without ID Card" roster. Further verification can be completed by the Supervisor posted at the Access Control & Alarm workstation inside the SCC.

Replacement ID Cards

When faculty, staff, students and trainees lose their ID card, Security Administration will replace the ID after the he/she pays the \$15.00 fee at the Main Cashier. During non-business hours, the Supervisor in the Security Communications Center will collect the fee from the individual; which will be submitted to Security Administration.

ILLICIT DRUGS, ALCOHOL & SUBSTANCE ABUSE

The unlawful possession, use, sale, or distribution of illicit drugs or alcohol by students, faculty, or staff on Mount Sinai owned property, or as a Mount Sinai activity is prohibited. Mount Sinai has a drug and alcohol abuse prevention program in place. All community members, including students and employees receive a copy of the Drug Prevention Program during New Beginnings.

The Department of Human Resources distributes information about the prevention program to all faculty and staff. Mount Sinai also provides information to inform employees of the dangers of substance abuse and the availability of counseling and other assistance.

Mount Sinai Security investigates reports of illegal activity involving drugs and alcohol, including reports of underage drinking, and takes appropriate enforcement actions. Security will refer cases for criminal prosecution where evidence warrants per State and Federal law. Violators are subject to disciplinary action, criminal prosecution, fines, and/or imprisonment. For more information, contact the Office of Security Administration at 212-241-5661.

Liquor Law Violations

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

In accordance with State and Federal laws, all persons under the age of 21 are prohibited from purchasing, publicly possessing and consuming alcoholic beverages.

Substance Abuse & Programs

Mount Sinai makes a special effort to reach out to all incoming students to familiarize them with campus wellness resources and our comprehensive substance abuse prevention programs.

LOST & FOUND PROPERTY

The Lost and Found Property repository, located in the Security Administration area, safeguards clothing and incidental property of patients, when other arrangements cannot be made immediately. It is also a storage site for property that is lost and/or unclaimed.

All jewelry and/or currency turned in to Security Communications Center (SCC) is logged into the Valuable & TelSafe database by a Security Supervisor and placed into a valuable envelope and placed into the secured cabinet. The envelope is labeled, "Found Property." Other property that is found throughout the campus is safeguarded in the SCC and logged into the Lost and Found database.

When possible, the SCC will contact the owner of the property. Once ownership is established and proper identification is produced, the property will be signed over to the rightful owner. The owner must sign the envelope and submit a valid photo ID which is photocopied and attached to the valuable envelope.

A continuous inventory of Lost and Found property is kept. Property will be disposed of after forty-five (45) days if not claimed by the owner.

MISSING STUDENT NOTIFICATION PROCEDURE

A student may be deemed missing if it is reported to appropriate Mount Sinai officials that the student has been unreachable via personal contact, telephone, e-mail, or other means of electronic communication for 24 hours or more.

Mount Sinai annually informs each student who resides in on-campus housing of his or her option to identify an individual to be contacted if the student is missing. For students under age 18 who are not emancipated, Mount Sinai is required by law to notify a custodial parent or guardian in the event a student is missing.

Under the MSSM's missing person notification procedures, Mount Sinai will notify NYPD and any other appropriate law enforcement agency no later than 24 hours after the time that any student who lives in on-campus housing is determined to

be missing. If a student who lives in on-campus housing is missing for more than 24 hours, Mount Sinai will notify the individual either listed as the emergency contact or identified by the student. While this requirement is focused on students who live on campus, MSSM collects this contact information for all students, including those who live off campus.

To report a missing student, please contact any one of the following persons below:

Director of Security
212-241-5661

**Associate
Director of Security**
212-241-5649

**Security Services
Manager**
212-241-1220

**Senior Security
Supervisor On Duty**
212-241-1222

**Security
Communications Center**
212-241-6068

POSSESSION OF WEAPONS AND FIREARMS

The possession or use of explosives, incendiary materials, or weapons, including guns, on Mount Sinai property by students, faculty, staff, or visitors is prohibited except for NYPD and other certified law enforcement officers. For more information, call the Office of Security Administration at 212-241-5661.

REPORTING A CRIME

Anyone may report a crime or emergency by Security at 212-241-6068, or by dialing extension 60 from any campus telephone. Also, any person can notify our Security staff either on post or patrol of any crime, emergency, and suspicious activity. In addition, we encourage the use and activation of the silent panic devices where applicable.

