TWENTY-SEVENTH ANNUAL CAMPUS SECURITY REPORT AND NINTH ANNUAL FIRE SAFETY REPORT

Annual Report for the Period of September 1, 2017 – August 31, 2018

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EMERGENCY NUMBERS ......212-431-2123 (24 hours a day, 7 days a week)

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A Year in Review

Message From Paul Repetto, Chief of Building Operations and Security

As the 127th anniversary of New York Law School draws to an end, we are pleased to present the Twenty-Seventh Annual Campus Security Report and Eighth Annual Fire Safety Report.

The report is prepared by the Office of Security and Life Safety in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and is intended to communicate vital statistics and information to all current and future members of the New York Law School community. It includes information about our safety procedures and policies, along with current crime and fire safety data for the past three years, as mandated by federal law.

The Office of Security and Life Safety is committed to providing the New York Law School community with the finest service possible to make our campus a safe and welcoming environment for all. Our security team is made up of seasoned professionals, including employees of New York Law School and others employed via contract services through our new partner, effective July 1, 2018, Mulligan Security Corporation. The Office’s initiatives this past year included working with the Office of Facilities Management to continue restoring campus following the 2016 crane collapse and to do work on the east campus building as required by Local Law No. 11, revising the campus operating plan to better identify operational efficiencies, increasing patrol tours of campus, and transitioning to our new partner, Mulligan Security Corporation.

I would like to thank every member of the community for partnering with us to keep our campus safe during the past reporting period. I also acknowledge the following dedicated security team members, as well as the entire Mulligan Security team:

- Sean Frett  Manager of Security and Life Safety
- Kenneth Greer  Assistant Manager of Security and Life Safety
- Roy Seda  NYLS Supervisor
- Halbert Pacheco  NYLS Supervisor
- Steven De Jesus  Mulligan Security Supervisor

Finally, I would like to give special recognition to the following Mulligan Security team members:

- Alvin Calvin  Mulligan Fire Life Safety Director
- Anthony Felder  Mulligan Fire Life Safety Director

As we progress into the next reporting period, we look forward to building upon the strides we have made together.
The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, was named in memory of Lehigh University freshman Jeanne Clery who was assaulted and murdered on April 5, 1986 by a fellow student she did not know in her residence hall and requires all colleges and universities that participate in any federal program to do the following:

- Publish an annual report by October 1 that contains all campus crime and fire safety statistics for the past three years as gathered by the Office of Security and Life Safety
- Issue emergency notifications involving health or safety to all community members
- Maintain a public fire log record of any fire that occurred on campus, including student housing

You can view the statistics reported to the Office of Post-Secondary Education by visiting their website https://ope.ed.gov/security. Compliance with the Clery Act does not violate FERPA or any other law. Community members who report crimes or are involved in any aspect of compliance are protected from retaliation.

Timely Warning Notices and Policy

Timely warnings are provided to enhance the safety of the law school community when a reportable crime (e.g. homicide, sex offense, robbery) occurs on campus or there is a likelihood of a reoccurring threat to the law school community. These warnings do not present a complete picture of the crime on campus and are intended to aid in the prevention of similar occurrence.

These alerts are distributed via mass e-mail or through the Notify NYLS system and are posted on the school web page www.nyls.edu or on the emergency web page http://emergency.nyls.edu. Information may also be provided by the New York City Police Department.

Crime and Fire Records

The Office of Security and Life Safety maintains all records at the Security Command Center, Room W102.2, located in the West Campus Building. All incidents reported to the Office of Security and Life Safety are entered into the daily log and a separate incident report is generated. In all public logs, the victim’s or alleged perpetrator’s personal information is excluded.

Advisory Committee on Campus Security

is made up of faculty, students and employees who review current campus security policies and procedures and make recommendations for improvement. The committee is chaired by a faculty member and the Chief of Building Operations and Security acts as a liaison. The committee held several meetings this reporting period to improve safety on the campus.

