



PROFESSIONAL BUSINESS COLLEGE

Campus Security Handbook

As of June 30, 2011

ADVISORY COMMITTEE ON CAMPUS SECURITY

The Advisory Committee on Campus Security is composed of both teachers and students. This committee reports to the college president. The committee ensures that public safety concerns are addressed.

The members of the committee are available for consultation, advice and guidance on security related matters. Any situation requiring police intervention is referred to the proper authorities at the local precinct. PBC is under the jurisdiction of the fifth police precinct, community policing beat #3. **The Fifth Precinct is located at 19 Elizabeth Street (tel. 212-334-0717).**

CAMPUS SECURITY PERSONNEL

Hired security personnel (from Honor Guard Security, www.honorguard.com) are on campus during all school hours and act as a deterrent force for crime. They follow strict security procedures at all times.

SECURITY POLICIES AND CRIME REPORTING PROCEDURES

It is the policy of Professional Business College that students and employees shall report safety hazards, crimes, loss of property, illness or injury. Proper reporting facilitates apprehension of criminals and assists in making PBC safe. Incidents can be reported to any staff or faculty member who will then notify a member of the Advisory Committee on Campus Security.

The following occurs when a crime or an emergency is reported to the Advisory Committee on Campus Security:

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| 1 | The committee will gather all pertinent information (note: immediate action will be taken in emergency situations) |
| 2 | An incident report will be prepared |
| 3 | The incident will be directed to the proper authority. These can include: a) The Police, Fire Department or Emergency Medical Services b) Physical Plant Services or the college president (for Campus Planning and Development concerning structural and physical plant problems) c) The appropriate Vice Presidents, Officers, Deans, Department Chairs, Human Resources, etc. |
| 4 | The information gathered will be analyzed and the college community will be notified if deemed necessary in writing (Security Alerts), via phone, mail and/or posters |
| 5 | Advise the complainant of his/her post incident options. Some of these include: a) NYS Crime Victims Compensation Board b) College provided psychological counseling c) Assistance provided through the office of Student Services |
| 6 | Give advice on how to prevent future occurrences |

Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization is prohibited.

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by PBC students or employees on college premises or as part of any college activities is prohibited.

The unlawful possession, use, or distribution of alcoholic beverages by students or employees on college premises or as part of any college activities is prohibited. The legal age for drinking alcoholic beverages in New York State is 21, and state laws deal harshly with underage drinking. It is also against the law in New York State to sell or give away alcoholic beverages to anyone under the age of 21.

The possession or use of illegal drugs is a crime in the State of New York. Anyone found in possession of or using such drugs on college property will be severely dealt with and may be suspended from the college, in addition to facing criminal charges.

INVESTIGATION OF VIOLENT FELONIES

We urge all crime victims to report the incident as soon as possible. They will be treated with the utmost respect and understanding. All incidents of violent felonies will be reported immediately to the New York City Police Department by the Advisory Committee on Campus Security.

BIAS RELATED CRIMES

PBC is a unique place to study and work. Students have the opportunity to learn about the different cultural groups represented here and develop an appreciation for diversity.

To ensure that PBC has an environment where an individual can achieve his or her academic/career goals, the Advisory Committee on Campus Security has established policies and procedures to protect the entire college community from bias-related crime.

DEFINITION OF A BIAS RELATED CRIME

Bias-related offenses occur when persons are annoyed, threatened, harassed or subjected to physical abuse because of their race, color, religion, national origin, sexual orientation or physical disability.

CATEGORIES OF BIAS RELATED CRIME

Bias-related crime can be broken down into two legal categories: aggravated harassment in the first degree (NYS Penal Code Sec. 240.31), which is a Class E Felony, and aggravated harassment in the second degree (NYS Penal Code Sec. 240.30), which is a Class A Misdemeanor.

According to the New York State Penal Code Sec. 240.30, subdivision 3, aggravated harassment in the second degree reads: "Strikes, shoves, kicks, or otherwise subjects another person to physical contact, or attempts or threatens to do the same because of the race, color, religion or national origin of such person."

Aggravated harassment in the second degree is a Class A Misdemeanor. According to New York State Penal Code number Sec. 240.31, a person is guilty of aggravated harassment in the first degree when, with the intent to harass, annoy, threaten or alarm another person, because of race, color, religion or national origin of such person, he or she, "Damages premises primarily used for religious purposes, or acquired pursuant to Section 6 of the religious corporation law and maintained for the purpose of religious instruction, and the damage to the premises exceeds fifty dollars; or Commits the crime of aggravated harassment in the first or second degree, within the preceding ten years."

Aggravated harassment in the first degree is a Class E Felony.

COLLEGE POLICY ON BIAS RELATED CRIMES

It is PBC's policy to ensure that the rights guaranteed by New York State Law and the U.S. Constitution are protected for all citizens, regardless of race, color, ethnicity or religion. When such rights are infringed upon by violence, threats or other harassment, the college will use every necessary resource to rapidly and decisively identify the perpetrator(s), arrest them and bring them to trial.