All Mount Sinai staff, faculty and students, including visitors, are asked to report crimes to the Security Department and to dial 911 in an emergency. Once information about a crime is received, the SCC will dispatch a Security Officer who will collect the information pertaining to the incident, and who will conduct our initial investigation. In response to a reported emergency, Security will respond and summon the appropriate resources, including the New York City Police Department, as required.

ASSISTANCE OPTIONS FOR VICTIMS OF SEXUAL MISCONDUCT

If you believe that you or another member of the ISMMS Community has been the victim of Sexual Misconduct, you can take any/all of the following steps:

- **Contact on or off-campus advocates and counselors.**

Advocates and counselors can provide an immediate response in a crisis situation (e.g., help you obtain needed resources, explain reporting options, and help navigate the reporting process). There are many counseling, advocacy, and support organizations available to help victims of Sexual Misconduct, whether or not those victims choose to make an official report or participate in the institutional disciplinary or criminal processes. Contact information for on and off-campus counseling, advocacy, rape-crisis and sexual assault treatment programs, and support organizations is set forth at Appendix 3.

- **Get medical attention.**

Emergency medical care can be provided to you in the Emergency Departments of many of the hospitals referenced in Appendix 3. If you seek medical attention from the Mount Sinai Hospital Emergency Department, a DOH-certified Volunteer Advocate from the Mount Sinai Sexual Assault and Misconduct Intervention Program (“SAVI”) will be available to respond and to provide support, information and advocacy to you.

Evidence collection can be important in support of criminal charges, and accordingly, victims who may wish to pursue criminal action (or who wish to keep that option available) should be aware of the importance of immediately reporting the incident so that physical evidence can be preserved at the scene, as well as on the person assaulted. Although a delay in reporting could limit the amount of physical evidence available (which could impact a criminal investigation), victims can always report the incident, whether it be days, weeks, or months after the incident occurred. Additional information regarding sexual assault forensic examinations, as well as resources available through the New York State Office of Victim Services, can be found at <https://ovs.ny.gov/>.^[1]

Evidence collection is only one aspect of the sexual assault medical follow-up care a survivor is entitled to receive if he or she decides to access services. A full physical examination, certain prophylactic antibiotics and anti-viral medications, pregnancy prevention medication (Plan B), and other procedures will also be offered during the victim’s hospital visit.

- **Contact Law Enforcement**

To include the NYPD (at 911), the District Attorney of New York’s Sex Crimes Unit (at (212) 335-9373), or the New York State Police Sexual Assault Victims Unit.

- **Contact ISMMS faculty, staff, or the Title IX Coordinator.**

Reports of Sexual Misconduct can be made to any ISMMS faculty, staff member, or directly to the Title IX Coordinator. As set forth in greater detail in Appendix 4, with limited exception, ISMMS Designated Officials who receive reports of Sexual Misconduct are expected to forward such reports to the ISMMS Title IX Coordinator – and thus, ISMMS Designated Officials who become aware of alleged incidents of Sexual Misconduct cannot generally treat reports of Sexual Misconduct confidentially. Additional details regarding confidentiality can be found below in Section 8 in the “Note Regarding Confidentiality and Privacy,” and in Appendix 4.

REPORTING POLICIES AND PROTOCOLS

Reporting Sexual Misconduct can be difficult, and victims or witnesses to such behavior may have mixed feelings about whether or not to report such behavior. ISMMS encourages all members of the ISMMS Community who either: (1) believe that they have been the victim of Sexual Misconduct; or (2) become aware of incidents of Sexual Misconduct involving other members of the ISMMS Community, to report the conduct.

There are a number of different options for formally reporting Sexual Misconduct, each of which accord varying degrees of confidentiality. Explanations of various official reporting options/obligations and contact information can be found in Appendix 4

RESPONDING TO A CRIME

Security dispatchers are located in the SCC and are available 24-hours a day to answer calls. In response to a call reporting a crime, Security will take the required action, either dispatching a Security Supervisor or Officer, or asking the victim to notify NYPD and file an police report.

SECURITY ESCORTS

The Security Department has developed this policy to provide a Security Officer escort to employees and students who do not feel safe walking to their destination at any time. The escort can be anywhere within the Medical Center Campus up to and including off-site locations, parking garages, transportation stations (Subway, Metro North Station, etc.). In the event of inclement weather, the Security vehicle can be used to complete the escort

Any employee or student can call the Security Department 24 hours a day at 212-241-6068 (extension 46068) to arrange for a Security Officer escort. The individual requesting the escort should call the Security Control Center (SCC) 20 minutes before in advance.

