

## Long Island Business Institute Annual Campus Security Report 2016

### NOTE:

Printed copies of this report are available by request at The Campus Information and Visitor Services Department at the Flushing Campus, NYC Extension Center and Commack Campus.

This report contains information regarding campus safety and security as required by the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**. This act requires all institutions to disclose information about campus safety policies and procedures and to provide statistics concerning whether certain crimes took place on campus.

Crimes are reported in the following seven major categories:

1. Murder; Negligent and Non-negligent Manslaughter
2. Sex Offenses, including Rapes, Forcible and Non-forcible Sex Offenses, Statutory Rape, Dating Violence, Domestic Violence, Sexual Assault, and Stalking.
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson

Colleges are also required to disclose crimes by geographic location\* and whether those crimes were bias-motivated. To be classified as a Hate Crime there must be evidence to show that the victim was intentionally selected because of the perpetrator's prejudice against one of the following: race, gender, religion, sexual orientation, ethnicity, national origin or disability.

\* Campus crime statistics must be reported by location: On campus (owned, contiguous, and educational or student used); In Dormitories or other student residences (within the on-campus area); Non-campus buildings or property (frats, non-contiguous owned and student-used); and Public Property (streets, sidewalks, lots adjacent to campus, train/bus stations adjacent to campus).

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
3. Illegal Weapons Possession

Pursuant to the Act, LIBI monitors criminal activity and publishes this report containing a three-year statistical history of select crimes or incidents that occur. The purpose of this report is to provide our students, faculty and staff with campus safety information including crime statistics and procedures to follow to report a crime.

**This report is available electronically at Annual Campus Security Report:**

<http://www.libi.edu/footer/college-safety-plan.html> . The LIBI community (all current students, faculty and staff) are emailed this link on, or before, October 1st of each year. All questions regarding this report should be addressed to the President of LIBI or to the Executive Assistant to the President, who prepare this report annually. Questions should be emailed to [safe@libi.edu](mailto:safe@libi.edu).

**SAFETY AND SECURITY STATEMENT**

LIBI's policy is to strive to maintain a campus environment free from intimidation, threats, or violent acts. This includes, but is not limited to: threatening or hostile behavior, vandalism, intimidating, physical abuse, sexual assault, hate crimes, carrying or use of weapons, hazing, intimidating, or any other act, which, in the opinion of the administrators of LIBI, is inappropriate for a college campus environment. Offensive, aggressive, or threatening comments regarding violent events or behaviors will not be tolerated under any circumstances by LIBI.

LIBI has a zero-tolerance policy against all forms of sex offenses. This includes rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. The definition of sexual offenses and the reporting procedures are detailed in the Sexual Assault section of this report.

Students, Faculty or campus staff who feels subjected to any of the behaviors listed above should immediately report the incident to one of the following administrators:

- Monica Foote, President of LIBI
- Anna Venturino, Executive Director of Academic Operations & Student Services / Title IX Coordinator (NYC Extension Center)

- Stacey Johnson, Provost
- Jhonatan Aybar, Executive Assistant to the President & Title IX Coordinator (Flushing Campus).

At the Commack Campus all complaints should be directed to Michelle Houston, Assistant Campus Director, or Nazaret Kiregian, Title IX Coordinator.

All complaints will receive prompt attention and the situation will be investigated in a timely fashion. Based on the results of the inquiry, disciplinary action which administration of the college feels to be appropriate will be taken.

Students, Faculty or LIBI staff who observe or have knowledge of violation of this policy should immediately report it to the individuals listed above or by using [safe@libi.edu](mailto:safe@libi.edu) to send an anonymous e-mail. All reports will be taken seriously and investigated, if warranted. If an investigation is deemed necessary, LIBI officials handling the investigation will request the cooperation of all incident-related individuals. An employee or a student who believes there is a serious and direct threat to the safety and health of other members of the LIBI community should immediately call 911 and notify a senior LIBI Administrator.

In addition to the unanimous e-mail reporting, each LIBI library is equipped with a lockbox and copies of an Anonymous Report Form for Sexual Assault as well as a generic Anonymous Report Form. The purpose of the Anonymous Report form and the Sexual Assault is to collect relevant information about sexual assault that affects members of our community. This report is anonymous and should be completed by anyone who receives information about a sexual assault. The second form, the generic Anonymous Report Form should be used to anonymously report any breach of LIBI's policies on safety and security, including hate speech. Although members of the LIBI community may report criminal activity anonymously LIBI will normally not include such reported incidents in its crime statistics unless the information can be validated.

LIBI will attempt to preserve the anonymity of the person reporting the incidents when requested to do so, however, in certain circumstances the College is legally not able to guarantee that confidentiality.

**LIBI has a zero tolerance stance against all threats and violence.** Every questionable statement or gesture will be addressed, even if that only means investigation and documentation. All threats or suspect behaviors will be confronted by LIBI administration.

In the event that a situation arises, either on or off campus, that, in the judgment of the President of LIBI, constitutes an ongoing or continuing threat, a campus wide “Emergency Alert” or “Timely Warning” will be issued. LIBI has a community email system in place. All occurrences that are deemed to endanger the safety of the LIBI community are conveyed to the students, Faculty and staff by the President, Executive Director of Academic Operations, or the Executive Assistant. If warranted, crime alerts are also posted on the bulletin boards located throughout the campus. Alerts deemed to be critical are also posted in the elevators utilized by the college community.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the campus community, the Office of the President may also post a notice of “Emergency Alert” or “Timely Warning” on the College’s main web page. (Please refer to the Appendix A: Timely Warning / Emergency Alert Annual Notification for Warning / Alert procedures and signup information.

The Executive Assistant to the President reviews campus crime reports with the President of the College to ensure that the data required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is compiled and disseminated as required.

## **GENERAL INFORMATION**

In the fall 2015, approximately 971 students were enrolled at the Long Island Business Institute. LIBI has no dormitories – 100% of our student body commutes to the College. Of the 971 students, 107 attend the Commack Campus. The college employed 23 full-time Faculty, 75 professional staff, and 108 part-time Faculty, including 9 Faculty and 6 professional staff assigned to the Commack Campus.

## **ACCESS POLICY**

LIBI’s administrative business hours are 08:45 am to 8:30 pm Monday through Thursday. On Fridays administrative offices are open from 09:00 am to 7:00 pm. Saturday hours vary for each administrative office and are updated and published on an ongoing basis. Holiday hours vary and are published in our Events Calendar on the website and bulletin boards around the campus. Class sessions are divided into

day and evening (day classes begin at 8:45 a.m. and end at 3:00 p.m. Evening classes begin at 5:00 pm and end at 10:20 pm)

During administrative business hours, the College is open to students, parents, employees, contractors, guests, and special invitees. During non-business hours, access to College buildings is controlled by the building security. In the case of holiday closing, the security desk will admit only those with prior written approval from the Executive Assistant to the President or the President of LIBI.

All students, Faculty and staff are required to wear their ID cards any time they are on campus. Anyone approached by an administrator and asked to present their College ID must comply with the request or face disciplinary action. In the event that the student does not have their id card in their possession when asked, the administrator is responsible for verifying the student's identity in the College's database. To ensure maximum protection to the LIBI community, the student ID cards are validated each term. Students who are dismissed or withdraw during the term are asked to surrender their id cards to the administrator handling the student's case.

To report any violations or to report suspicious persons, the community is asked to contact the front desk personnel or the Executive Assistant to the President as soon as the violation occurs, or the student/Faculty/staff member becomes uncomfortable with the situation.

## **CHRONIC COMMUNICABLE DISEASE POLICY**

LIBI places a high priority on the need to prevent the spread of chronic communicable diseases on its campuses and is committed to educating the community about said diseases. Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and college staff on the basis of qualified medical advice.

LIBI respects the right to privacy of any student who has a chronic communicable disease or is a carrier. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. College personnel will observe the guidelines set by FERPA and HIPPA when dealing with necessary disclosure.

LIBI's administrators are guided by the following factors when determining the best course of action for the student and the community:

- the risk of transmission of the disease to others

- the health risk to the particular student
- reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others
- A student with a communicable disease, who does not agree with the judgment of the administrative team, can follow the Grievance Policy outlined in the Student Handbook.