REACTING TO A BIAS RELATED CRIME

Immediately report the incident to a member of the Advisory Committee on Campus Security.

Should you become a victim of a bias-related crime, remember that all materials such as graffiti should be preserved, documented and reported immediately to the Advisory Committee on Campus Security. The committee will notify police so that a thorough criminal investigation can be undertaken.

PREVENTING BIAS RELATED CRIMES

Differences among people, as well as their similarities, need to be discussed so that all can learn to appreciate the uniqueness of every group. In this multi-cultural and multi-ethnic campus community, we hope that through educational programs we may be able to help you understand and combat negative racial attitudes, religious discrimination and cultural intolerance.

If you are a victim of a bias-related crime, call the Advisory Committee on Campus Security, or Chief Compliance Officer at (212) 226-7300.

POLICY FOR WEAPONS ON CAMPUS

No one within the college community shall have in their possession a firearm or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or the grounds of a campus.

SEXUAL HARASSMENT POLICY

It is the policy of Professional Business College to prohibit sexual harassment of employees and students. It is a violation of policy for any member of the college community to engage in sexual harassment. It is a violation of policy for any member of the college community to take action against an individual for reporting sexual harassment. (**Title IX on Sexual Harassment** expressly forbids any such action; therefore, any student or employee who feels such a violation has been committed against them must report this to the Chief Compliance Officer immediately.) This is also noted in the School Catalog.

This policy is related to and is in conformity with the equal employment opportunity policy of the college to recruit, employ, retain and promote employees without regard to sex, age, race, color, creed or sexual orientation. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken. The college's Sexual Harassment Policy can be found in the Student Handbook.

SEX CRIME PREVENTION ACT - CONVICTED SEX OFFENDERS

SEX CRIME PREVENTION ACT

The New York State Division of Criminal Justice Services maintains a registry of convicted sex offenders which is available to local law enforcement agencies, including CUNY's Public Safety departments. To obtain information about a Level 2 or Level 3 registered sex offender you may:

(a) contact the local police department in the jurisdiction in which the offender resides and/or in which the college is located; (b) call the Division of Criminal Justice Services sex offender registry at (800) 262-3257

To obtain information about a Level 3 Offer only; you may

(a) contact the Division's sex offender registry site - [HTTP://WWW.CRIMINALJUSTICE.STATE.NY.US/NSOR/SOR ABOUT.HTM](http://www.criminaljustice.state.ny.us/nsor/sor_about.htm) and then click on "Search for Level 3 Offenders;" or (b) Access the Division's Level 3 sub-directory electronically or via CD-ROM at the local law enforcement agency for the jurisdiction in which the offender resides.

SEXUAL ASSAULT POLICY, DOMESTIC VIOLENCE & STALKING

Education programs promoting the awareness of rape, acquaintance rape, and other sex offenses is provided through seminars, discussions, film presentations, crime prevention literature, security alert bulletins and articles in the college newspaper.

The sanctions for rape, acquaintance rape, and other sex offenses following an on-campus disciplinary procedure, may result in expulsion of the offender from the college. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome of such proceeding alleging sexual assault. Additionally, the college will vigorously assist in the pursuit of criminal sanctions against any violator.

Any person who is the victim of a sex crime should be careful not to compromise any evidence. Do not bathe or shower or discard any clothing worn during the assault. It is imperative physical evidence be available for police authorities to conduct proper investigations.

Victims should immediately report sexual assaults to local police and to a member of the Advisory Committee on Campus Security. Other on-campus assistance is available through the Office of the Assistant Vice President of Student Services. If you feel aggrieved or have suffered a sex offense involving faculty, staff or another member of the college community, report your grievance to the Office of the Chief Compliance Officer, or the Office of the Academic Vice President.

You may obtain a copy of the NYCPD handout, *Protect Yourself Against Sexual Assault*, from the Center of Academic Advising/Academic Success, room 302 or online. Also, you may obtain books on sexual assault prevention from the college library. The college will change a victim's academic situation (class schedule, etc.) if requested by the victim.

Domestic Violence may include not only the intimate partner relationships of spousal, live-in partners and dating relationships, also familial, elder and child abuse may be present in a violent home. Abuse generally falls into one or more of the following categories: physical battering, sexual assault and emotional psychological abuse, and generally escalates over a period of time. If you need immediate assistance, dial 911. The National Domestic Violence Hotline can be reached at 1-800-799-SAFE(7233) or check online, <http://www.opdv.state.ny.us/help/dvhotlines.html>.

“Stalking” is defined as the “intentional harassment of another person that places the other person in a reasonable fear for that person’s safety.” “Harassment” is a “knowing and intentional course of conduct directed at a specific person that seriously alarms, annoys, torments or terrorizes the person, and that serves no legitimate purpose.” Finally, stalking and harassment must include a “course of conduct” on the part of the stalker, consisting of two or more separate acts over a period of time, however short, showing a “continuity of purpose” that would cause a reasonable person to suffer substantial emotional distress. If you believe you are being stalked, consider what might be a safe place where you can go, such as a police station, church, or public area. Then immediately call 911. If you have had such an experience, and are not sure if it was a case of Stalking, please discuss in with your advisor. You may also check the sites: <http://www.kcsdv.org/pfs.html> or <http://www.stalkingvictims.com/resources/click.htm>.