Employees and students requesting this service should be reminded to call the SCC 20 minutes

before their departure time. The SCC must make an entry in the Operations Logbook (OLO) stating the name of the person requesting the escort, why the escort is needed, and their destination. The log entry must also include the start and finish times of the escort.

The person to be escorted can be met at their office, workstation or lobby of their building, depending on their preference. If these persons are not specific they should be asked where they would like to be met. Remember escorts are a service designed to provide peace of mind and safety to concerned persons. They should be accomplished in a courteous, competent and professional manner.

On Campus

The Security Officer will meet the person and walk with them to their destination. The Security Officer must call the SCC when they meet the person to be escorted and when the escort is completed via radio

Off Campus

The Security Officer will use the Security vehicle to drive the person(s) to their destination. The Security Officer must call the SCC when they meet the person to be escorted and when the escort is completed via radio

SEX OFFENSES & OFFENDERS

Awareness Programs

Mount Sinai has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students, and participating in and presenting information and materials during new employee orientation.

Mount Sinai offered the following primary prevention and awareness programs for all incoming students in 2013 as follows: All incoming medical and graduate students are required to attend a session on topics of Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Bystander Intervention during the orientation process.

Sex Offender Registry – New York “Megan’s Law”

Information regarding a registered sex offender can be obtained by calling the New York State Sex Offender Registry Information Line at 1-800-262-3257 or online at <http://www.criminaljustice.ny.gov/nsor/>. Callers must be 18 years old and must provide their name, address, and telephone number in order to request information. The Information Line is open Monday-Friday 8:00 a.m. to 5:00 p.m. To learn the status of an individual, callers must provide the individual's name and at least one of the following identifiers: the individual's street address and apartment number, driver's license number, social security number, or birth date. A physical description is helpful but is not required. To use the on-line link, the person inquiring must provide his/her name and address to access information about the registered sex offenders. Nationwide information is available at: <http://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>

Procedure for Campus Disciplinary Action

- *Accuser and accused are entitled to same opportunities to have others present during a disciplinary proceeding*
- *Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.*
- *Be conducted by officials who receive annual training on the 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.*

In all cases, investigations that result in a finding of more likely than not that a violation of policy occurred will lead to the initiation of disciplinary procedures against the accused individual. Student sanctions including, but not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions may be imposed upon those determined to have violated this policy. Sanctions for faculty and staff may include written warning, final written warning or suspension, and termination.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

Mount Sinai strives to be a community free of sexual assault, domestic violence, dating violence, and stalking by promoting the essential values of respect and responsibility, providing education, and working with students, faculty, and staff, to create a community that is safe and supportive for all. Mount Sinai takes all complaints and accusations of sexual misconduct seriously.

Resources for Victims of Domestic Violence

If you have been the victim of sexual assault, domestic violence, dating violence, and stalking, you should report the incident to the Security Communications Center (SCC) immediately by calling: 212-241-6068.

Mount Sinai will provide resources on campus, off campus or both, to include medical and mental health support, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the New York City Police Department or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Mount Sinai will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In New York, a victim of domestic violence, dating violence,

sexual assault or stalking has the following rights as prescribed by law:

- *To be informed of and to be present at court proceedings of the accused*
- *To be heard at sentencing of the accused in the manner prescribed by law, and at other times as prescribed by law or deemed appropriate by the court*
- *To be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services*
- *To receive information about the conviction or final disposition and sentence of the accused*
- *To receive notification of escape, release, proposed parole or pardon of the accused, or notice of a reprieve or commutation of the accused's sentence*

Further, Mount Sinai complies with New York law in recognizing protection orders. Any person who obtains an order of protection from New York or any other state should provide a copy to the SCC, located at Anbg MC-203.

Bystander Intervention

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, domestic violence, dating violence, and stalking. Bystanders, if active, can prevent harm or intervene with safe and positive options before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting EMS, campus police, etc.), or intervening when someone is being belittled, degraded or emotion-ally abused.

Counseling & Support

A variety of support resources are available on campus and in the community to assist faculty, staff, students, and trainees in dealing with sexual assault, domestic violence, dating violence, and stalking whether it happened recently or in the past. Please contact the Security Communications Center at: 212-241-6068.