Emergency Preparedness, Evacuation, and Notifications

The New York Law School Office of Security and Life Safety continually assesses the operational needs of the community and meets on a bi-weekly basis. There is an Advisory Committee on Campus Security comprised of law school community members including faculty and students, and the Chief of Building Operations and Security serves as a liaison to this committee.

The fire organization and brigade teams, made up of employees within the community, receive training on-campus by the Office of Security and Life Safety prior to the fall and spring evacuation drills. All members of the Office of Security and Life Safety receive their semi-annual security guard and
Cardiopulmonary Resuscitation (CPR) training in-house by certified members of the security team. New York Law School is also a New York State certified school for Security Guard Services.

Evacuation drills are conducted at the NYLS campus three times per year. During each evacuation drill all community members are directed to the primary and secondary assembly areas located on West Broadway and Varick Streets between Leonard and Franklin Streets.

Emergency notifications via the NYLS Notify system are conducted monthly for key members of the Office of Security and Life Safety and two times per year for the entire law school community. The results of such emergency tests are then documented and reviewed. Issues impacting operations at the campus are posted on the schools emergency web page http://emergency.nyls.edu.

The Office of Security and Life Safety will always respond to reports of emergencies or dangerous situations on the law school campus. Campus security personnel who respond will assess the situation and make a determination if the event presents a serious threat to the community that requires elevation to the proper authorities and will coordinate the response and communications. Any member of the community who is presented with an emergency can dial 911 from the nearest campus phone which will trigger a notification and response from campus security and also notify local police.

Security officers are provided guidance and receive training on how to respond to emergency situations, including situations that require fire department and/or medical employee assistance. The officers are required to report all situations that might result in injury to people, loss or damage to personal and law school property and all other violations of the law to their supervisor, the Chief of Building Operations and Security and/or the Manager of Maintenance.

**Notify NYLS**

All community members should keep their current contact information up to date to receive important text, voice or e-mail messages regarding campus operations. All NYLS Staff log onto https://notifynyls.bbcportal.com/ and students log onto https://go.nyls.edu. Notify Emergency Tests to the NYLS community were conducted on 9/13/17 (Fall) and 1/26/18 (Spring).

**Office of Security and Life Safety**

The Office of Security and Life Safety is committed to the safety of each community member and is made up of various employees of NYLS and our contract service provider Mulligan Security. Security is present at the campus 24 hours a day, seven days a week regardless of whether the campus is open or closed.

In addition, the Office of Security and Life Safety provides Fire Safety Directors (FSDs) who are present between the hours of 7am and 11pm Monday through Friday and 7am to 3pm on weekends when the campus population meets or exceeds FDNY requirements. The Security Command room is located in the West Campus building, room 102.2 in the freight lobby that leads to Leonard Street.

Sean Frett, the Manager of Security & Life Safety, oversees all aspects of Security and Life Safety at the school under the Chief of Building Operations. Ken Greer, the Assistant Manager of Security and Life Safety, acts as second-in-command to the manager and oversees all training programs as the instructor, including the NYS certified training school and various training courses each security officer receives.

The Office of Security and Life Safety responded to approximately twelve (12) incidents this reporting period, including: eight (8) injured or ill community members, one (1) elevator entrapments, one (1) minor trashcan fire and two (2) classified as other.

The operations of the Office of Security and Life Safety is staffed by approximately thirteen full time personnel licensed by the State of New York as Security Officers under the Chief of Building Operations and Security. As such, their authority to reasonably detain individuals suspected of criminal activity on the
campus is the same as any property owner or their designee. These security officers are unarmed and do not possess police powers. They are at fixed command posts throughout the campus as follows:

<table>
<thead>
<tr>
<th>Campus Desk</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Campus Desk</td>
<td>185 West Broadway</td>
<td>24 hours per day, 7 days per week</td>
</tr>
<tr>
<td>Center Campus Desk</td>
<td>55 Worth Street</td>
<td>7am - 7pm (Monday through Friday)</td>
</tr>
<tr>
<td>East Campus Desk</td>
<td>57 Worth Street</td>
<td>Non-operational at all times</td>
</tr>
</tbody>
</table>

Mission and Statement

At NYLS the security and safety of the campus community and visitors is always our top priority. The Office of Security and Life Safety takes a proactive approach to campus security, safety, and emergency preparedness by providing our community with a broad range of services that meet the needs and expectations of a safe community. Our goal is to maintain the safety and security of all persons and property at NYLS. Most importantly, campus safety is a collective and collaborative effort; personal safety is a partnership at NYLS between those whose responsibility it is to develop and enforce policies and procedures and the community whom we serve.

