

## **Annual Security Report**

### ***The CUNY Graduate School of Journalism***

219 West 40<sup>th</sup> Street  
New York, NY, 10018

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## **College Overview**

The CUNY Graduate School of Journalism is housed at 219 West 40th Street, between 7th and 8th Avenues, in the former home of the legendary New York Herald Tribune. Located in the heart of the media capital of the world, the school is within short walking distance of many of the nation's largest media companies. The new headquarters for The New York Times is next door.

The school's three-semester graduate program includes media tracks in print, interactive and broadcast. It also offers subject concentrations in health/medicine reporting, business/economics reporting, arts/culture reporting and international reporting. Students participate in a paid summer internship in the summer between their second and third semester.

The college currently enrolls 184 degree program students who attend day and evening classes. The college also employs approximately 50 full-time faculty/staff and 33 part-time/adjunct staff members.

## **Crime Reporting Procedure**

Faculty, staff, students, and others who may be on campus or on the contiguous geographic perimeter of the campus are encouraged to promptly report any past crime, attempted crime, or actual criminal activity to the Office of Public Safety. The department will expeditiously respond to the condition reported and make necessary notifications to the local police precinct. Criminal activities, as well as other emergencies, can be reported by:

1. Calling the Office of Public Safety's emergency telephone line 646-758-7777 or extension 7777 may be dialed within the college's telephone system.
2. Reporting the information to any member of the Office of Public Safety or in person at the 3<sup>rd</sup> floor security desk or the Assistant Director of Administration/Public Safety located in Room 409 (646-758-7834).
3. All counselors are strongly encouraged when they deem it appropriate to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
5. Victims or witnesses may report crimes to persons designated as Campus Security Authorities, who will then forward only the report of the crime – without divulging the name of the victim or witness – to the Office of Security and Public Safety for inclusion in the annual crime report.

The College recognizes the importance of confidentiality to victims and witnesses of crimes. For the purposes of providing crime statistics pursuant to the Campus Security Act in the College's annual crime report, victim and witness information will remain anonymous. However, complete confidentiality cannot be guaranteed in all other contexts. The College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community. In many cases, however, that notification will be done without divulging the victim's identity and will be done only for the purpose of providing a campus-wide safety alert.

6. In the event that the situation you observe or are involved in is of an extreme or life-threatening nature, call 911, the New York City Police

Department's emergency phone number. If you make a 911 call, please also notify the Department of Public Safety. They will also respond to assist and direct the police and other emergency personnel to the reported emergency.

## **Public Safety and Security Services**

The CUNY Graduate School of Journalism, during operating hours, employs one Public Safety Officer and one Campus Security Assistant, usually assigned to the 3<sup>rd</sup> floor security desk. Public Safety Officers are sworn law enforcement/NYS Peace Officers under Criminal Procedure Law 2.10 subsection 79 and have the power to make arrests. Campus Security Assistants are licensed as NYS Licensed Security Guards and do not have arrest powers (outside of the powers of a private citizen).

At the CUNY Graduate School of Journalism, incidents of a criminal nature that are reported to a Campus Peace Officer or Campus Security Assistant are referred via the complainant to the NYPD. The City University of New York and the CUNY Graduate School of Journalism have Memorandums of Understanding with the NYPD for emergency, non emergency and investigative response. .

The Office of Public Safety also oversees an electronic intrusion alarm and closed circuit television (CCTV) system designed to protect various parts of the building.

In addition, building management assigns contract security officers in the lobby of the building to serve as an additional layer of screening and protection. Building management also employs Fire Safety/Emergency Action Plan Directors as required by New York City Law to monitor fire alarm systems and coordinate emergency evacuations and response.

## **Off-Campus Organizations Crimes and Safety Hazard Monitoring**

The college does not have any recognized off-campus student organizations or housing facilities.

## **Campus Security Authorities**

The following persons are designated as Campus Security Authorities:

- Office of the Assistant Dean (Room 412, 646-758-7731)
- Office of the Assistant Director of Administration/Public Safety (Room 409, 646-758-7834)
- Office of the Associate Director of Admissions and Student Affairs (Room 311, 646-758-7726)

Members of the college community may also make reports of crimes and security incidents to these officials. Each year, the Office of Public Safety requests data via an official letter request from these authorities for inclusion in this report.

## **Emergency Notification & Response**

The college participates in the University-wide CUNYALERT System. Upon activation by the college, this system sends messages during emergency events via email, text message and telephone (land-line/cellular). This system is tested monthly for administrative users and one (1) full scale test of the system to all users (students/faculty/staff) annually. New students and employees are also provided with information on signing up for CUNYALERT at orientations. A notification will be sent upon confirmation of a significant emergency (unless such notification presents an undue safety risk). You can sign up for CUNY Alert at [www.cuny.edu/alert](http://www.cuny.edu/alert)

Building Management conducts two fire drills and one emergency action plan drill each year as required by local law. The CUNY Graduate School of Journalism participates in these drills. During these drills, building occupants are familiarized with campus evacuation procedures. Each floor has assigned fire/evacuation wardens who provide direction to the college community during drills and actual emergency events. These drills will be evaluated in order to assess and improve our emergency response capabilities. The college community will be notified of the drills in advance via community-wide emails which will have a link to *Be Prepared: The Graduate Center Emergency Procedure Handbook*. This handbook can be viewed on the web at [http://web.gc.cuny.edu/security/Emergency\\_Procedures/index.htm](http://web.gc.cuny.edu/security/Emergency_Procedures/index.htm). Other portions of The Graduate School of Journalism's Emergency

Operations Plan, including emergency notifications, will be tested and evaluated at least once a year through announced and unannounced exercises.