Academic Living Conditions

Mount Sinai may implement protective measures following the report of sexual assault, domestic violence, dating violence, and stalking which may include some or all of the following actions: reasonable academic accommodations, on-campus housing reassignment, a “no contact” order between the accused and the victim, transportation and working conditions, if reasonably available.

Mount Sinai officials will review the academic and living situations of a victim of an alleged sexual assault and will, upon request, make appropriate changes in working or academic situations, and for students, will make appropriate changes in living situations whenever possible.

TIMELY WARNING REPORTS

Mount Sinai issues timely warning notices whenever a Clery crime is considered to pose a serious or continuing threat to faculty, staff, students, and trainees. Timely warnings may be issued for the following crime classifications: aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offense, and stalking when the crime is deemed to pose an ongoing threat to the Mount Sinai community. The Director of Security or designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning is warranted. These warnings may be made by e-mail and/or text messaging, along with Mount Sinai and local news service, as determined by each circumstance. The Director of Security or a designee and the Hospital and School Administration determine if a timely warning is necessary and the alerts are generally written and distributed to the community by Mount Sinai.

TRESPASSERS & UNAUTHORIZED PERSONS

When it has been determined that an individual has no legitimate cause to be on Mount Sinai property and/or is engaged in illegal activity, the person is considered to be trespassing. Notify the Security Communications Center (SCC), who will dispatch a Security personnel to the scene. The

individual is to be photographed in the SCC and issued a trespassing notice. If the person refuses to comply, the trespasser should be escorted off the campus. If the individual requests medical treatment, they should be escorted to the Emergency Department. They should be registered for treatment, and if appropriate, observed by a Security Officer until treated and released. When treatment is completed, they should be escorted off the premises.

Trespassing notices are kept on-file in the Security Alerts Database Management System. After trespassers are brought to the SCC, the trespassers credentials will be queried against the database to determine if the individual has had a previous offense. Repeat offenders, or depending on the seriousness of the activity, have a complaint of criminal trespass placed against them with the NYPD. Police receives a copy of the prior trespass notice(s).

A Security Incident Report is to be prepared for all trespassers whether they refuse or accept medical treatment. After completing the report, one (1) picture of the trespasser, the trespass notice and the Security Incident Report are to be submitted to Security Administration.

policy at all times, on or off campus, when they are officially representing or acting on behalf of Mount Sinai, conducting official business, and/or attending Mount Sinai sponsored or financed activities. This policy covers activity at all Mount Sinai owned and operated properties, facilities, and off-campus locations where business is conducted.

The Security Department investigates all reports of crimes. In serious cases, referrals are made to the New York Police Department. For non-criminal workplace issues, please call the Office of Security Administration at 212-241-5661.

WORK PLACE VIOLENCE

Mount Sinai is committed to supporting a workplace environment free from harassment, intimidation, threats, and violence for all members of the Mount Sinai community including but not limited to faculty, staff, student employees, contracted employees, visitors, and guests of Mount Sinai. While no large organization is immune from acts of violence, clear policies and procedures help reduce the likelihood of such events and guide appropriate responses to situations that may arise.

The purpose of this policy is to address the issue of potential workplace violence in our community, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed if such violence occurs.

This policy applies to all faculty, staff, trainees and students of MSSM. In addition, the policy applies to individuals whom Mount Sinai contracts to do work on its behalf, including consultants, vendors, contractors, and subcontractors. Mount Sinai employees and those working on behalf of the medical center are expected to adhere to this

SAFETY AND RISK REDUCTION TECHNIQUES

Automated Teller Machine (ATM) Safety

ATMs are conveniently located near the cafeteria on the first floor of the Guggenheim Pavilion. You can help to protect yourself and your property by following these easy tips:

- *Choose a well-lit ATM and have someone with you when using the machine at night.*
- *Be ready. Have your card handy, but not necessarily in plain view.*
- *Stand directly in front of the machine so that no one can see you enter your Personal Identification Number (PIN).*
- *Cancel your transaction and return later if anything seems suspicious.*
- *Pocket your cash immediately and count it later.*
- *If you lose your ATM card, report it immediately to your financial institution.*

Bicycle Safety

For many, bicycling is a sport and the preferred mode of travel on and around campus. To cycle safely, remember to:

- *Ride with the traffic whenever possible.*
- *Follow same driving laws as cars.*
- *Use reflectors, reflective tape, or other similar devices on bikes or clothing.*
- *Lock it up: Use a heavy-duty lock*
- *Lock your bike to a bike rack, preferably in a public place.*

For your own personal use, record the identifying characteristics and the serial number of your bike, and keep the information in a safe place. Always lock your bike, even if you are leaving it for just a minute. If your bike is stolen or vandalized, report the incident promptly to the Security.