The east campus command desk is only operational when other active access points are disrupted by activities in and around the campus. Every tour consists of one security officer who performs interior and exterior patrols as necessary and enters their findings into LogCheck.

Cooperative Partners

The Office of Security and Life Safety works closely with the NYPD 1st precinct and their community affairs division, located at 16 Ericsson Place. On May 1, 2015 NYLS and the NYPD entered into a Memorandum of Understanding (MOU) to investigate criminal offenses involving violent felonies and/or missing students at New York Law School.

In addition we maintain communications with the NYPD via subscription to CityWide-CityLink which provides direct contact and critical incident broadcasts throughout New York City.

The Office of Security and Life Safety also works closely with the local firehouse FDNY Engine 7, Ladder 1, Battalion 1, located at 100 Duane Street, to ensure the Tribeca campus is always in accordance with applicable laws and regulations. The Office of Security and Life Safety also coordinates on occasion with US Secret Service, State Department and FBI officials when dignitaries and/or government officials visit our law school.

Investigations

Section 6434 of The State of New York Education Law requires college and university security department investigations to report violent felony offenses as defined in subdivision one of Section 70.02 of the New York State Penal Law. Should a violent felony offense occur at, or on the grounds of, a college or university, the local police authority must be promptly contacted.

If a violent felony occurs, the most senior security employee on duty will contact the New York City Police Department for assistance and notify the Chief of Building Operations and Security. If the situation warrants, emergency medical services personnel will also be notified. The security supervisor will direct other security employees to secure the location where the incident took place to preserve possible evidence until the arrival of the police. All security and law school employees will assist the New York City Police Department with their investigation in compliance with State of New York Education Law. The law school community will be notified of this incident in a timely manner. The security officer involved will prepare an incident report which includes the observations of all witnesses. The security officer will
submit the report to the security supervisor, who in turn will submit it to the Chief of Building Operations and Security and the executives.

**Access to NYLS Campus Buildings**

The New York Law School Tribeca campus is made up of three (3) campus buildings as follows:

**West Campus**
185 West Broadway/185WB  
D.K.A. “W” campus building  
Operational hours: 7am to 11pm weekdays, 7am to 8pm weekends (Until 1am only during bar and exam study periods, card access from 11pm to 1am)

**Center Campus**
55 Worth Street/55W  
D.K.A. “C” campus building  
Operational Hours: 7am to 7pm (Monday through Friday/Except Holidays)

**East Campus**
57 Worth Street/57W  
D.K.A. “E” campus building  
No entrance at this location

**185 West Broadway**

This campus building is also identified as the West campus building and is the main entrance to the law school. The entrance is open to all members of the law school community between the hours of 7am and 11pm, Monday through Friday and 7am to 8pm on weekends. Between the hours of 11pm and 1am during bar and study periods access is via card access only. Visitors are permitted during the operating hours of 7am to 7pm. Visitors must produce a valid identification and will be issued an access badge. The main entrance also serves as the primary ADA entrance to the campus as there are air assist doors located on the north portion of the main entrance doors. Smoking is not permitted at this location. The West campus building consists of four floors below grade, three of which are in the library and one which houses our auditorium. Above grade there are five floors consisting of the main floor, classrooms and the events center on the second floor, classrooms on the third and fourth floors and classrooms and the cafeteria on the fifth floor, including an exterior dining terrace. The loading dock entrance for deliveries is located on Leonard Street at 52 Leonard Street (See page 69 photos).