**Reporting an Emergency** - An emergency can be reported in the following ways:

- Call x7777 to contact Public Safety during operating hours.
- Call 911 to report emergencies directly to the New York City Police, Fire and/or Emergency Medical Services. If calling 911 while on campus, also call Public Safety at x7777 so the emergency response can be expedited.
- For smoke or fire, pull the Fire Alarm Pull Boxes, which are bright red in color, located adjacent to all fire exits. Lifting the cover and pulling down the handle activates the alarm. A signal is sent to the fire command station in the building's main lobby and to a central dispatch station that notifies the FDNY. When pulled, this device will also activate an audible fire alarm on the floor where pulled and the floor above.

**Evacuations** - Know your escape route using the building's fire exits and fire stairs in advance (you should know your escape routes well enough to be able to make your way in the dark or in dense smoke). Also be prepared to use an alternate exit in case your primary route is obstructed. Remain calm and proceed to evacuate the area in an orderly manner. Rely on planning and knowledge, do not rush, push or panic. Listen for instructions from Fire Wardens, Security and Public Safety Officers and the Fire Safety/Emergency Action Plan Director (via public address announcements). Do not use an elevator to evacuate unless directed to do so by emergency service personnel.

**Fire – In case of fire or visible smoke, pull the nearest fire alarm; call NYFD at 911 and/or Security at 7777.** Prepare to evacuate immediately upon the sounding of any fire alarm and alert those in the immediate area of the danger. Follow the instructions given by the Fire Safety/Emergency Action Plan Director, Fire Wardens and Public Safety personnel. Before opening any door, touch the door with the back of your hand and do not open a door that is warm or hot. Close doors behind you to prevent fire spread, but make sure that you can reopen them if you need to retreat. Use stairs and not elevators. Help those less able and persons in wheelchairs to smoke free stairwells: Report their location and condition to NYFD and college public safety personnel. Do not remove any person from a wheelchair or attempt to carry or negotiate wheelchairs with people up or down the steps. When at other colleges, comply with posted or announced fire instructions.

**Sheltering-in-Place** – Sheltering-in-place simply means seeking immediate shelter inside a building. This course of action may be necessary during a release of toxic chemicals, biological agents or radiation to the outside air. Air quality may be threatened and sheltering in place keeps you inside an area offering more protection. Sheltering-in-place may also be used for civil unrest, severe weather or other emergencies. Stay inside the building and close all doors and windows. Seal off openings to your room if possible. Do not use elevators as they may pump air through the building. Remain in place until you are told that it is safe to leave.

**Other Life Threatening Emergencies - Call NYPD or EMS at 911 and/or Campus Security at 7777.** Public Safety personnel will assist and coordinate emergency response forces. CUNY Graduate School of Journalism peace officers and campus security assistants are not armed, and are not emergency medical technicians. The NYPD and Emergency Medical Service are called upon to perform these functions.

**Injuries and Accidents** - Students and employees injured in accidents should call Public Safety (x7777), seek medical attention, and notify their supervisor and the Director of Admissions and Student Affairs (Room 311, 646-758-7731) or The Graduate Center's Director of Human Resources as appropriate. Hazards should be reported immediately.

## **Public Safety Awareness & Crime Prevention Programs**

The Office of Public Safety takes the following preventative measures in an attempt to limit criminal activity: screening visitors, issuing ID cards, controlling access, monitoring closed circuit television cameras and other electronic security systems, patrolling the building and its perimeter, inspecting infrastructure such as doors, locks, lighting and alarm systems, responding to incidents and conducting investigations.

Community-wide emails containing crime prevention information are sent to students, staff and faculty whenever an incident takes place that poses an ongoing threat to the college community. The Graduate Center's Office of Security and Public Safety website has a crime prevention guide that offers tips on how to avoid becoming a victim of crimes that are likely to occur on and off campus and can be viewed at <http://web.gc.cuny.edu/security/Prevention/index.htm>. Presentations on personal security, sex offenses and other crimes, and drug and alcohol abuse is offered to the college community in conjunction with new staff orientation at The Graduate Center. The frequency of new staff orientation presentations varies from year to year, depending on the number of new hires. There were five such sessions in the 2010 calendar year. Targeted crime prevention presentations are also given to individual departments when there is a specific crime or safety related issues effecting that department. Arrangements can be made for specialized group presentations and individual consultation or counseling via the Office of Public Safety (Room 409, 646-758-7834).