Computer & Identity Information Safety

Protect your computer and mobile devices by using a password or PIN to lock portable devices, and never leave them unattended. They are very easy to steal. Protect yourself and your information online:

- *Use up-to-date anti-virus and anti-spyware software*
- *Use passwords wisely.*
- *Use a different strong password for each online account.*
- *Never share your password*
- *Never use another person's password.*
- *Be wary of peer-to-peer file sharing, which can open your computer to infection. (It can also make you vulnerable to costly legal problems.*
- *Never respond to an e-mail request for private personal information such as your social security number, password, or credit card number; no legitimate company will request information in this way.*
- *Lock your screen or log out before you walk away from any publicly accessible computer.*
- *Call the Security at 212-241-6068 immediately if you receive a threatening e-mail.*

Fire Safety

Your worst enemy during a fire is smoke. If you are caught in smoke, get down on the floor and crawl to safety. Close doors behind you as you escape, and use stairs, NEVER elevators. Simple fire safety tips to follow are:

- *Make sure there is a working smoke detector near your sleeping quarters.*
- *Learn the location of fire exits and alarm boxes near you.*
- *Sound the fire alarm if you see smoke or detect a burning odor.*
- *Do not re-enter a building until it has been declared safe.*

Office, Classroom & Laboratory Safety

- *Avoid working or studying alone in a building at night. If you must work late, let somebody you trust know where you are and when you will be done.*
- *Avoid using stairs in remote sections of a building.*
- *Keep your purse in a locked cabinet or drawer. Never leave it in, on top of, or underneath a desk.*
- *While in class, the library, or the lab, keep personal belongings in view.*

Outdoor Safety

- *Take advantage of nighttime escort services.*
- *Walk on designated walkways that are well lit and well traveled.*
- *Be alert and aware of your surroundings.*
- *Purses should be carried close to the body and secured under one arm. Backpacks should be carried over one shoulder and secured with one arm.*
- *Do not run or jog alone, especially at night.*
- *If you are followed by someone in a car, turn around and walk in the opposite direction.*

Robbery

The most important thing you can do during a robbery is to prevent, if possible, any violence. Always assume that the robber is armed, even if you can't see a weapon, and act accordingly:

- *Get it over with quickly. If you try to stall, the robber may be more prone to violence.*
- *Do what the robber asks, but don't volunteer to do anything more.*
- *Don't fight or try any impulsive heroics; the risk is great if the robber is armed.*
- *Don't chase the robber.*

Suspicious Activity

Since safety is everyone's responsibility, it is important for people to be aware of types of behavior and actions which may signal criminal activities. These may include:

- *A person who seems to be wandering in the hallways or lurking about the building.*
- *Any unusual or suspicious noise that you can't explain, such as breaking glass or pounding.*
- *Vehicles moving slowly without lights or to no apparent destination.*
- *A stranger sitting in a vehicle for an extended period of time for no apparent reason.*
- *A person hanging around residence hall windows or parking lots.*
- *Persons removing property from a building late at night.*

CRIME DEFINITIONS

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.) This category also includes cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to infect another with that disease by biting, spitting, or some other method.

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.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safe-cracking; And all attempts to commit any of the aforementioned.

Criminal Homicide-Murder

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

Drug Abuse Violations

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones) and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

Robbery

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

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

SEX OFFENSES DEFINITIONS

Sex Offenses-Forcible 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.

Bias or Hate crime

A crime involving bodily injury where the victim was intentionally selected on the basis of actual or perceived race, religion, sexual orientation, ethnicity, gender identity, national origin or disability.

Under the Violence Against Women act signed into law by President Obama on March 7, 2013, institutions are required to compile statistics for the additional crimes of domestic violence, dating violence and stalking which are reported to campus law enforcement, local police agencies or campus security authorities. These are expected to become a part of the October 1, 2014 annual report.

Domestic Violence

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, 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 incapacity

Forcible Rape

The carnal knowledge of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth). New definition January 2012 - 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."

Forcible 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.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Sexual Assault

The term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

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.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

On-Campus, Non-Campus, and Public Property

Public Property This category includes all streets, sidewalks, and thoroughfares adjacent to on-campus facilities.

[illegible]