**55 Worth Street**

This campus building is also identified as the Center campus building and is divided into east and west wings. The Center campus building proudly serves as the home of the Joe Plumeri Center for Social Justice and Economic Opportunity, established in 2015. The entrance is open to members of the law school community between the hours of 7am and 7pm, Monday through Friday. Visitors are permitted to the Plumeri Center by appointment only. Such visitors must produce a valid identification, are issued an access badge and will be escorted by a member of the center they are visiting. The Center campus consists of two levels below grade housing the Student Organization Centers, and five floors above grade comprised of office space, classrooms, clinic centers and flex rooms. There is an ADA elevator located in the east wing portion. (See page 69 photos)

**57 Worth Street**

This campus building is also identified as the East campus building. It also houses part of The Joe Plumeri Center for Social Justice and Economic Opportunity and consists mainly of administrative offices for faculty and staff. The main entrance is closed at all times. The entrance on 234 Church serves as the off-street delivery entrance and an additional ADA entrance during normal campus hours. It is the original law school building and consists of two levels below grade, one of which houses the Copy Center/Mail room and ten levels above grade consisting of office space, student clinic and organization space. (See page 69 photos)
Card Access Permissions

Students
185 West Broadway (West campus) turnstiles: 7am -11pm daily
ADA door: 11pm -1am daily bar and exam periods only.
55 Worth Street (Center campus) main entrance door and secondary card reader:
7am to 7pm Monday through Friday
Student Organizations and Clinics (for members): 7am -11pm daily
*Students in general are not issued or permitted to have campus keys.

Faculty
185 West Broadway (West campus) turnstiles and ADA door: 24/7
55 Worth Street (Center campus) main entrance door and secondary reader:
7am to 7pm Monday through Friday only.

Administrative Staff
185 West Broadway (West campus) turnstiles: 7am -11pm daily.
185 West Broadway (West campus) ADA door: 7am to 11pm daily
55 Worth Street (Center campus) main entrance door and secondary card reader:
7am to 7pm Monday through Friday
*Only authorized NYLS personnel have access to the 234 Freight entrance card readers.

Disability Access to NYLS Campus Buildings

The NYLS campus is committed to providing access to all members of the community and its visitors. There are various locations in which easy access can be established as follows:

185 West Broadway (West campus): main ADA door (Air Assisted)
55 Worth Street (Center campus): F1 elevator with off-street access.
57 Worth Street (East campus): 234 Church Street freight area.
*Both 55 Worth Street and 234 Church Street require prior arrangement with the Office of Security and Life Safety.

There are accessible restrooms available throughout the campus as follows:
185 West Broadway (West campus): all restrooms are ADA accessible.
55 Worth Street (Center campus): Floors C, 1 and 5 are ADA accessible
(ADA restroom in the Plumeri Center on the main floor is air assisted)
57 Worth Street (East campus): Floors 2 and 4 are ADA accessible.

Crime Prevention Education and Awareness

Through the Office of Security and Life Safety, the Safety First program has provided community-wide safety programs and literature. Handouts and postings are always available for students and community members at the literature rack located in the center campus building Plumeri Center near the OIT helpdesk Office, the Office of Security and Life Safety in the West campus building room W102.2, and the Office of Student Life on the 5th floor of the East campus building. The Safety First Programs include:
Operation ID
NYLS and NYPD usually coordinate two times per year to have personnel on site to mark any and all valuable electronic devices with a special assigned serial number in the event they are lost or stolen and then recovered. Operation ID took place on September 20, 2017.

NYLS Emergency Page General Postings and Tips
NYLS posts general tips on its emergency page every month advising all community members of activities in and around the New York City Area.

Bystander Intervention Training
All student leaders including RA’s received this training coordinated with the Title IX coordinator office on 10/30/17, 11/2/17, 11/7/17, 11/8/17 and 4/27/2018.