*The President of the College may establish additional procedures or regulations in order to implement this policy.*

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT (DFSCA) AND DRUG AND ALCOHOL ABUSE PREVENTION REGULATIONS**

Part 86, the Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) (1) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Substance abuse is strictly prohibited on all LIBI Campuses, premises, or at LIBI sponsored events. Students and employees involved in a substance abuse incident will be subject to immediate disciplinary sanctions consistent with federal, state, and local law as outlined in the student handbook. Faculty and administrative staff will be subject to the policies listed in the employee handbook. Any illegal substance abuse occurrence will result in the involvement of law enforcement officials.

*A violation of any law regarding alcohol is also a violation of LIBI's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.*

### **Federal**

The Federal Controlled Substances Act provides penalties up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession of a controlled substance\*. A person found to be distributing a controlled substance to a person under 21 years of age may be subject to twice the term of imprisonment.

Federal trafficking penalties for Schedule I & II drugs range from a minimum of 5 years to a maximum of life in prison. Penalties for trafficking Schedule III & IV drugs range from 3 to 5 years in prison and a fine of \$25,000. Federal penalties for trafficking marijuana range from 5 to 10 years of imprisonment and up to a \$5 million dollar fine.

## **New York State**

The State of New York has established severe punishments for the possession, use, and sale of controlled substances. New York State's sanctions are consistent with the Federal penalties and can be found under New York State Penal Law: <http://ypdcrime.com/penal.law/index.htm>

### **TYPES OF DRUGS**

- Schedule I: Heroin, LSD, Mescaline, Psilocybin, Other Hallucinogens, PCP, Quaalude, and MDA.
- Schedule II: Morphine, Demerol, Codeine, Percodan, Fentanyl, Diludid, Seconal, Nembutal, Cocaine, Ecstasy, Amphetamines and other opium and opium extracts and narcotics.
- Schedule III: Certain barbiturates such as amobarbital and codeine containing medicines such as Fiorinal #3, Doriden, and codeine-based cough suppressants and all anabolic steroids.
- Schedule IV: Barbiturates, narcotics and stimulants, including Valium, Talwin, Librium, Equanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets).
- Schedule V: Compounds that contain very limited amounts of codeine, dihydro-codeine, ethylmorphine, opium and atromine (Robitussin AC)
- Schedule VI: Marijuana, Hashish, Hash Oil, Tetrahydrocannabinol.

## **Section 485 -- HEA Title IV , Section 485(k):**

### **(k) NOTICE TO STUDENTS CONCERNING PENALTIES FOR DRUG VIOLATIONS.—**

(1) NOTICE UPON ENROLLMENT.—Each institution of higher education shall provide to each student, upon enrollment, a separate, clear, and conspicuous written notice that advises the student of the penalties under section 484(r).

(2) NOTICE AFTER LOSS OF ELIGIBILITY.—an institution of higher education shall provide in a timely manner to each student who has lost eligibility for any grant, loan, or work-study assistance under this title as a result of the penalties listed under 484(r)(1) a separate, clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which the student can regain eligibility under section 484(r)(2).

**Section 484(r)**

**(r) SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES.—**

(1) IN GENERAL.—A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

**If convicted of an offense involving:**

**The possession of a controlled substance: Ineligibility period is:**

First offense..... 1 year

Second offense ..... 2 years

Third offense ..... Indefinite.

**The sale of a controlled substance: Ineligibility period is:**

First offense ..... 2 years

Second offense ..... Indefinite.

(2) REHABILITATION.—A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if—

(A) the student satisfactorily completes a drug rehabilitation program that—

- (i) complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and
- (ii) includes two unannounced drug tests;

(B) the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the Secretary shall prescribe in regulations for purposes of subparagraph (A)(i); or

(C) the conviction is reversed, set aside, or otherwise rendered nugatory.

(3) DEFINITIONS.—In this subsection, the term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

### **Alcohol and Substance Prevention Programs:**

LIBI is committed to promoting the health and safety of the campus community through continued education and candid dialog with our students, Faculty and staff about the dangers of drug and alcohol abuse. LIBI’s Drug & Alcohol Prevention Workshops are offered each semester and are an integral part of our commitment to alcohol and substance abuse prevention. Issues associated with alcohol and drug use, dating violence, sexual assaults, and other transitional issues are discussed at the New Student Orientation. All freshmen are also required to register for a Freshmen Seminar course where significantly more time is devoted to these topics. In addition to the Orientation and Freshmen Seminar class, we also devote a special section for these topics in the Introduction to Psychology course, which is a required course for all associate degree level academic programs.

All members of the College community are strongly encouraged to seek assistance for any reason related to the use/abuse of drugs or alcohol. For a full listing of referral services please consult the Student Handbook.

AA (Alcoholics Anonymous)

212.870.3400 – call for locations

631.669.1124 -- call for locations

Visit their Web site at: <http://www.ny-aa.org>

For an AA meeting online: [www.stayingcyber.org](http://www.stayingcyber.org)

National Helpline for Substance Abuse and Referral Services 1-800-662-HELP

Or visit their Web site at: <http://findtreatment.samhsa.gov/>

EDGAR Part 86.1, titled "What Is the Purpose of the Drug-Free Schools and Campuses Regulations?" and 20. U.S.C. 1145g.

EDGAR Part 86.301.

## **ALCOHOL AND SUBSTANCE ABUSE INFORMATION**

**Alcohol and Drug Education:** Orientation, Freshmen Seminar, August and October are designated as community-wide “Safety Months”-- information is shared by showing videos in common areas of the campus, informational pamphlets are handed out and speakers are invited, New Employee Orientation, Employee Assistance Program.

**Counseling Services:** Student Success Advisors, Faculty Advisors, Employee Assistance Program.

**Referral Services:** Student Success Advisors, Faculty Advisors, Employee Assistance Program.

**College Disciplinary Actions:** Student Conduct Committee.

## **LIBI COMMUNITY EDUCATION ON CAMPUS SECURITY**

**The following topics were presented at the Flushing Campus and NYC Extension Center in 2015/2016 and made available to the entire College community:**

### **October 2015**

***Suicide Prevention Walk:*** Students, faculty, and staff participated in the annual Suicide Prevention Walk: Out of the Darkness. Prior to the event, students, faculty, and staff were addressed about this issue. We brought the community together, to show support to those families that have lost someone affected by depression.

### **November 2015**

***Domestic Violence Awareness Day:*** The Library and The Campus Event Planning Department organized an event to support The Monument Quilt, a national healing project for and by survivors of rape and sexual violence. Quilts made from 4x4 red fabric squares were written, painted or stitched – each telling a different story about this scourge that afflicts our society. On the 12<sup>th</sup> and 17<sup>th</sup> of November, students, staff and faculty, attended different sessions to create these quilts, in collaboration with the VIP (Violence Intervention Program).

The quilts were displayed in a common area of LIBI NYC Extension Center and then were sent to Baltimore to be part of the Monument Quilt.

## **Drug & Alcohol Prevention Workshop**

Mr. Joseph Aloysius, Vice President of Daytop International, conducted a workshop to address students on the topic on November 9, 16 and 17. Mr. Joseph has been in the field of treatment and rehabilitation for the past 30 years. He has provided trainings in Therapeutic Community model in more than 28 countries around the World. He currently consults for at least 12 Government and Non-Government Agencies in Asia. Mr. Joseph holds an MS in Public Administration from Audrey Cohen College of Human Services and speaks five Asian languages.

**Main Campus,** 136-18 39 Ave. 5<sup>th</sup> Fl, Flushing, NY, 11354, Tel: (718)939-5100  
**Commack Campus,** 6500 Jericho Turnpike, Commack, NY, 11725, Tel: (631)499-7100  
**NYC Extension Center,** 408 Broadway, 2<sup>nd</sup> Fl, New York, NY 10013, Tel: (212) 226-7300

## **December 2015**

### **ESL Title IX – Sexual Harassment training**

The English & ESL department conducted an educational campaign for ESL students. LIBI Title IX brochures were distributed during the lessons. Also, a survey was conducted to assess the ESL Title IX workshops.

## **January 2016**

***National Stalking Awareness Month (NSAM)***: The Campus Information & Visitor Services department distributed brochures to promote the National Stalking Awareness Month. Also, the Library posted different posters in Flushing Campus and the NYC Extension Center.