The Office of Public Safety issues safety alert bulletins when deemed necessary and provides Timely Warning Notices via email to the campus community when serious crimes occur in areas on or near the campus. The department maintains a relationship with the New York City police precincts that are responsible for the public safety of the campus and its surrounding areas. All persons reporting crimes to the Office of Public Safety are encouraged to promptly report the incident to the local police precinct concerned. A record of each report made to the local precincts is maintained as part of the Office of Public Safety's annual statistical report.

CUNY Graduate School of Journalism Facilities staff as well as building services personnel employed by building management, maintains the building to minimize hazardous conditions. The Office of Public Safety also conducts regular patrols and inspections in an effort to uncover and report hazards. Special emphasis is placed on the need to ensure safe accessibility to the building with special attention to doors, locks, stairs, elevators, lighting and fire safety. You are encouraged to call the Assistant Director of Administration/Public Safety (Room 409, 646-758-7834) if you observe any hazardous conditions.

**Crime Prevention Tips** - Actual and attempted violent crime, including sex crime is virtually unknown on campus. However, the possibility cannot be excluded. Accordingly, use general prudence, avoid isolated areas, and report suspicious observations to Public Safety (7777).

**On Campus** - While on-campus purse snatchings are unknown and pick pocketing is rare, the theft of unattended laptop computers, purses, pocketbooks, and wallets and their contents is not unheard of. Under no circumstances should cash, credit cards, garments, or other valuables be left unattended or in offices or furniture - nor should office or furniture locks be relied upon.

**Off Campus** - Local area crime is not within the CUNY Graduate School of Journalism's jurisdiction but it maintains liaison with the police and a neighborhood association to monitor trends and exercise influence. General rules of urban area prudence must be applied day and night including:

- Avoid under populated or dark areas.
- Keep distant from building lines particularly avoiding empty storefronts.
- Cross the street rather than walk under construction scaffolding or through confined routes particularly during hours of darkness.
- Use corner rather than mid-block subway entrances.
- Be alert to street "scams" (e.g. clustered bystanders, unsolicited help with "accidental" spills, feigned distress, dropped money, or other opportunities for profit through "good faith" deposits, gambling, winning ticket cashing or other unusual or illicit enterprises).
- Consider that jewelry, luggage, furs, cameras, camcorders, cash and other conspicuous valuables including expensive portfolios and briefcases may increase robbery risks.
- Wear or hold pocketbooks and equipment straps so that they quickly release in the event of an attempted snatch by running or mobile persons: Wearing them across the body, around the neck or wound around the hand exposes the wearer to the risk of serious injury.

**Elevators** - When waiting for an elevator, stand away from the door to avoid being pushed inside by someone near, but unseen. Do not get on an elevator occupied by a person or persons who make you feel uneasy. If you begin to feel uncomfortable, get off at the next floor. Always stand near the control panel and the emergency phone. If you are accosted in an elevator hit the alarm button and as many floor buttons as possible so the elevator will stop and the doors will open.

**Laptops** - Treat your laptop as though it was cash. If you would not place a hundred dollar bill on your desk while out to lunch, do not do it with a laptop either. Always secure your laptop in a locked desk or cabinet when not in use. When traveling in a car, do not leave your laptop on the seat next to you, keep it out of sight in the trunk or place it under the passenger seat. If you park your vehicle and cannot take the laptop with you, make sure that it is locked in the trunk prior to reaching your destination. Be alert to unfamiliar persons in your work area and immediately report suspicious persons to the Office of Public Safety at x7777.

**Data** - Back up data files frequently and keep copies separate and secure. Carefully follow Office of Information Technology guidelines for passwords, anti-virus protection, and data backup. Data transmitted over the Internet or other networks filed on networked computers may be subject to interception/intrusion, inspection, manipulation, or destruction by sophisticated remote attack or equipment malfunction. The preparation, filing or transmission of credit card, banking, proprietary, personal, or other sensitive information should be limited to home computers and such commercial on-line services as may provide satisfactory security assurances: The CUNY Graduate School of Journalism does not offer such assurances and will not assume liability for any losses or damages.

Promptly report any data or computer irregularities, including virus detections, to the Office of Information Technology at (Office) 646-758-7833.

**Pickpocket Theft Prevention** - Do not be distracted by strangers seeking directions. Be wary when someone tells you that there is something on your clothing such as a condiment when you have not come from an eating establishment. Do not carry valuables in a shoulder bag and do not let the bag hang behind you. Keep the flap to the purse to the inside of yourself. Try to carry a purse that has a zipper or locking device of some sort. Carry your wallet in your front or breast pocket. Be wary of people who drop things in front of you, such as change or keys. Keep handbags on your lap and keep your hand on it at all times while on public transportation. Be careful of the person who shoves or pushes you while trying to get to the rear or front of a bus or subway car.

**Personal Safety in Your Car** - Always lock your car after entering and exiting it and try to park in a well-lighted space. Before getting in your car, check the front and back seats to make sure no one is hiding inside. Do this even if your car is locked. Have your keys in hand so you don't have to linger before entering the car and be aware of your surroundings. Do not offer rides to strangers. If you suspect that someone is following you drive to the nearest open public place and sound your horn.