Title IX Training
All NYLS community members received training as follows:

Title IX Board on October 13, 2017, Faculty on 11/6/17 & March 6, 2018, Administrators and staff including security on November 6, 2017 at a town hall meeting, new 2 year honor and transfer students received their training on 1/22/18 & 1/25/18.

National Preparedness Month
During the month of August when our new students arrive for orientation, the Office of Security and Life Safety participates in various campus programs to familiarize the new incoming students with the campus including getting connected. All new incoming students of the class of 2021/22 received their Title IX training during these “Getting Connected” activities coordinated by the Office of Student Life and the Title IX coordinator office on August 14, 15 & 17 of 2018.

NYPDShield
A member of the NYPD community affairs division presents various security seminars for the NYLS community, including an Active Shooter workshop. In addition the Office of Security & Life Safety team conducted a mock active shooter drill in November 2018 with a consultant IEMRA.

Reporting Criminal Incidents
Security personnel are on duty 24/7 including holidays. Follow your intuition; do not hesitate to contact employees in the Office of Security and Life Safety or a security officer if you observe suspicious individuals, activities and/or situations. A security officer can be found at the noted locations and contacted by dialing the respective numbers listed below as follows:

Security Post Extensions
West Campus Command Desk 212-431-2123 ext. 2123 Security 24 hours
Center Campus Command Desk 212-431-2100 ext. 4755 Security 7am-7pm (Monday to Friday)

Chief of Building Operations and Security 212-431-2836/2820 ext. 2836/2820 paul.repetto@nyls.edu
Security Supervisors: securitysupervisor@nyls.edu. The security department fax number is 212-274-9211.

Others
A victim or witness of a crime may also report any incident to any campus security authority, any law school administrator or faculty member, and/or the New York City Police Department (911).
Violent Felony

Offenses are defined in Subdivision 1 of Section 70.02 of the New York State Penal Law to include, but are not limited to, degrees/classes of: murder, manslaughter, kidnaping, rape, sodomy, aggravated sexual abuse, assault, burglary, robbery, arson, criminal possession of a dangerous weapon, etc.

Hate Crimes

Included in the list of reportable crimes on college campuses. This type of crime is generally defined as one in which prejudice, based on race, gender, religion, sexual orientation, ethnicity, or disability was a motivating factor. The bias can be expressed through conduct, speech or expression. A crime does not have to occur for an incident to be labeled as bias. A criminal offense committed against a person or property which is motivated, in whole or part by the offender’s bias. Bias is a performed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender-identity, religion, disability, sexual orientation or ethnicity/national origin.

Response to Calls for Emergency Assistance and/or Criminal Incidents

The security officer who receives a call for assistance will respond to the call and report this information to his or her supervisor who in turn, during normal operating hours, will alert the Chief of Building Operations and Security. The security supervisor will dispatch authorized personnel to that location to provide the necessary support and assistance.

Whether the crime is one of physical injury or involves personal property, the security officer or supervisor will advise and assist the affected individual in contacting the New York City Police Department. The security officer will remain at the location pending the arrival of the NYPD. At the conclusion of the discussion, or following the actions of the Police Officers, the supervisor and/or Security Officer involved will generate an incident report that they will submit to the Chief of Building Operations and Security.

The Law School’s Code of Academic Responsibility, Non-Discrimination and Harassment Policy, Human Rights Policy and the Sexual Misconduct Policy describe examples of unacceptable behavior and the actions which may be taken in response.

Report the Crime or Incident

Should you experience or witness a hate crime or incident, you are encouraged to report it to a security officer at either the 185 West Broadway Lobby Desk Post, First Floor, 212-431-2123 or the Chief of Building Operations and Security located on the mezzanine level room EM100 of the “E” campus building, 212 431-2836 or 2820, employees in the Office of Student Life, 57 Worth Street, Fifth Floor, 212-431-2851, a campus security authority, or the Title IX Coordinator Terri Sasanow, Room C105, 212-431-2845, for gender-related hate crimes.