## **February 2016**

### **2016 Drug & Alcohol Annual Notification**

As part of our institutional compliance with the Federal Drug-Free Schools and Communities Act of 1989, the Annual Notification was sent to the entire LIBI community.

## **March 2016**

### **ESL Title IX – Sexual Harassment training**

The English & ESL department conducted an educational campaign for ESL students. LIBI Title IX brochures were distributed during the lessons. Also, a survey was conducted to assess the ESL Title IX workshops.

### **“The Truth about Drugs” by the Foundation for a Drug Free World of the Americas Presenter: David Tidman**

As part of our Drug and Alcohol prevention program, LIBI signed a partnership with the Foundation for a Drug Free World of the Americas, to address the students of the Flushing Campus and the NYC Extension Center every semester regarding the use of drugs and alcohol. Freshman students are required to participate in these workshops. During the workshops, the students have the opportunity to learn more about the effects and side effects of illegal drugs, and the issues of abusing prescribed medications.

## **April 2016**

### **Sexual Assault Awareness Month**

The Campus Information & Visitor Services department worked together with the Academics Department to display a video in different class sections to bring awareness on this topic. The video: "Speak Out and Stand Up" was displayed in different class sessions. This powerful 25 minute program featuring a dramatization of sexual assault on a college campus, testimonies from survivors about their assaults, and discussions by experts in the field. The dramatized scenes and experts highlight the prevalence of sexual assault during freshman year, ways to be more aware and help friends, bystander effectiveness, alcohol use, consent issues, trust of one's instincts, feelings of guilt, issues of trauma and recovery, and ways to support friends who have been assaulted. Stewart emphasizes the importance of breaking the silence about sexual assault and offers tips to lessen the risk. This cutting-edge program is an extremely useful tool to enter into a dialogue about sexual assault and ways to effectively reduce its incidence.

## **May 2016**

### **Mental Health Awareness Month**

**Distribution of informational brochures to the LIBI Community:** "Recovering from the Emotional Aftermath of a Disaster". This information explains the range of feelings and behaviors you can expect and how you, your family, friends, and neighbors can best help yourselves and each other during this time of recovery. Suggestions for coping with the aftermath are offered throughout this brochure.

## **June, July & August 2016**

The Campus Safety Committee organized a HOC committee to redesign the TITLE IX Climate survey. During the pilot program, a portion of the student body was surveyed. The results of this survey were utilized to redesign the Safety Educational Campaign regarding Title IX.

## **October 2016**

**Fire Drills** – One fire drill each semester for day and evening students in order to familiarize students with evacuation procedures in case of a fire or other type of emergency.

**Simulated Lock down** – This is to familiarize students, faculty, and staff with procedures to be followed should an actual lock down take place.

## **The following topics were presented at the Commack Campus in 2015/2016 and made available to the entire College community:**

### **December 2015**

Title IX Presentation by Nazaret Kiregian – faculty and staff were present.

An updated Sexual Harassment Prevention brochure was reviewed and discussed. A Question and Answer period followed.

### **January 2016**

***National Stalking Awareness Month (NSAM)***: The Campus Information & Visitor Services department distributed brochures to promote the National Stalking Awareness Month. Posters were displayed in different locations of the Commack Campus.

### **February 2016**

As part of our institutional compliance with the Federal Drug-Free Schools and Communities Act of 1989, the Annual Notification was sent to the entire LIBI community.

### **March 2016**

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## **July 2016**

Suffolk County Police Office Buckley gave a presentation to the student body, faculty and staff entitled, "Be Disaster Aware and Take Action to Prepare."

## **September 2016**

**Fire Drills** – One fire drill is held each semester for day and evening students in order to acquaint students with evacuation procedures to be followed should a fire or another type of emergency necessitate evacuating the building.

## **SEXUAL ASSAULT**

### **Student Right to Know and Campus Security Act of 1990 (the “Clery Act”) (20 U.S.C. § 1092).**

This law requires that all colleges disclose information about crime, including specific sexual crime categories, in and around campus annually. This amendment to the 1990 act requires that schools develop prevention policies. The law was amended again in 1998 to expand requirements, including the crime categories that must be reported.

As of October 2002, the Campus Sex Crime Prevention Act requires institutions of higher education to advise the campus community where it can obtain information about registered sex offenders. LIBI makes this link available to students on the college’s website under the Campus Safety page: [http://www.libi.edu/?page\\_id=528](http://www.libi.edu/?page_id=528) Students can also access the website directly: <http://www.registeredoffenderslist.org/>

The Campus Sexual Violence Elimination Act (SaVE Act or act) was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). The Campus SaVE Act applies to almost all institutions of higher education since it is directed toward those that participate in financial aid programs under Title IV of the Higher Education Act of 1965.

LIBI is committed to the maintenance of an environment that is supportive of its primary educational mission and free from all exploitation and intimidation. The college has a zero-tolerance policy for rape, acquaintance rape, sexual assault, dating violence, domestic violence stalking, and other forms of nonconsensual sexual activity.

LIBI does not tolerate any discrimination based on sexual orientation. We strive to ensure that all students, Faculty, and staff are treated equally under the law.

Useful link for information regarding sexual violence against LGBTQ individuals: <http://nsvrc.org/publications/nsvrc-publications-information-packets/sexual-violence-individuals-who-identify-lgbtq>)

Furthermore, LIBI also prohibits any forms of retaliation from its officers, employees, and designated agents against a person who raise an allegation, file a complaint, or participate in any proceeding of a sexual harassment.

## **KEY DEFINITION**

### **Domestic violence**

“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 cohabitating 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... 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.”

### **Dating violence**

“Violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) the length of the relationship

(ii) the type of relationship

(iii) the frequency of interaction between the persons involved in the relationship”

### **Stalking**

“Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) fear for his or her safety or the safety of others; or

(B) suffer substantial emotional distress”

### **Sexual Assault**

The Campus SaVE Act defines sexual assault, which—unlike domestic violence, dating violence, or stalking—was previously included as a Clery-reportable crime, as “an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.”

If any member of the College community is a victim of a sexual assault at LIBI, the first priority is to get to a place of safety.

### **Non-consensual Sexual Intercourse**

Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral penetration by mouth-to-genital contact.

### **Non-consensual Sexual Contact**

Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth, or any other part of the body that is touched in a sexual manner.

### **Sexual Exploitation**

Sexual exploitation involves taking non-consensual sexual advantage of another person. Examples can include, but are not limited to, the following behaviors:

- Electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images via any medium, without the knowledge and consent of all parties involved.
- Non-consensual streaming of images, photography, video or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved.
- Spying on others who are in intimate or sexual situations (i.e. voyeurism).
- Knowingly exposing another individual to a sexually transmitted disease or virus without his or her knowledge.
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.
- Distributing intimate or sexual information about another person without that person's consent.

## **Sexual Harassment**

Sexual Harassment is defined as unwelcomed sexual advances, unwelcome requests for sexual favors, and other verbal or physical behavior of a sexual nature can be defined as sexual harassment when:

- A. submission to or rejection of such conduct or communication is a term or condition of education benefits, academic evaluations, or opportunities; or
- B. submission to or rejection of such conduct or communication has the effect of substantially interfering with a student's education; or such conduct is sufficiently severe, pervasive, and objectively offensive as to have the effect of creating an intimidating, hostile, or offensive environment sufficient to deny an individual education benefit of participation in activities.

## **How to file a complaint**

Sexual discrimination, sexual harassment, (intimate partner violence) domestic violence, dating violence, stalking, sexual exploitation, retaliation, or any other offending incident or sexual misconduct should be reported to the Title IX Coordinator as soon as they occur. Although there is no time limit on making a complaint, LIBI explicitly expects that individuals experiencing any unwelcomed or harassing behavior will report those incidents to the college promptly. A complaint should be filed as soon as the incident occurs to allow the College to conduct a timely, effective, and equitable investigation with the benefit of witnesses and evidence.

Individuals who select not to report an incident when it occurs must be aware that LIBI may not be able to pursue disciplinary action against an individual who is no longer affiliated with the college. LIBI, however, will still conduct a Title IX review, offer appropriate accommodations to a complainant, and take appropriate action to eliminate a hostile environment in the future.