## Access to College Facilities

Generally, The CUNY Graduate School of Journalism is open to students and visitors from 8:00 A.M. to 11:00 P.M. Monday through Friday, 9:00 A.M. to 7:00 P.M. on Saturday and 11:00 A.M. to 7:00 P.M. on Sunday. Access to The CUNY Graduate School of Journalism is by presentation of a valid CUNY Graduate School of Journalism ID card. Others having qualifying reasons to enter may gain access by presenting picture identification and signing in. Those entering are subject to screening by CUNY Graduate School of Journalism officers for compliance with expectations for sobriety, sanitation, and peacefulness. Intrusion alarms and visible CCTV cameras at entryways and select access routes and elevators also help deter unauthorized presences.

## University Policy Relating to Drugs and Alcohol

The City University of New York is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol. The following standards of conduct are in effect at CUNY:

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age.

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the CUNY Board of Trustees Bylaws, which may result in sanctions up to and including expulsion from the University. In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

Any employee found to have violated the CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include reprimand, suspension without pay or termination.

## Weapons Policy

No one within the University community (including visitors), except Campus Peace Officers, pursuant to authorization of the College President, shall have in his/her possession a rifle, shotgun, 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 the campus.

## College Regulations / Code of Conduct

### **RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129-A OF THE EDUCATION LAW (THE "HENDERSON RULES.")**

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom.

Against such offenders the University has the right, and indeed the obligation, to defend itself.

We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

"THE PRESIDENT. The president, with respect to his/her education unit, shall:

- a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his/her jurisdiction;
- b. Be the advisor and executive agent of the Board and of his/her respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;
- c. Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit."

### 1. RULES

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.

4. Theft from, or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.

8. No individual shall have in his/her possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/college.

9. 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 into or affiliation with any organization is prohibited.

10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

## 2. PENALTIES

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsions, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.

4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

1. Any student violating any law or regulation established by the College, University, City, State, or Federal Government (including the use of drugs), shall be subject to the formal disciplinary procedures as outlined in Articles 15.3 to 15.5 of the Board of Higher Education Bylaws and Sanctions as listed in the Board of Higher Education Bylaws and Article 129A of the Education Law (CUNY Henderson Rules). The initiation of disciplinary procedures requires notice to the student pursuant to 15.3 of the Board of Higher Education Bylaws.

In emergency or extraordinary circumstances, immediate suspension can be effectuated pending a hearing within seven (7) school days.

2. All other persons who violate New York State or Federal laws including those that govern gambling activities, the use of alcohol, and the possession, distribution, or consumption of any controlled substance will be subject to arrest.

## Alcohol and Substance Abuse Program

Formal drug and alcohol abuse education programs are not held at the CUNY Graduate School of Journalism. However, The Graduate Center publishes a brochure detailing the alcohol and drug policy and provides information on common drugs, symptoms, uses, effects, hazards, hotlines, and penalties that can be obtained at The Graduate Center's Office of the Vice President of Student Affairs (Room 7301, 212-817-7400) located at 365 Fifth Avenue, New York, N.Y. 10016.

Persons who are experiencing problems with drug or alcohol use may receive confidential health counseling and referral services through the Office of the Director of Admissions and Student Affairs (Room 311, 646-758-7726) or through The Graduate Center's Wellness Center (Student Health Services, 1-212-817-7020, and the Psychological Counseling and Adult Development Center, 1-212-817-7020).

### Off Campus Treatment Programs:

#### **William Alanson White Institute**

20 W 74<sup>th</sup> Street, NY, NY 10023

(212) 873-7070 phone intake

For referral questions/ concerns Ira Moses, Ph.D. (212) 873 0725.

Clinic applications can be downloaded by patients at [www.wawhite.org](http://www.wawhite.org)

A psychoanalytic institute with interpersonal orientation that also offers addictions services. Individual low-fee treatment starts at \$40.

#### **The Addictions Institute of New York**

(Formerly the Smithers Alcoholism Training & Treatment Program)

Treatment for addictions typically includes group and individual therapy and can be intensive although specific treatment recommendations are made by the intake clinician. Non-Intensive Outpatient Services are usually recommended for people who have successfully progressed through more intensive inpatient or outpatient services and are now in need of ongoing support, relapse prevention, and/or family counseling. They also provide motivation enhancement therapy for those individuals who are trying to decide whether or not they have a substance use disorder and whether or not they want to commit to a treatment experience. Many insurances are accepted. A sliding scale fee is also available. The low-fee is determined at the time of the intake by the Financial Aid office. Groups can cost at least \$20 and individual services may cost \$50-\$60. Students should be told to bring documentation of their financial situation with them to the screening appointment (pay stubs, proof of full-time student status, loan documentation, etc).