Individuals witnessing or experiencing a hate crime are strongly encouraged to promptly report the crime and a security employee will advise and assist the affected individual in contacting the New York City Police Department. The law school disciplinary proceedings are conducted independent of all criminal proceedings. They may also occur before, during, or after independent proceedings.

Voluntary Confidential Reporting

You are encouraged to report all crimes promptly to any campus security authority, law school administrator, faculty member, and/or directly to the New York City Police Department. Reports of criminal incidents for the purpose of inclusion in the annual security report can also be made to a campus security authority and will be kept confidential to the limits of State and federal Laws.
Seeking Support and Disciplinary Actions

Students
Seek out support from a friend, family member or employee. We strongly encourage victims to contact an employee in the Office of Student Life located on the Fifth Floor of 57 Worth Street of the “E” campus building at 212-431-2851 or the Title IX Coordinator, Terri Sasanow, Room C105, 212-431-2845, or Title IX Co-Coordinator Brian Kaszuba, Room E703B, 212-431-2817 for gender-related hate crimes.

If a complaint of a crime is received filed against a fellow student, it will be submitted to the Law School’s Academic Responsibility Committee, the Harassment and Discrimination Review Board, or the Title IX Board, as applicable. The complainant and the accused will be permitted to have an attorney or other advisor present. The duties and responsibilities of the committee are described in the New York Law School Code of Conduct and Academic Responsibility Rules and Procedures, in the Non Discrimination and Harassment Policy, and in the Sexual Misconduct Policy. To the extent permitted by law, the complainant and the accused will be given notice of the outcome of the disciplinary hearing on the complaint. The outcome of a disciplinary hearing means only the final determination with respects to the victim of a crime of violence and any sanction that is imposed against the accused. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victims will be treated as the alleged victim. Student complaints of crimes of violence by employees of the law school should be filed with the Office of Security and Safety located at 185 West Broadway, room W102.2 or 212 431-2123. Victims of crimes and violence are strongly encouraged to promptly report the incident to the New York City Police Department.

Faculty and Staff
Seek out support from a friend, family member or employee. We strongly encourage victims to contact an employee in the Office of Human Resources located on the Third Floor of 55 Worth Street, “C” campus building or 212-431-2131 or the Title IX Coordinator, Terri Sasanow, Room C105, 212-431-2845, or Title IX Co-Coordinator Brian Kaszuba, Room E703B, 212-431-2817 for gender-related hate crimes.

If a faculty member or employee engages in any prohibited conduct, the consequences of that action will be in keeping with existing guidelines governing the resolution of cases of unprofessional conduct, up to and including dismissal. Employee complaints of crimes of violence against fellow members of the law school community should be filed with the Office of Security and Life Safety located at 185 West Broadway, room W102.2 or 212 431-2123. Victims of crimes and violence are strongly encouraged to promptly report the incident to the New York City Police Department. Law School disciplinary proceedings are independent of a criminal or civil proceeding. They may also occur before, during or after independent proceedings.

Maintenance of Criminal Incident Files
The Chief of Building Operations and the Office of Security and Life Safety maintain the files of all reported criminal incidents. All reports created and maintained by the Office of Security and Life Safety, which meets the definition of a law enforcement unit, are not education records and such are not subject to protection from disclosure under the Family Educational Rights and Privacy Act (FERPA). Although records of reported crimes date back to February 1, 1987, the minimum period for record retention is seven (7) years.

Crime Victim Hotlines
Anti-Violence Project 212-714-1184 http://www.avp.org
24/7 confidential bilingual victims hotline serving NY LGBQT and HIV communities.
Missing Student Procedures

The Higher Education Authorization missing student notification regulation applies only to students who reside in campus housing. However, the State of New York Education Law requires college and university security department investigations to comply with reporting missing students as defined in subdivision one of Section 70.02 of the New York State Penal Law without regard to the geographic location of their residence. If a student who resides in a facility owned or operated by the college or university is reported missing from his or her residence, the local police must be promptly contacted.