An oversight committee on Domestic Violence/Stalking comprised of the Chief Compliance Officer, the Assistant Vice President of Student Services and the Academic Vice President meets once a year to ascertain if there needs to be any updates in the college’s prevention policy and reports to the Chief Executive Officer/ President any incidents or changes.

CRIME PREVENTION TIPS

Here are a few hints that may assist you in developing a greater sense of safety and security on and off campus.

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| ON THE STREETS: |
| Travel in groups after dark. |
| Ring the door bell upon arrival at your home and have your keys in your hand. |
| Do not enter an elevator with a stranger. |
| Know the location of the public telephones in your area. |
| Be aware of doormen, guards, restaurants or grocery stores in your neighborhood. Know where you can find them as they may provide you with refuge in an emergency. |
| Remain alert while walking; observe your surroundings. Don't look like a victim! |
| IF YOUR SUSPICIONS ARE AROUSED, DO THE FOLLOWING: |
| Dial 911 on a public telephone. |
| If no telephone is available, enter a store or ring the door bell of a residence for assistance. |
| Be aware of confidence games which offer you large sums of money for little effort on your part. You get nothing for nothing. |
| Do not carry large sums of money, conspicuous jewelry or other valuables. |
| Do not dangle purses at arms length. Hold them close to your chest. |

If you hear cries for help, call 911. You may help someone in trouble

Professional Business College's 3-Year Campus Crime Statistics:

| 2010 CRIMINAL OFFENSES | 125 Canal Street Campus | | | 384-386 Broadway Campus | | |
|---|------------------------------------|------------------------|----------------------------|------------------------------------|------------------------|----------------------------|
| OFFENSE TYPE | On Campus | Non- Campus | Public Property | On Campus | Non-Campus | Public Property |
| Criminal Homicide | 0 | 0 | 0 | 0 | 0 | 0 |
| Murder & Non- negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Non-Forcible Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 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 |
| Other Crimes Involving Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 |
| 2010 HATE CRIMES | 125 Canal Street Campus | | | 384-386 Broadway Campus | | |
| CATEGORY OFFENSE | On Campus | Non- Campus | Public Property | On Campus | Non- Campus | Public Property |
| Race | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 | 0 | 0 | 0 |

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|--|--------------------------------|-------------------|------------------------|--------------------------------|-------------------|------------------------|
| Ethnicity | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability | 0 | 0 | 0 | 0 | 0 | 0 |
| 2009 CRIMINAL OFFENSES | 125 Canal Street Campus | | | 384-386 Broadway Campus | | |
| OFFENSE TYPE | On Campus | Non-Campus | Public Property | On Campus | Non-Campus | Public Property |
| Criminal Homicide | 0 | 0 | 0 | 0 | 0 | 0 |
| Murder & Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Non-Forcible Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 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 |
| Other Crimes Involving Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 |
| 2009 HATE CRIMES | 125 Canal Street Campus | | | 384-386 Broadway Campus | | |
| CATEGORY OFFENSE | On Campus | Non-Campus | Public Property | On Campus | Non-Campus | Public Property |
| Race | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability | 0 | 0 | 0 | 0 | 0 | 0 |

| 2008 CRIMINAL OFFENSES | 125 Canal Street Campus | | | 384-386 Broadway Campus | | |
|--|------------------------------------|------------------------|----------------------------|------------------------------------|------------------------|----------------------------|
| OFFENSE TYPE | On Campus | Non- Campus | Public Property | On Campus | Non-Campus | Public Property |
| Criminal Homicide | 0 | 0 | 0 | 0 | 0 | 0 |
| Murder & Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Forcible Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Non-Forcible Sex Offenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 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 |
| Other Crimes Involving Bodily Injury | 0 | 0 | 0 | 0 | 0 | 0 |
| 2008 HATE CRIMES | 125 Canal Street Campus | | | 384-386 Broadway Campus | | |
| CATEGORY OFFENSE | On Campus | Non- Campus | Public Property | On Campus | Non- Campus | Public Property |
| Race | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity | 0 | 0 | 0 | 0 | 0 | 0 |

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|-------------------|---|---|---|---|---|---|
| Disability | 0 | 0 | 0 | 0 | 0 | 0 |
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Professional Business College – Crime Statistics

The Advisory Committee on Campus Safety (tel. 212-226-7300) is authorized to provide campus crime statistics for Professional Business College. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. The United States Department of Education’s web site address for campus crime statistics is <http://ope.ed.gov/security>.

Officials to Report any Activity in Question:

Mr. Leon Y. Lee, Chief Executive Officer/President

Mr. Richard Slusarczyk, Academic Vice President

Mr. Nick N. Polisenno, Chief Compliance Officer

Ms. Ellen Richmond, Assistant Vice President of Student Services