### **Addiction Psychiatry**

The Addiction Psychiatry Division is a specialized service for patients who require simultaneous treatment of a psychiatric condition and a substance-related disorder. Each of these disorders can serve as a barrier to effective treatment of the other. Psychiatric medications and therapies may be rendered ineffective by coexisting drug/alcohol abuse. For more information on these addiction services, please call the following numbers:

Inpatient addiction psychiatry/Admissions (212) 420-4650  
Outpatient addiction psychiatry (psychiatrists, psychologists, groups) (212) 420-4135  
Inpatient /Outpatient Stuyvesant Square Rehabilitation programs (212) 420-2966  
Methadone maintenance (212) 726-6800  
Financial Assistance (212) 844-6041

### **Detoxification & Outpatient/Inpatient Rehabilitation Facilities**

Bellevue Hospital Center  
462 First Ave.  
New York, NY 10016  
(212) 562-4141

St. Luke's-Roosevelt Hospital Center  
1000 Tenth Ave.  
New York, NY 10019  
(212) 523-6491

Greenwich House, Inc.  
50B Cooper Square  
New York, NY 10003  
(212) 677-3400

### **12 Step Recovery Programs**

Narcotics Anonymous (212) 929-6262  
<http://www.newyorkna.org/>

Cocaine Anonymous (212) 262-2463  
<http://www.canewyork.org/>

Marijuana Anonymous (212) 459-4423  
<http://www.ma-newyork.org/>

Alcoholics Anonymous (212) 647-1680  
<http://www.nyintergroup.org/>

Nicotine Anonymous (631) 665-0527  
<http://www.nicotine-anonymous.org/>

Al-Anon/Alateen (888) 425-2666  
<http://www.al-anonny.org/>

### **Other Resources**

New York State Office of Alcoholism and Substance Abuse Services  
Tel: (877) 846-7369  
<http://www.oasas.state.ny.us/>

## **Reporting and Prevention of Sex Offenses**

CUNY has adopted Policies and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students, which addresses the prevention of sexual assaults and other forms of violence against CUNY students, on and off CUNY campuses. Specifically, the goal of the Policy is to: 1) provide the most informed and up-to-date sexual assault, domestic/intimate partner violence and stalking prevention education information to CUNY students; 2) create a comprehensive plan for CUNY colleges to follow in the event that a student is the victim of a sexual assault or other act of violence; 3) provide clear and concise guidelines for students to follow in the event that they or someone they know has been the victim of a sexual assault or other act of violence; 4) ensure that all appropriate CUNY personnel receive education and training to assist victims of sexual assaults and other acts of violence; and 5) ensure that disciplinary procedures are followed in the event that the perpetrator is a CUNY student or employee.

## **Reporting Procedures**

If a student wishes to report the occurrence of a sex offense, he or she should be guided by the following procedures:

1. Report the incident to the Office of Public Safety (646-758-7777) or the Assistant Director of Administration/Public Safety (646-758-7834). A formal report will be made of the allegation and an investigation will commence; or
2. Report the incident to the College's Director of Admissions and President for Student Affairs, who at the student's request, will contact the Office of Public Safety to commence an appropriate investigation; or
3. A student can call the New York City Police Department or 911, or go directly to a hospital. It is important to note that if you are a victim of a sex offense, **do not destroy any evidence (including clothing) and do not take a shower or bath.**
4. It is important that such physical evidence be preserved in order to assist with any ensuing criminal investigation. If the student believes that she/he may be the victim of date rape by being drugged, she/he should go directly to a hospital to receive a toxicology examination since such drugs only remain in a person's system for a short period of time. The Office of Public Safety will assist with notification of other law enforcement authorities and/or medical professionals if the student so chooses.

Files relating to sex offenses are kept confidential by the Office of Public Safety and by the Office of Admissions and Student Affairs unless otherwise required by law or CUNY policy.

## **Definitions of Sex Offenses**

Sexual assault is a crime. Under Article 130 of the New York State Penal Law, it is a sex offense to engage in sexual contact or to engage in sexual intercourse, sodomy or sexual abuse by contact without the consent of the victim or where the victim is incapable of giving consent. Criminal sex offenses are classified in degree according to the seriousness of sexual activity, the degree of force used, the age of the victim and the physical and mental capacity of the offender and victim.

*See chart on page 7 for a list of some of the major sex offenses and their maximum penalties under New York State Law.*

Sexual assault is a crime of power, aggression and violence. Terms such as "date rape" and "acquaintance rape" tend to minimize the fact that the act of rape, or any sexual assault, is a serious crime. There is never an excuse or a reason for a person to rape, assault or even touch another person's private parts without consent. The impact on survivors of such an attack can cause severe and lasting physical, mental and emotional damage.

• Who is a perpetrator?

Many people think that sexual assaults are only perpetrated by vicious strangers on dark, deserted streets. In fact, studies indicate that between 80 and 90 percent of all people who have been raped know their perpetrator(s). This is called “date rape” or “acquaintance rape.” “Date rape” is not a legally distinct or lesser category of rape. It refers to a relationship and situational context in which rape occurs on a date. Rape or any sexual offense, whether on a date or not, is the same criminal offense involving the same elements of force, exploited helplessness or underage participation. With sexual assaults where the victim knows the perpetrator, alcohol use is often involved on the part of either the victim or the perpetrator. However, a sexual assault is still a crime regardless of the intoxication of the perpetrator or the victim.

• Who is a victim?

Anyone can be a victim, regardless of gender, age, race, sexual orientation, religion, ethnicity, class or national origin. Though women and girls are primary targets of these crimes, men and boys are sexually victimized too, and have been found to suffer the same aftermath as women. Regardless of whether the victim was abusing alcohol and/or underage, she or he is still the victim of the sex offense.