To file a report, the complainant or a third party can

- Visit the Title IX Coordinator's office and request to talk to him/her:
  - Flushing Campus: Jhonatan Aybar, Main Building, 5th Fl.
  - NYC Extension Center: Anna Venturino, Student Advising Center, 3<sup>rd</sup> floor.
  - Commack Campus: Nazaret Kiregian, Room 4.

- Send an email to the Title IX Coordinator – explaining the issue. Victim should specify the way he/she prefers to be contacted.
  - Flushing: [jaybar@libi.edu](mailto:jaybar@libi.edu)
  - NYC Extension Center: [aventurino@libi.edu](mailto:aventurino@libi.edu)
  - Commack: [nkiregian@libi.edu](mailto:nkiregian@libi.edu)
- Report the incident anonymously by dropping a sealed note in the lockbox located in the college library. Please remember to seal the envelope and write: **“For Title IX Coordinator”**.

The complainant should be prepared to give as much information as possible about the incident. If the incident occurs during non-operating time for the college, the student should contact the police as soon as feasible and still notify the College the next business day. Delay in reporting a case may make it more difficult for the college to investigate the allegations. The complainant should be prepared to disclose where and when the incident happened and if he/she can identify the assailant.

The complainant will always be asked if they want medical attention. The complainant will also be provided information of his/her rights and options.

LIBI will work with the complainant to secure access to free confidential counseling

Should the alleged perpetrator also be a LIBI student or a LIBI employee, the accuser is entitled to file a complaint within the college judicial system for disciplinary action against the alleged perpetrator. This can be done in conjunction with criminal prosecution.

### **Third-Party Reports**

In cases where the sexual harassment, sexual assault and sex offense is reported to the Title IX Coordinator by a third party, the Complainant will be notified by the Title IX Coordinator or a Senior Administrator that a report has been received. The Title IX Coordinator will contact the Complainant to discuss his/her options and rights under LIBI’s written policies.

### **Amnesty for Students Who Report Sexual Misconduct**

LIBI encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. LIBI recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential Student Conduct consequences for his/her own conduct. An individual who reports sexual harassment or misconduct, either as a Complainant or a third party witness, will not be subject to disciplinary action by the College for his/her own personal consumption of alcohol or drugs at or near the time of the incident provided that any such violations did not and does not place the health or safety of any other person at risk. LIBI may,

**Main Campus**, 136-18 39 Ave. 5<sup>th</sup> Fl, Flushing, NY, 11354, Tel: (718)939-5100  
**Commack Campus**, 6500 Jericho Turnpike, Commack, NY, 11725, Tel: (631)499-7100  
**NYC Extension Center**, 408 Broadway, 2<sup>nd</sup> Fl, New York, NY 10013, Tel: (212) 226-7300

however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

### **Bystander Intervention**

LIBI expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual harassment, assault or other sexual offenses. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in administrative authority at the College. All members of the LIBI community who choose to exercise this positive moral obligation will be supported by the college and protected from retaliation.

### **Keys in Preservation of Physical Evidence**

After a sexual assault, the most important thing is for the victim to get to a safe place. When the victim feels safe, he or she should dial 911 and seek medical attention immediately. Filing a police report will ensure that a victim of a sexual assault receive the necessary medical treatment and tests, at no expense to the victim. It will also provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later

#### Keys in preserving physical evidence after a sexual assault

1. Do not bathe or shower, do not wash your hands or brush your teeth.
2. Do not eat or smoke.
3. Do not use the restroom.
4. Do not change clothes.
5. Do not wash or comb hair.
6. Do not clean up or move anything at the crime scene.
7. Do not move anything the offender may have touched.
8. Write down all the details you can recall about the attack and the perpetrator.

### **Campus Sexual Assault Victims' Bill of Rights**

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992 (Public Law: 102-325, section 486(c)). 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.

- **Accuser and accused must have the same opportunity to have others present.**
- **Both parties shall be informed of the outcome of any disciplinary proceeding.**
- **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.**

LIBI respects the rights of all victims of rape and sexual assault and strives to educate the

campus community about the rights of victims.

### **Investigation**

If the Title IX Coordinator receives a complainant's report, he/she will officially notify the Executive Assistant to the President within 24 hours of receiving the complaint. The Executive Assistant to the President in conference with the Title IX Coordinator will determine the most effective method of investigating the allegations raised by the complainant based on the nature of the alleged violation and the totality of information available at the time of the alleged incident and the circumstances involved.

If the Title IX Coordinator determines that pre-investigation actions are warranted to ensure the safety of the complainant, LIBI will take necessary steps as soon as it is feasible to do so. This may include adjusting a student's academic schedule or an employee's work schedule. LIBI does not tolerate any retaliation against the person who made the complaint (or was the subject of the harassment) or against those who provided information as witnesses.

The Coordinator will make every effort to maintain confidentiality and to preserve the complainant's rights and privacy and will involve only the college officials "who need to know" about the complaint in order to carry out LIBI's policies and procedures. Depending on the severity and immediacy of the case and circumstances surrounding the case, the Coordinator may determine that immediate involvement of law enforcement authorities may be necessary. In certain instances, based on the best assessment of the information available to the Coordinator at the time, the Coordinator may also determine that an internal investigation is necessary. In cases where the complainant refuses to cooperate with the procedures of an internal investigation, such investigation may proceed without the support of the complainant. At such time, the Title IX Coordinator will turn the case over to the Executive Assistant to the President, who will determine the best course of action to comply with LIBI's policies and procedures and compliance with federal and state laws.

In grievous cases, the Title IX Coordinator is authorized not to uphold requests from complainants to "just record my concerns" or "not take any action at this time," if in the best judgment of the Title IX Coordinator, the circumstances presented warrant the immediate involvement of the College or appropriate law enforcement.

The Title IX Coordinator has a responsibility to ensure a fair and neutral process for all parties with regard to Title IX compliance.

The Coordinator will apply the "preponderance of the evidence"\* standard in determining whether a violation of LIBI's sexual harassment and/or sexual violence policies may have occurred. Although the Coordinator will apply the "preponderance of the evidence" standard to determine the proper course of action, the Coordinator will only do so after determining that "clear and convincing evidence exists" or "reasonably certain" evidence of sexual violence or harassment exists.

**\*“Preponderance of evidence” standard means that it is more likely than not that a violation occurred.**

The Executive Assistant to the President will determine the most efficient and thorough approach to conduct a fact-finding investigation. Typically, such investigation will include separate meetings with the complainant, the respondent, and any witnesses or individuals with personal knowledge of the situation. Each person interviewed in the process may be requested to document their statements in writing. In the event that one of the parties declines to, or is unable to provide a written account due to insufficient English language proficiency, the statement will be taken by the employee handling the investigation. If the individual refuses to sign his/her account of the incident recorded by the employee handling the investigation, the investigation will be conducted based upon available information.

The Executive Assistant’s role in the investigation is to ensure that those involved in the incident receive a procedurally fair, prompt, and thorough evaluation and that the outcome of the investigation is accurately documented in writing.

Long Island Business Institute will take interim measures as necessary to prevent the complainant from being subjected to discrimination or harassment during the investigative process. The College will take steps to ensure that any interim measures taken do not adversely affect the Complainant.

The Executive Assistant to the President, or an appropriate designee selected by the President, will review and analyze all relevant records that relate to the allegations. The complainant will be provided an opportunity to discuss his/her claim with the Executive Assistant to the President or the designee conducting the investigation. The complainant, respondent, and witness(es) will have the right to present evidence (including documents and names of witnesses) to the Executive Assistant or designee conducting the investigation. The length of this investigation will be determined at the Executive Assistant’s discretion. The Executive Assistant to the President will also make the determination whether to review all evidence and whether it is necessary to talk to all witnesses listed.

The Executive Assistant to the President will notify both the complainant and the respondent in writing of the outcome of the investigation within two (2) business days following the conclusion of the investigation.

### **Hearing Policies and Processes**

The hearing panel has the right to establish the rules governing the way the hearing will proceed and will take necessary actions to ensure a quiet, secure, and orderly conduct of the hearing.

All requests for an open hearing involving sexual assault or sexual misconduct allegations will be denied. Only the following circumstances are exceptions to this policy: The complainant and the accused will each be entitled, for support, to have one person of their choice accompany them to the hearing. A support person may be called as a witness\*; but under the support person provision of this policy, the fact that he/she is to act as a witness will not preclude that person's attendance throughout the entire hearing.