The law school will provide assistance to the New York City Police Department’s investigation of a missing student. If someone has knowledge that a student is missing, she or he must immediately report this information to an employee in the Office of Security and Life Safety. An employee in the Office of Student Life may also be contacted. A member of the Law School’s Office of Security and Life Safety will notify local law enforcement within 24 hours of the determination that a student is missing in accordance with the Memorandum of Understanding (MOU) between parties in 2015, unless local law enforcement personnel was the entity that made the determination that a student was missing.

Missing Student

Upon being notified of a missing student who does reside at a student residence, the Chief of Building Operations and Security or a Security Supervisor will contact the Assistant Dean and Senior Director of Student Life, who are the primary contacts for student housing issues and concerns. He will request the name and related information for the designated emergency contact. All students are requested to provide the name of a contact to be notified in this situation or in an emergency. This information will be confidentially held and available to authorized administrative employees only and may not be otherwise disclosed except to law enforcement personnel. In the case of a missing student, the Chief of Building Operations and Security will provide this information to law enforcement personnel. Regardless of whether the student has identified a contact person, the Law School must inform the local law enforcement agency within 24 hours of a report of a missing student regardless of the student’s residence.
Upon being notified of a missing student who does not reside at a student residence, the Chief of Building Operations and Security or a Security Supervisor will contact the Assistant Dean and Senior Director of Student Life, the Registrar and employees in the Office of Academic Planning and Career Development to seek their assistance in determining whether the student has been attending classes. If the student has not attended their assigned classes, the Chief of Building Operations and Security or a Security Supervisor will notify the Commanding Officer at the local police precinct that encompasses the neighborhood where the student resides. At no time will personal information on file with the Registrar’s office located at 55 Worth Street, Fifth Floor, 212-431-2301 be released if a student has completed a form requesting it remain confidential.

Saint George Residence Hall

Please see Appendix 3 titled NYLS Student Housing for more information on the location our students are housed. Saint George Residence Hall is independent of NYLS and its campus, it is neither owned nor operated by the law school.

Strictly Prohibited

In accordance with Article 129-A, Section 6437 prohibits the marketing of credit cards except within specific guidelines stated by law. The law school has adopted this guideline as its marketing policy. The open advertising, marketing or merchandising of credit cards to faculty, students or employees is prohibited. The law school has an ATM which is operated and maintained by a private contractor in the lobby of the west campus for members of the law school community including visitors.

NYLS Drug and Alcohol Policies

The Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 and Section 1213 of the Higher Education Act require institutions that are recipients of Federal funds to implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. It is also in the interest of the entire New York Law School community to maintain and encourage a drug and alcohol free environment.

A. Drug and Alcohol Policy (Students)

New York Law School is committed to a drug-free learning environment. While recognizing that students age of 21 and older are legally permitted to consume alcoholic beverages, the Law School requires students to do so responsibly and in accordance with applicable federal, state and local laws, as well as the New York law School alcohol policy outlined below.

Drug and alcohol abuse can lead to severe health problems, including ones which are life threatening. The Law School encourages all students experiencing problems with drug or alcohol abuse to seek confidential help. Any student having such problems should contact the Office of Student Engagement (5th Floor E Building, 212-431-2851) or the confidential student counseling service at 1-866-486-4334 for information about treatment programs and/or self-help groups. The services listed below can provide valuable assistance:

- Alcoholics Anonymous 212-647-1680
- Narcotics Anonymous 212-929-6262
- Al-Anon Family Group meeting Information Line 1-800-356-9996/1-800-344-2666
- Journey Healing Center- An Accredited Drug and Alcohol Program 1-800-453-2124
Section 1: Illegal Drugs

In accordance with Federal and state laws, no student may possess, use, or distribute any illegal drug on New York Law School premises or at official Law School functions (Please see Title 21 of the United States code and articles 220 and 221 of the New York Penal Code). Any instances of illegal drug distribution, possession, or possession for distribution, will be referred to local authorities. If convicted, permanent notation will be placed in the student's file and will be forwarded to the appropriate Bar Certification Committee. Students convicted of possession, use, or distribution of illegal drugs also may be subject to disciplinary action by the Academic Responsibility Committee. These actions include expulsion, suspension, reprimand and permanent notation on the record of the violator.