• When is there lack of consent?

Under New York law, lack of consent to a sexual contact may be demonstrated in the following ways: (1) forcible compulsion including the use of physical force or threat (express or implied) which places the person in fear of physical injury to self or another; (2) incapacity to consent on the part of the victim; (3) circumstances in which the victim does not expressly or impliedly acquiesce in the actor’s conduct; or (4) circumstances in which the victim clearly expressed by words or actions that he or she did not consent to engage in such sexual act and a reasonable person would have understood such person’s words or actions as an expression of lack of consent to such conduct.

A person is deemed incapable of giving consent if she/he is (a) under the age of 17, (b) mentally incapacitated (which may include incapacity due to the victim’s ingestion of alcohol or drugs), (c) physically disabled or (d) physically helpless (asleep, unconscious or for any other reason physically unable to communicate unwillingness to act, which may also include incapacity due to the victim’s ingestion of alcohol or drugs).

• Who is responsible for a sexual attack?

In the absence of consent, the attacker is *always* responsible for having committed the sexual assault regardless of the victim’s appearance, behavior, or conduct on previous occasions. An attacker cannot assume that the way a person dresses or acts is an invitation for sexual advances. A person may welcome some forms of sexual contact and be opposed to others. The more impaired a person is from alcohol or drugs, the less likely she/he can give consent; having sex with someone who is “passed out” or sleeping is rape. And regardless of previous sexual activity, if someone refuses sexual contact, the failure to respect that limit constitutes non-consensual sex.

## Prevention Education Programs

Each CUNY College is required to develop materials and programs to educate its students, faculty and staff on the nature, dynamics, common circumstances and effects of sexual assault, domestic/intimate partner violence and stalking, and the means to reduce their occurrence and prevent them. The prevention education should seek to provide the most recent and relevant information, such as education pertaining to bystander intervention, the importance of peer networks and the significance of fostering a community of responsibility.

Prevention education materials and programs must be incorporated into campus orientation activities for all incoming undergraduate and graduate students (including transfers), and is required to be made available to all student activity groups, clubs and athletic teams. In addition, all residence halls are required to have a mandatory orientation on sexual assault, stalking and domestic/intimate partner violence prevention. Colleges are encouraged to assist in the organization of peer education groups and to provide resources to such groups so that the groups can provide training and outreach to other students throughout the academic year. Since the abuse of alcohol is frequently involved in occurrences of sexual assault and other forms of violence, it is important that the education program include information about the deleterious effects of alcohol abuse.

In addition, each College is required to provide periodic training relating to the prevention and handling of sexual assaults, stalking and domestic/intimate partner violence for all relevant personnel, including public safety officers, counselors, student affairs staff and residence hall assistants by experts trained in the field. Education and training must also be made available to any interested faculty and staff member. Each campus must have at least one qualified staff or faculty member serve as a designated liaison and trainer for additional trainings.

**Sexual Assault Prevention** - The CUNY Graduate School of Journalism has not had any reports or rumors of on-campus or local sexual offenses. This is not to say that it has not occurred without our knowledge or could not occur in the future. General rules of urban prudence must be applied together with precautions applicable to high-rise buildings and academic institutions. These include but are not limited to:

- Avoid freight elevators and lobbies.
- Be aware in library stacks and carrel areas.
- Use passenger elevators rather than stairs.
- Use restrooms in trafficked areas.
- Report restroom gender violations.
- Leave vacated class and meeting rooms promptly.

If you live in an apartment exercise care in traveling en route to or from the college at all times - sex and other crimes can and do occur about the city even during daylight hours. Good apartment security mandates the same general rules of urban and college security prudence and the following:

- Report access by strangers including the homeless to the building management.
- Report illicit activities in or near the apartment building to the police.
- Ensure that entry, hall, and your apartment doors are kept locked. Open them only for persons you know and expect and not for anyone with a story however dramatic or plausible.
- Do not enter elevators unless you feel comfortable with the occupants.
- Be prepared to use the elevator alarm button.
- Maintain control over your keys; keys can be easily and rapidly duplicated.
- Contact the building management if there are accessible windows that do not have fire department-approved bars or glass protection in addition to the window lock.
- Consider meeting persons with whom you are not well acquainted at more public places.

## Disciplinary Procedure

The Colleges shall act promptly in response to information that a student has been sexually assaulted by another member of the CUNY community. Upon receipt of a complaint, the College shall undertake an appropriate investigation. If it appears that there is sufficient evidence to warrant disciplinary charges against a student, such charges shall be brought pursuant to Article 15 of the CUNY Board of Trustees Bylaws. If the matter is brought before a hearing, the victim and alleged perpetrator are entitled to the same opportunities to have others present and to be informed of the outcome of the proceedings. The victim is entitled to a report of the results of the proceeding at her/his request. If a student is found guilty of committing a sexual assault or other act of violence against another CUNY student or employee after a disciplinary hearing, the penalties may include suspension, expulsion from residence halls, or permanent dismissal from CUNY.