Under no circumstances will a support person on either side be entitled to, or permitted to, represent or defend the complainant or the accused.

\*If a support person is also a witness, the hearing panel may require that individual to testify prior to hearing the Complainant's testimony.

The complainant, if he/she wishes, will have the right to be present during the entire hearing.

(Special Note: In cases not involving allegations of sexual assault or sexual misconduct, the accused student may specifically petition for an open hearing. Even if allowable by the nature of the allegations, the request for an open hearing will be denied if any other participant objects.)

Both complainant and respondent are entitled to the same opportunity to have others present during the hearing, including the opportunity to be accompanied to any related meeting by an advisor of their choice. They will receive simultaneous written notice of the outcome of the disciplinary hearing, the right to appeal and the procedures, any change to the results before the results are final, and when the results become final.

## **Resolution**

Within fifteen business days after the conclusion of the hearing, the hearing panel will submit a written decision to the President of the College and to the Executive Assistant to the President, containing the following:

- A summary of the allegations and the outcome of the hearing panel's examination of the information concerning the alleged misconduct, including the positions of the parties and a summary of the evidence presented.
- A judgment opinion presented on behalf of the majority of the panel, whether the student has violated one or more of LIBI's policies or regulations that the student had been charged with violating, or whether there has been insufficient evidence to sustain such a finding.

A minority report may be submitted along with the majority report to ensure that rationale for both sides is represented to the President of the College.

The panel must recommend sanctions if the panel found sufficient evidence of violations as charged. Recommendation of sanctions will be accepted by the President only if there is evidence that, prior to recommending any sanction, the hearing panel had conferred with the Executive Assistant to the President, the Provost, or another properly ranking administrator regarding sanctions imposed in similar cases and any previous cases of misconduct by the accused student on file with the Provost or the Conduct Officer.

The panel must also indicate the rationale for recommended sanctions, especially if sanctions are more or less severe and set a precedent for similar cases in the future.

### **Appeal**

The accused will have seven business days from the date of the letter informing him/her of the hearing panel's decision to appeal the findings and recommendations included in the report to the President of the College.

All appeal requests must be in writing and must state on which grounds it is being submitted. The appeal must be signed by the accused and physically delivered to the President of the College. Appeals made electronically (i.e., e-mail, fax, etc.) will not be acted upon.

### **Time Frame for Resolution**

Once the complaint is received by the Title IX Coordinator, the College will aim to complete the investigation and have a resolution within 60 days. Extenuating circumstances may arise that require the complaint process to extend beyond 60 days. In the event that the investigation and resolution exceed this time frame, LIBI will notify all parties of the need for additional time and best efforts will be made to complete the process in a timely manner. In general, a complainant and respondent can expect to receive periodic updates as to the status of the review or investigation.

### **Hearing Records**

The Executive Assistant to the President in consultation with the investigator in the case and the Title IX Coordinator, as appropriate, will decide whether the hearing will be tape recorded (with only one single verbatim recording produced), or whether one of LIBI's Court Reporting faculty will attend the proceedings with the purpose of producing a complete transcript of the hearing.

Irrespective of how the hearing records are made, the deliberations of the hearing panel shall not be recorded.

Audio recordings and transcripts of the hearing will become the property of LIBI and will be maintained by the Executive Assistant to the President. The recording, along with the documents submitted by the parties and accepted by the Committee, will constitute the official record of the hearing, and will become part of the student or employee's permanent record. If the

accused is considering filing an appeal with the President of the College will, upon request, be granted post-hearing access to review (but not copy) the recording or to read the full transcript.

This access will be provided only in the continued presence of the Executive Assistant to the President during regular business hours.

In the event that the accused is unable to meet with the Executive Assistant during regular business hours, he/she will need to formally petition the Executive Assistant in writing for access to review the recording or transcript during any other time. The accused must have adequate, sound proof to demonstrate why an accommodation must be made.

Under no circumstances will the recording be permitted to be removed from the campus or reproduced.

In cases where only an audio recording of the hearing was produced, the accused may petition the Executive Assistant to the President for a transcription of the recording. If the Executive Assistant grants the request, the transcript will be produced by a court reporter who will be vetted by LIBI. The transcription will be redacted to comply with federal regulations and college policies.

**PERTINENT SEX OFFENSES AND CRIMINAL SANCTIONS UNDER NEW YORK STATE PENAL AND CRIMINAL PROCEDURE LAWS**

<b>Crime</b>	<b>Illegal Conduct</b>	<b>Criminal Sanctions</b>
<b>Rape in the first degree (PL§ 130.35)</b>	A person is guilty when he or she engages in sexual intercourse with another person by forcible compulsion, with a person who is incapable of consent by reason of being physically helpless (e.g. being asleep, unconscious or due to alcohol or drug consumption), who is less than 11 years old or less than 13 and the actor is 18 or older.	Is a class B felony, with penalties up to 25 years in prison.
<b>Rape in the second degree (PL§ 130.30)</b>	A person is guilty when being 18 years old or more, he or she engages in sexual intercourse with another person less than 15, or with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated	Is a class D felony, with penalties up to 7 years in prison.
<b>Criminal sexual act in the first degree (PL§ 130.50)</b>	A person is guilty when he or she engages in oral sexual contact or anal sexual contact with another person by forcible compulsion, or with someone who is incapable of consent by reason of being physically helpless, or with someone less than 11 or with someone less than 13 and the actor is 18 or older.	Is a class B felony, with penalties up to 25 years in prison.

<b>Forcible touching (PL§ 130.52)</b>	A person is guilty when he or she intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor’s sexual desire	Is a class A misdemeanor , with penalties up to 1 year in jail.
<b>Sexual abuse in the first degree (PL§ 130.65)</b>	A person is guilty when he or she subjects another person to sexual contact: by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the person is less than 11 years old.	Is a class D felony, with penalties up to 7 years in prison.
<b>Aggravated sexual abuse in the first degree (PL§ 130.70)</b>	A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person by forcible compulsion, when the person is incapable of consent by reason of being physically helpless, or when the person is less than 11.	Is a class B felony, with penalties up to 25 years in prison.

**LIBI SEX OFFENSE AND ASSAULT AWARENESS PROGRAM**

An Introduction to Title IX of the Education Amendments of 1972 and the responsibilities of Title IX Coordinator have now been included in LIBI new student orientation program and new employee and Faculty orientation.

We have also incorporated the topics of Sexual Harassment and Sex Offenses into LIBI’s remedial ESL courses and Freshman Seminar course. The materials covered in the ESL course are carefully selected to cater to the need of ESL population.

LIBI provides educational programs to promote the awareness and prevention of rape, acquaintance rape and other forcible and non-forcible sex offenses. We also invite speakers from local law enforcement, social services, and crisis intervention to address the entire College community during August and October, which are designated as “Safety Months” at LIBI. These activities are open for all students and employees.

LIBI also conducts periodic surveys to assess the effectiveness of our awareness program on related topics. In 2015, a Title IX brochure was re-designed and distributed to all students to heighten awareness.

The following DVD’s are shown in student lounges at both campuses during our Safety Months.

- Speak Out and Stand Up – Raising Awareness about Sexual Assault

- Culture Silence – Stalking Awareness
- Breaking the Silence

## **MONITORING OFF CAMPUS CRIMINAL ACTIVITY**

The Long Island Business Institute operates no off-campus housing or off-campus student organization facilities that would require the College to monitor off campus criminal activity. Crime statistics of the vicinity (109th Precinct, NYC) of the Flushing campus can be accessed from the link: [http://www.nyc.gov/html/nypd/downloads/pdf/crime\\_statistics/cs109pct.pdf](http://www.nyc.gov/html/nypd/downloads/pdf/crime_statistics/cs109pct.pdf)

## **SECURITY AWARENESS**

Even though an extensive safety and security program is in place at LIBI, a common theme of all of the awareness and crime prevention programs the College offers is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The goal of LIBI's crime prevention programs is to provide the members of the LIBI community with a comprehensive overview that stresses awareness, prevention, risk reduction and avoidance.

*BE AWARE* - Recognize your vulnerability.

*REPORT* all suspicious persons, vehicles, and activities

*PROTECT* your personal property. Keep your car locked at all times. Never leave valuables where they can be seen in your vehicle; lock them in your trunk. Do not leave any personal property lying around such as books, book bags, and purses.