## On-Campus Assistance

Victims of a sexual assault are encouraged to contact the Director of Admissions and Student Affairs to obtain assistance in accessing medical and counseling services, or to make any necessary changes to the student’s academic program or residential housing situation. The Office of Public

Safety can assist the victim in getting to and from campus safely, filing a police report and obtaining an order of protection against the perpetrator. The victim can also file a complaint with the College against a perpetrator who is a student or employee of the University with the Director of Admissions and Student Affairs and the Office of Public Safety.

In addition, the victim of a sexual assault will be provided with on-campus support in the form of an advocate from the Women's/Men's Center (if there is one on campus) or an appropriately trained counselor to assist the victim in handling the various aspects of his/her ordeal, such as: 1) explaining to the victim her/his options of whether to report the incident to campus or law enforcement authorities or not; 2) providing guidance if she/he requires medical attention; 3) providing guidance in obtaining crisis intervention and/or ongoing counseling services (or a referral to obtain the necessary services if such services are not available on campus); and 4) assisting the student throughout the College's disciplinary process if she/he chooses to file a complaint against the perpetrator.

## College and Community Counseling and Support Services for Sex Offense Victims

- **Graduate Center Wellness Center – Rm. 6422** (212) 817-7020
- **Sex Crimes Report Line/NYPD (24 Hrs)** (212) 267-RAPE  
A female detective will provide immediate assistance and information about medical, legal, and emotional support services; strictly confidential, name not required.
- **Safe Horizon Crisis Hotline (24 Hrs)** (212) 577-7777
- **Crime Victims Treatment Center** (212) 523-4728  
St. Luke's - Roosevelt Hospital Center, counseling, medical treatment, support services, legal advocacy; Monday to Friday 9:00 A. M. - 5:00 P. M.; crisis intervention and medical care, 24 hrs, at the emergency rooms at Ninth Ave. at 58th St. and 113th Street, east of Amsterdam Ave.

## Pertinent Sex Offenses and Criminal Sanctions Under New York State Penal and Criminal Procedure Laws

<u>Forcible touching</u> (PL § 130.52)	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.
<u>Sexual abuse in the first degree</u> (PL § 130.65)	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.
<u>Aggravated sexual abuse in the first degree</u> (PL § 130.70)	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.
<u>Aggravated sexual abuse in the third degree</u> (PL § 130.66)	A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another 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 D felony, with penalties up to 7 years in prison.
<u>Facilitating a sex offense with a controlled substance</u> (PL § 130.90)	A person is guilty when he or she knowingly and unlawfully possesses a controlled substance or any substance that requires a prescription to obtain to another person, without such person's consent and with intent to commit against such person conduct constituting a felony, and commits or attempts to commit such conduct constituting a felony defined in Article 30.	Is a class D felony, with penalties up to 7 years in prison.

Crime	Illegal Conduct	Criminal Sanctions
<u>Rape in the first degree</u> (PL § 130.35)	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.
<u>Rape in the second degree</u> (PL § 130.30)	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.
<u>Criminal sexual act in the first degree</u> (PL § 130.50)	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.

## Campus Sex Crimes 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:

- Contact the police department in the jurisdiction in which the offender resides and/or in which the college is located.
- Contact John Flaherty, Director of Security & Public Safety, at 212-817-7761.
- Call the Division's sex offender registry at (800) 262-3257.

To obtain information about Level 3 offenders only, you may:

- Contact the Division's sex offender registry web site – [www.criminaljustice.state.ny.us/nsor/](http://www.criminaljustice.state.ny.us/nsor/) and then click "Search the Sex Offender Registry," or
- Access the Division's Level 3 subdirectory electronically or via CD – ROM at the college's public safety department or the local law enforcement agency for the jurisdiction in which the offender resides.

## Sexual Harassment

It is the policy of The City University of New York and The Graduate Center to prohibit sexual harassment of employees and students. It is a violation of policy and illegal under City, State and Federal law 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. Students claiming harassment on the basis of sex shall report such harassment to a member of the Sexual Harassment Committee. Employees covered by collective bargaining agreements can report incidents of sexual harassment to a Sexual Harassment Committee

member or utilize the grievance procedure; all other employees shall contact a member of the Committee. Supervisors and administrators should report all incidents of sexual harassment they become aware of to the Sexual Harassment Coordinator. Contact Security if immediate intervention is required. Additional information can be found in the Student Handbook and can be obtained from the offices of the Vice President for Student Affairs (Room 7301), the Executive Director for Human Resources (Room 8403), or any member of the Sexual Harassment Committee.

This policy is related to and is in conformity with the equal employment opportunity policy of the University to recruit, employ, retain, and promote employees without regard to sex, age, race, color, or creed. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken

## Hate Crime and Bias-Related Incidents

Bias or hate crimes are crimes motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000.

Bias-related incidents are behaviors which constitutes an expression of hostility, against the person or property of another because of the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, or disability. According to New York Penal Law Section 485, a person commits a hate crime when he or she commits a specified criminal offense and either:

- (1) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
- (2) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings. The Graduate Center is required to report statistical incidence of bias crimes on or around campus annually as part of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"). Bias crime statistics can be found at the end of this report.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous conviction of the offender. Students, staff or faculty who commit bias crimes are also subject to university disciplinary procedures where a range of sanctions is available both up to and including suspension, expulsion or termination of employment.