*BUDDY* systems can save lives. Find a group of classmates to walk together with if you are enrolled in a late evening class.

## **HELP LINES: Hot lines available for students in crisis**

If you, a family member, a friend, or somebody else you know needs help, here are some places to call:

### **Addiction**

Abuse of Alcohol and Drugs (24 hrs, English & Spanish)	(800) 222-0469
Al Anon (for families of Alcoholic People)	(212) 254-7230
Al Anon Family Group Headquarters	(800) 356-9996
Alanon, Alateen (relatives) (1)	(212) 260-0407
Alanon, Alateen (relatives) (2)	(212) 254-7236

**Main Campus**, 136-18 39 Ave. 5<sup>th</sup> Fl, Flushing, NY, 11354, Tel: (718)939-5100  
**Commack Campus**, 6500 Jericho Turnpike, Commack, NY, 11725, Tel: (631)499-7100  
**NYC Extension Center**, 408 Broadway, 2<sup>nd</sup> Fl, New York, NY 10013, Tel: (212) 226-7300

Alcoholics Anonymous (AA) [call for meeting times]	(212) 870-3400
Alcoholism Services	(212) 219-5380
Cocaine Anonymous	(212) 496-4266
Cocaine Hotline (1)	(800) 262-2463
Cocaine Hotline (2)	(800) 662-4357
Drug Abuse Hotline	(800) 662-HELP
Drug Dependence Hotline	(800) 622-2255
Dynamic Youth (Drug Rehabilitation)	(718) 376-7923
Families Anonymous (friends and relatives of substance abusers and the mentally ill)	(718) 449-4778
Lifenet – Emotional/Substance Abuse Problems & Emergency Info	(800) LIFENET
Narcotics Anonymous (NA)	(212) 929-6262
Narcotics Anonymous	(718) 805-9835
Narcotics Anonymous	(800) 662-4357
National Drug Hotline-treatment and referrals	(800) 522-5353
Substance Abuse Hotline	

#### AIDs & STDs

AIDS Center of Queens County	(718) 896-2500
AIDS Hotline (24 hrs, English & Spanish)	(212) 447-8200
AIDS Hotline (2)	(800) 541-2437
AIDS Service Line	(212) 645-7070
Gay Men's Health Crisis (Questions & Concerns about HIV/AIDS)	(212) 807-6655
Hale House (HIV infected children)	(212) 663-0700
HIV/AIDS Treatment Information Service	(800) 448-0440
National AIDS Information Clearinghouse	(800) 458-5231
National Aids Hotline	(800) 342-2437
National Sexually Transmitted Diseases Hotline	(800) 227-8922
NYC Department of Health AIDS Hotline	(800) TALK-HIV
NYC Department of Health – Sexually Transmitted Diseases	(212) 788-4445
Saint Vincent's Comprehensive HIV Center (Call for Appointment)	(212) 604-1700
Sida Hotline (Español)	(800) 233-7432
STD Information (1)	(212) 566-8152
STD Information (2)	(212) 427-5120
V.D. Hotline	(800) 227-8922

**Child Abuse**

Child Abuse Hotline (1)	(800) 792-8610
Child Abuse Hotline (2)	(800) 342-9152
Child Abuse Hotline (3)	(800) 635-1522
Child Help USA Child Abuse Hotline	(800) 333-6293
National Center for Missing and Exploited Children	(800) 843-5678
National Child Abuse Hotline	(800) 422-4453
NYS Child Abuse Registry	(800) 342-3720

**Counseling**

Children's Aid Society	(212) 949-4800
Children's Aid Society	(212) 876-9716
Crisis Counseling and Referrals	(800) 942-6906
Gay/Lesbian/Bisexual Counseling (call for meeting times)	(212) 243-8181
HELP LINE: Talk Out Personal & Relationship Problems	(212) 532-2400
Jewish Board. of Fam. & Children's Services	(212) 582-9100
N.Y. Diocese Family & Children's Counseling (bilingual)	(212) 371-1000 x 2025
Peer Hotline	(718) 273-2726
Project Reach Youth Line	(800) 70-REACH
The Door (youth counseling)	(212) 941-9090
Youth line (24 hrs, English & Spanish)	(800) 246-4646

**Disabilities**

Learning Disabilities Helpline (referrals, parent support groups)	(212) 677-3838
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**Immigration Problems**

Immigrant Social Services (Manhattan)	(212) 571-1840
NYC Immigration Hotline (1)	(800) 232-0212
NYC Immigration Hotline (2)	(718) 899-4000

### Mental Health

Friends & Advocates of the Mentally Ill	(212) 244-FAMI
Kings County Hospital Adolescent Depression and Suicidal Disorder Clinic	(718) 735-3821-22-23
National Clearinghouse on Family Support & Children's Mental Health Services	(800) 628-1696
Presbyterian Hospital Child and Adolescent Depression & Suicidal Disorder Clinic	(212) 305-3093
Survivors of Suicide Victims Support Group (friends, relatives of suicide victim)	(718) 596-6000

### Teen Pregnancy

New York State Teen Pregnancy Hotline	(800) 522-5006
Teen Outreach Pregnancy Prevention Program (T.O.P.P.)	(212) 427-5060

### Violence

Alternatives to Violence	(800) 621-4673
Center for Elimination of Violence in the Family (24 hrs, 7 days/wk)	(718) 439-1000
CHILDHELP USA Child Abuse Hotline	(800) 422-4453
Crime & Rape Victim Hotline	(212) 577-7777
Domestic Violence Hotline (24 hrs, English & Spanish)	(800) 621-4673
Hetrick-Martin Institute for the Protection of Gay & Lesbian Youth	(212) 633-8920
Incest and Sexual Abuse Hotline (24 hrs, English & Spanish)	(212) 227-3000
Long Island College Hospital Rape and Crisis Intervention (24 hrs, English & Spanish)	(718) 780-1459
NYS Coalition Against Domestic Violence (24 hrs, 7 days/wk)	(800) 942-6906
NYS Coalition Against Domestic Violence (24 hrs, 7 days/wk) (Spanish)	(800) 942-6908
Victim Services Agency – Child Victim Unit (Brooklyn)	(718) 834-7432
Victim Services Agency (Services for families of homicide victims)	(212) 577-7700
Victim Services – Teen & Adult Domestic Violence	(800) 621-HOPE

### Parenting

Foundling's Parent Helpline – For Stressed and Overwhelmed Parents	(212) 472-8555
Maternity Infant Care Family Planning Projects	(212) 687-4688
NYC Adolescent Pregnancy & Parenting Services (adolescent males & young fathers)	(212) 566-3450
PAMM: Pregnant Addicts & Addicted Mothers	(212) 360-7792
Single Parent Resource Center	(212) 951-7030
Women in Need (Teen Mothers)	(718) 778-4614

### Reproductive Health and Sexuality

Hetrick-Martin Institute (Services for Gay, Lesbian, Bi-Sexual Youth & their families)	(212) 674-2400
Inwood House Teen Choice Program	(212) 861-4400
IYG-peer counseling for gay, lesbian, and bisexual youth	(800) 347-8336
Planned Parenthood (1)	(212) 677-6474
Planned Parenthood (2)	(718) 858-1819
Women's Health line - Birth Control, Pregnancy, Sexual Health Information	(212) 230-1111

## Appendix A: **Timely Warning / Emergency Alert Annual Notification**

### **Issuing Timely Warning / Emergency Alert**

The office of the President, in consultation with the Academic Administration, are responsible for issuing **timely warnings** to the community in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) and section 34 CFR § 668.46(g). The Assistant Campus Director of the Commack campus is the President's official designee for that campus and has the authority to issue timely warnings that concern the safety and security of the Commack students and employees.

A **timely warning**, also referred to in certain college documents as an **emergency notification**, will be issued for any *Clery Act*<sup>1</sup> crime that represents an ongoing threat to the safety of LIBI's students or employees. A timely warning will only be issued upon the confirmation of a serious and significant emergency or dangerous situation involving **an immediate or continuing threat** to the health or safety of students or employees, occurring on campus (either or both locations). The decision to issue a timely warning will be made based on all available credible information at the time of issuance and will be made on a case-by-case basis. In all cases, however, the safety and protection of the LIBI community will be used to determine if a timely warning is appropriate.

Any member of the LIBI community with confirmed, or unconfirmed, information about activities that could result in the harm of other employees or our students should report such information to the Executive Assistant to the President or the President of the college immediately.

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<sup>1</sup> Under the HEA, postsecondary institutions must develop and disclose a statement of policy describing how the institution will handle emergency situations occurring on the campus that present an immediate threat to the health or safety of students or employees. Under 34 CFR § 668.46(g), an institution must include a number of elements in its policy statement, such as the procedures that the institution will follow upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus; the process the institution will use to inform the campus community of the situation; and the procedures for disseminating emergency information to the larger community. The emergency situations covered by this requirement include natural and other emergencies and not just criminal activity.

## **Timely Warning Procedures**

Once the President of the College, the Executive Assistant to the President, or the Assistant Campus Director at the Commack campus makes the determination to issue a timely warning, the campus community will be notified by means most appropriate to the immediacy of the threat to the safety of the college community.

In cases of imminent danger such as an active shooter, a bomb threat, or other circumstances that can result in the immediate physical or emotional harm to any members of the college community, the warning will be issued using LIBI's emergency cell phone notification system.

In the event of a catastrophic occurrence where the college determines that a "lock-down" is the best alternative to the emergency taking place, members of the college that have elected to participate in the cell phone emergency notification, will receive a text message relaying instructions. LIBI encourages all students and employees to participate. Members of the college community can sign-up by going to [www.libi.edu](http://www.libi.edu) and click on "Emergency Notifications" link from the list at the bottom of the homepage. The form can also be directly accessed by clicking in the following link: <http://www.libi.edu/footer/emergency.html>

It is the responsibility of each individual to let the college know in writing when a change of cellular number occurs. Only individuals who keep their contact information current will receive a cell phone notification from the college.

In order to receive text message warnings on your cell phone in the event of a catastrophic event that threatens the well-being and safety of the LIBI community, each individual is responsible for updating their contact and emergency information. Students, Faculty, and members of the staff will not receive text warnings unless a signed Emergency Alert System form is on file with the Registrar (students) or the Executive Assistant to the President (staff). Employees at the Flushing campus can submit their completed forms to the President's Executive Assistant or CIVS Department. At the Commack campus, the forms can be returned to the Assistant Campus Director.

LIBI students and employees who elect not to participate in the cell phone notification system will receive their warning via LIBI's internal e-mail system. Individuals participating in the cell phone notification system will also automatically receive an e-mail message sent to their LIBI e-mail addresses.

Examples of significant emergencies when a timely warning may be issued include:

- Outbreak of meningitis, or other serious contractible illness.
- Hurricanes, earthquakes, or other extreme weather conditions (campus closings due to snow are not classified as catastrophic events and will NOT be communicated as a timely warning).
- Terrorist incident.
- Active shooter (armed intruder).
- Bomb threat.
- Violent protests or rioting on or near the campus.
- Gas leak, explosion or chemical/hazardous waste spill within the campus boundaries as defined for Clery reporting purposes.

### **Emergency Alert**

In the case of non-imminent danger notifications, where no immediate threat to the safety of the students and employees exists, alerts may include, as appropriate:

- Notifying all senior college administrators to ensure uniformity of message and clear understanding of the danger to the community. All senior administrators are expected to participate in the distribution of the warning to the college community.
- Notification by e-mail.
- Posting the alert and updates on the college website ([libi.edu](http://libi.edu)).
- Contacting the local media for help with immediate distribution.
- Printing the warning in the LIBI Log, the college's newsletter.
- Posting flyers in high traffic areas of the campus, including all Student Services Offices.

In cases where the danger is not immediate or immanent, the community will be alerted by e-mail. The goal of these e-mail notifications is to keep the campus community informed about safety and security issues, or potential threats to the safety of the campus community, so that similar crimes can be prevented. These warnings should not be cause for panic and should be viewed as a precautionary measure in all circumstances unless otherwise indicated by the President, Executive Assistant to the President, or the Assistant Campus Director.

Warnings will also be posted on LIBI's website and it is the explicit expectation of LIBI that all employees will check their e-mail and visit the main page of the college's website regularly.

In cases involving ongoing crimes in the neighborhoods where LIBI campuses are located, such warning(s) may include information about the type of crime, date, time and location of crime, as well as available suspect information.

## **Emergency Response Plan**

All members of the LIBI community are urged to become familiar with the college's emergency response plan as outlined in the Annual Campus Security Report available through the "LIBI Campus Security" link on the college's website.

In addition to the emergency response plan, the Campus Security Report also contains Information regarding:

- Crime Statistics by Campus;
- Sexual Assault Policy;
- Medical Emergencies;
- Bias Crime Prevention;
- Fire Statistics and Prevention;
- Campus Safety Measures

## **Crime Statistics**

Crime statistics are reported annually by all colleges that receive Title IV funding (i.e., those that participate in federal student aid programs). The Office of Postsecondary Education of the U.S. Department of Education makes the data available to the public on <http://ope.ed.gov/security/>.

For more information about timely warning notification, to request a complete copy of the Campus Safety Report, or to report a potential threat or any incident threatening the safety and wellbeing of the members of the LIBI community, please contact the President of the college or the Executive Assistant to the President by calling 718.939.5100 or by email:

President – [mfoote@libi.edu](mailto:mfoote@libi.edu)

Executive Assistant to the President – [jaybar@libi.edu](mailto:jaybar@libi.edu)

## **LIBI's Title IX Coordinators\*<sup>2</sup>**

**Flushing Campus:** Jhonatan Aybar

Phone: 718-939-5100 Ext. 112

E-mail: [jaybar@libi.edu](mailto:jaybar@libi.edu)

Office: Main Building, Room 512

**NYC Extension Center:** Anna Venturino

Phone: 212-226-7300

E-mail: [aventurino@libi.edu](mailto:aventurino@libi.edu)

Office: Student Advising Office, 3<sup>rd</sup> floor

**Commack Campus:** Nazaret Kiregian

Phone: 631.499.7100 Ext. 13

E-mail: [nkiregian@libi.edu](mailto:nkiregian@libi.edu)

Office: 2<sup>nd</sup> Floor, Room 4

## **Contact Information and Additional Resources**

### **Arson hotline**

888.ATF.FIRE (888-283-3473)

### **Bomb hotline**

888.ATF.BOMB (888-283-2662)

### **FBI New York**

<http://www.fbi.gov/newyork/contact-us/contact>

Report any suspicious activities or crimes.

212.384.1000

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<sup>2</sup> Coordinators are responsible for monitoring compliance with Title IX requirements and for providing assistance in investigating and resolving sexual harassment and sexual assault reports and complaints from members of the college community. The Office of the President is responsible for implementing LIBI's Title IX policies and procedures. The Office of the President is located at 36-18 39<sup>th</sup> Ave., 5<sup>th</sup> Floor, Flushing, NY 11354.

Fax. 212. 384.4073 / 212.384.4074

E-mail: ny1@ic.fbi.gov

**National Domestic Violence Hotline**

<http://www.thehotline.org/>

1.800.799.SAFE (7233)

TTY 1-800-787-3224

**National Sexual Assault Hotline**

1.800.656.HOPE(4673)

Free confidential help is available 24 hours a day 7 days a week.

**The National Sexual Violence Resource Center**

<http://www.nsvrc.org>

**Stalking Resource Center**

<http://stalkingawarenessmonth.org>

**Office on Violence Against Women, U.S. Department of Justice**

<http://www.ovw.usdoj.gov/>

202.307.6026

**New York State Coalition Against Domestic Violence**

Phone: 518.482.5464

Toll-Free English: 1-800.942.6906

Toll-Free Spanish: 1.800.942.6908

Email: nyscadv@nyscadv.org

**New York State Coalition Against Sexual Assault**

Phone: 518-482-4222

Email: info@nyscasa.org

## Appendix B: **Drug and Alcohol Policy Annual Notification**

### **DRUG AND ALCOHOL PREVENTION POLICY**

The Long Island Business Institute's Drug and Alcohol Prevention Policy, as with other standards of conduct applicable to the LIBI community, is intended to further the educational mission of the college. The Long Island Business Institute is committed to a drug-free environment and fully complies with the U.S. Department of Education's regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. LIBI supports all public laws and regulations regarding drugs and alcohol and will cooperate with government authorities in their enforcement. The Drug and Alcohol Prevention Policy is intended to supplement and not limit the provisions of LIBI's Drug-Free Workplace Policy.