In order to effectively handle incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to immediately report incidents to the Office of Public Safety by calling x7777. Please remember that any evidence such as graffiti, e-mails, written notes or voice mail messages should be preserved. The Office of Public Safety will investigate and follow the appropriate college adjudication procedures. Victims of bias crime can also avail themselves of counseling and support services through the Office of the Admissions and Student Affairs.

## Workplace Violence

The City University of New York has a long-standing commitment to promoting a safe and secure academic and work environment that promotes the achievement of its mission of teaching, research, scholarship and service. All members of the University community—students, faculty and staff are expected to maintain a working and learning environment free from violence,

threats of harassment, intimidation or coercion. While these behaviors are not prevalent at the University, no organization is immune.

The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University's Policy Against Sexual Harassment.

The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

All faculty, staff, students, vendors, contractors, consultants, and others who do business with the University, whether in a University facility or off-campus location where University business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the University, such as former employees, former students, and visitors. When students have complaints about other students, they should contact the Office of Student Affairs at their campus.

Any person who is the subject of a suspected violation of this policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, or in lieu thereof, to their respective Campus Public Safety Office. Students should report such incidents to the Office of Student Affairs at their campus or in lieu thereof, their campus Public Safety Office. The Campus Public Safety Office will work with the Office of Human Resources or the Office of Student Affairs on an appropriate response. **Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call the Office of Public Safety immediately, or call 911.**

## Domestic Violence and Stalking

Domestic Violence often spills over to the workplace, usually in the form of stalking behavior. Stalking involves intentional and repeated actions that place an individual in reasonable fear for his or her safety. Stalking, a course of conduct used to maintain contact with, or exercise power and control over another individual, is a crime. According to the New York State Penal Law, stalking is committed when a person intentionally, for no legitimate purpose, engages in a course of conduct directed at a specific person and knows or reasonably should know that such conduct is likely to, or does, cause a particular type of fear or harm. You are being stalked if someone is:

- Repeatedly following or spying on you.
- Repeatedly calling your home and/or work.
- Repeatedly sending unwanted e-mails, letters, faxes, etc.
- Leaving unwanted gifts or items for you.
- Vandalizing or damaging your property.
- Threatening you or someone close to you.
- Repeatedly showing up, for no legitimate purpose, at places that you go to.

### **Safety Tips at School and Work**

If you are a victim of domestic violence and/or a stalking victim you should contact your local police precinct. If you have obtained an order of protection against your spouse you should notify the Office of Public Safety. You can also take the following precautions while at school or work:

- Provide Public Safety with a copy of an order of protection and picture of the abuser.
- Keep a copy of the order of protection with you at all times.
- Tell your professor, supervisor or a co-worker about the situation and ask that person to call 911 and Security in an emergency.
- Have a back-up person if your primary contact is not available.
- Request that your desk be placed in a safe location.

- If possible, have someone screen your calls.
- Meet with Public Safety so you can plan an escape route.
- Working with your professor or supervisor and Security, find a safe room with a phone to use in an emergency.

**For Further Assistance and Resources:**

Security (24 Hours)	7777
Director of Security & Public Safety	7761
Police (Emergency)	911
New York City Services (Information)	311
NYC Domestic Violence Hotline (24 Hours)	1-800-621-HOPE
For the Hearing Impaired	1-866-604-5350
NYS Domestic Violence Hotline (English)	1-800-942-6906
NYS Domestic Violence Hotline (Spanish)	1-800-942-6908
Brooklyn Criminal Supreme Court	347-296-1100
Brooklyn Lower Criminal Court	347-404-9400
Brooklyn Family Court	347-401-9600
Bronx Criminal Court	718-618-3100
Bronx Family Court	718-618-2098
Manhattan Criminal Court	646-386-4500
Manhattan Family Court	646-386-5200
Queens Criminal Court	718-298-0792
Queens Family Court	718-298--0197
Staten Island Criminal Court	718-675-8700
Staten Island Family Court	718-675-8800
VINE (Victim Information Notification Everyday)	1-888-VINE-4-NY

VINE is a 24 hour automated hotline that provides victims with the release date of inmates that are in the custody of the New York City or State Department of Correction prison system.

**Complaints**

A proper relationship between the Office of Public Safety and the college community, fostered by trust and confidence, is essential to a successful security and safety program. In order for us to better understand the community's perception of our service; it is important that we investigate any allegation of inappropriate officer conduct. Your criticisms and constructive suggestions for improvement are welcome. Each complaint will be thoroughly investigated and appropriate corrective action will be taken when warranted. You can file a complaint with the Assistant Director of Administration/Public Safety (room 409), or by calling The Graduate Center's Director of Security & Public Safety.

If you feel that you would rather not contact the college, you can make your complaint directly to the Office of University Director of Public Safety at 212-541-0407. A member of the University Director's staff will be assigned to investigate the complaint and recommend appropriate action.

In a case where an officer is alleged to have committed an illegal or criminal act, the complaint can be made to the New York City Police Department and/or the Director of Security & Public Safety.