The regulations of the Drug-Free Schools and Communities Act Amendments of 1989 require the college to distribute annually, to its students and employees, policies concerning the possession, use or distribution of alcohol and illicit drugs on the premises owned or operated by LIBI. New employees receive these policies during their Employee Orientation; thereafter, current employees can expect to receive the annual notification via a community e-mail from the office of the Executive Assistant to the President.

LIBI demands full compliance from its students and employees with the standards of conduct regarding the use and abuse of alcohol and other drugs on the college's premises. LIBI also expects students and employees to comply fully with all applicable local, state, and federal laws on or off college premises. Students, staff and Faculty may be subject to additional requirements and procedures based on their respective departments.\* Any behavior by the students contrary to this policy will result in disciplinary actions as published in LIBI's College Catalog. Employees who violate the college's Drug and Alcohol Prevention Policy will be subject to disciplinary actions including termination of employment.

\* As a career college, LIBI trains students to enter into a wide range of fields. The various academic departments align their standards of behavior with the particular industry LIBI is training the students to enter. The Court Reporting and Homeland Security graduates may be subject to additional background scrutiny if they wish to enter certain sectors of their field.

It is the responsibility of each employee to read carefully, understand, and comply with all of the college's policies contained within this handbook, including the Drug and Alcohol Prevention Policy. Employees, who have questions or would like further clarification of this, or other policies governing LIBI, are strongly encouraged to speak with the Executive Assistant to the President to ensure future compliance.

Each year prior to the release of the community notification, LIBI reviews its Drug and Alcohol Prevention Policy for effectiveness and consistency of application and, makes appropriate changes, as necessary. Employees are asked to speak to the Executive Assistant to the President if they wish to propose a change to be considered for the next annual notice.

One of the goals of supporting and implementing this policy is to provide information and skills to help members of the LIBI community make healthy decisions regarding alcohol and other drug use. LIBI's policies on substance and alcohol abuse, along with related information on sanctions for violation of these policies, are outlined in greater detail in the college's Campus Safety and Security Report, which can be downloaded directly from LIBI's main website.

Employees can also request a copy of the Campus Safety and Security Report from the President's Executive Assistant or the Librarians. The report outlines criminal sanctions for the illegal possession or distribution of drugs and alcohol, provides information on how to obtain guidance regarding possible health risks associated with the use of illicit drugs and alcohol, and lists places where individuals with substance abuse problems can seek help. Please read the material contained in the Campus Safety and Security Report carefully.

Faculty and staff at the Flushing campus who have concerns about a student who appears to have a problem with substance abuse are encouraged to speak confidentially to the Executive Assistant to the President. At the Commack campus, the Faculty and staff should speak with the Assistant Campus Director regarding their observations or concerns.

Students who have concerns about the Drug and Alcohol Prevention Policy or its enforcement should write to the President of the College:

Office of the President  
136-18 39th Ave., 5<sup>th</sup> Fl. Room 510  
NY 11354  
Tel: 718.939.5100

Flushing,

## Substance Abuse Assistance

LIBI strongly encourages the students, Faculty, and members of the staff who may be struggling with drug or alcohol dependence to seek help before the problem escalates or begins to jeopardize the individual's academic or work performance.

For information about local self-help meetings you may contact:

### **Alcoholic Anonymous**

<http://www.aa.org>

New York

### **New York Intergroup**

Main: (212)647-1680

TDD: (212)647-1649, FAX: (212)647-1648

Site: [www.nyintergroup.org](http://www.nyintergroup.org)

### **New York**

Oficina Central Hispana De A.A

Main: (212)348-2644

FAX: (212)348-2689

### **Adult Children of Alcoholics**

<http://www.adultchildren.org/>

Adult Children of Alcoholics is an anonymous Twelve Step program of women and men who grew up in an alcoholic or otherwise dysfunctional homes.

### **Al-Anon Family Intergroup of Greater New York**

<http://www.nycalanon.org/>

The Al-Anon organization helps families and friends of alcoholics.

Telephone: 212.941.0094

Fax: 212.941.6119

### **New York Nar-Anon**

The Nar-

Anon organization helps families and friends of drug addicted persons.

Telephone: 1.800.984.0066

### **Suicide Prevention**

<http://www.suicidepreventionlifeline.org/>

Telephone: 1.800.273.TALK

### **Information for Veterans**

- **Benefits:** 1-800-827-1000
- **Call Center for Homeless Vets:** 1-877-424-3838
- **Medical Centers:** 1-800-827-1000
- **Persian Gulf War Helpline:** 1-800-749-8387
- Locate the closest **VAMC** or **VA Regional Office:** 1-877-222-8387

### **National Coalition for Homeless Veterans**

1-800-838-4357 (1-800-VET-HELP)

### **Focus on Recovery Helpline** (alcohol/drugs)

1-800-374-2800 or 1-800-234-1253

### **National AIDS Hotline**

1-800-CDC-INFO (232-4636)

### **National Suicide Prevention Lifeline**

1-800-SUICIDE (784-2433)

### **Traveler's Aid International**

1-202-546-1127

### **Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service**

1-800-662-4357

### **National Alliance for the Mentally Ill**

1-800-950-6264

### **Mental Health America**

1-800-969-NMHA

Any member of the LIBI community, who wishes to discuss this policy or to seek further clarification, should contact the office of the Executive Assistant to the President to schedule a meeting. The Executive Assistant can be contacted by calling 718.939.5100 or by emailing [jaybar@libi.edu](mailto:jaybar@libi.edu).

Appendix C: **Three Year Campus Crime Statistics (2013 – 2015)**

<b>2013</b>						
	On-Campus		Non-Campus		Public Property	
	Flushing	Commack	Flushing	Commack	Flushing	Commack
<b>Homicide</b>						
• Murder & Non-negligent Manslaughter	0	0	0	0	0	0
• Negligent manslaughter						
<b>Sex Offenses</b>						
• Forcible	0	0	0	0	0	0
• Non-Forcible						
Robbery	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Property Destruction (damage or vandalism)	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0
Intimidation	1	0	0	0	0	0

<b>Hate Crimes</b>						
	On-Campus		Non-Campus		Public Property	
	Flushing	Commack	Flushing	Commack	Flushing	Commack
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

**Long Island Business Institute  
Three Year Campus Crime Statistics  
January 1, 2014 - December 31, 2014**

CRIMES	On-Campus			Non-Campus			Public Property		
	Flushing	NYC	Commack	Flushing	NYC	Commack	Flushing	NYC	Commack
<b>Homicide</b>	0	0	0	0	0	0	0	0	0
• Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
• Negligent manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>	0	0	0	0	0	0	0	0	0
• Forcible	0	0	0	0	0	0	0	0	0
• Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Property Destruction (damage or vandalism)	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Larceny-theft	1	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
Intimidation	3	0	0	0	1	0	0	0	0
<b>HATE CRIMES</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	Flushing	NYC	Commack	Flushing	NYC	Commack	Flushing	NYC	Commack
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
<b>Domestic Violence, Dating Violence and Stalking</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	Flushing	NYC	Commack	Flushing	NYC	Commack	Flushing	NYC	Commack
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

**Long Island Business Institute  
Three Year Campus Crime Statistics  
January 1, 2015 - December 31, 2015**

CRIMES	On-Campus			Non-Campus			Public Property		
	Flushing	NYC	Commack	Flushing	NYC	Commack	Flushing	NYC	Commack
<b>Homicide</b>	0	0	0	0	0	0	0	0	0
• Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
• Negligent manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>	0	0	0	0	0	0	0	0	0
• Forcible	0	0	0	0	0	0	0	0	0
• Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Property Destruction (damage or vandalism)	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Larceny-theft	0	2	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
Intimidation	2	2	0	0	0	0	0	1	0
<b>HATE CRIMES</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	Flushing	NYC	Commack	Flushing	NYC	Commack	Flushing	NYC	Commack
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
<b>Domestic Violence, Dating Violence and Stalking</b>	<b>On-Campus</b>			<b>Non-Campus</b>			<b>Public Property</b>		
	Flushing	NYC	Commack	Flushing	NYC	Commack	Flushing	NYC	Commack
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0