Section 2: Alcohol

The use of alcohol will be permitted upon request on New York Law School premises or at official Law School functions, and only in accordance with the following guidelines:

1) No person less than 21 years of age may be served an alcoholic beverage.

2) No visibly intoxicated person may be served an alcoholic beverage. Staff serving alcohol are encouraged to err on the side of caution.

3) The Office of Student Life must be informed when alcohol will be served at a student-sponsored event.

4) At each event at which alcohol is served, one or more students must be designated as responsible for the enforcement of the New York Law School Alcohol Policy. A member of the Office of Student Life will meet with those students before each event where alcohol is served to insure that the responsible student(s) understand the policy. The student(s) responsible for the event must inform the Office of Student Engagement of the number of guests expected and the amount of alcohol to be purchased. The Office of Student Life reserves the right to limit the amount of alcohol purchased for an event. For planning purposes generally alcohol is limited to two drinks per person.

5) Food and non-alcoholic beverages must be served at any event at which alcoholic beverages will be served.

6) Alcoholic beverages may only be consumed on Law School premises when an event is hosted by the Law School and approved to serve alcoholic beverages.

Alcoholic beverages may not be stored in Journal Offices, Moot Court offices, or organization office. Students found to be in violation of the above policy may be referred to the Academic Responsibility Committee for disciplinary action in accordance with the Committee's procedures. These actions include but are limited to one or more of the following: expulsion, suspension, reprimand and permanent notation on the record of the violator. Advertisements should not encourage the use of alcohol and if necessary such materials will be removed from Law school property where they appear.

Section 3: Forced Alcohol or Drug Consumption

Forced alcohol or drug consumption for initiation into or affiliation with any organization is prohibited. Students found to be in violation of the policy will be referred to the Academic Responsibility Committee for disciplinary action in accordance with the Committee's procedures. Possible sanctions include but are not limited to one or more of the following: expulsion, suspension, reprimand and permanent notation on the record of the violator, or for an organization, recession of permission to operate on campus.
Suggested Actions for Handling Impairment at a Law School

1) If a student observes that another individual is impaired by the use of drugs or alcohol at a New York Law School event, that student should bring this fact to the attention of the student(s) responsible for the event at which alcohol is served or to a member of the New York Law School staff.

2) No seriously impaired individual should be allowed to leave the Law School premises by him/herself. If no funds for a taxi are available, the responsible student(s) should contact an officer at the security desk (x2123). Under no circumstances should an impaired individual be allowed to drive.

3) If an individual is impaired to the point where medical attention may be required, the responsible student(s) should contact an officer at the security desk (x2123) to request she/he call for an ambulance.

Alcohol Guidelines for All NYLS Events

In general, events sponsored by faculty, centers or non-student run organizations should endeavor to follow the same guidelines.

B. Drug Free Alcohol Policy (Employees and Faculty)

NYLS is committed to maintaining a drug-free workplace in compliance with all applicable state and federal laws. NYLS has a responsibility to its employees, students, and the law school community to provide a safe, secure and educational and working environment. Drug and alcohol abuse can seriously endanger safety and undermine our commitment to quality and operational excellence.

In accordance with federal law and state laws, no employee may possess, use or distribute any illegal drug on NYLS premises or at official law school functions. Any NYLS employee determined to have violated this policy will be subject to disciplinary action up to and including termination. In addition, any instances of illegal drug distribution, possession, or possession for distribution, will be referred to local authorities.

Alcohol Use

In accordance with NYLS policy, alcoholic beverage consumption is prohibited on Law School property except for designated and officially sanctioned Law School events. Employees who participate in student activities should become familiar with the guidelines regarding alcohol consumption by students that are published in the student Handbook under the Student Resources section of the NYLS portal. Employees are expected to act responsibly and be aware of the potential for personal liability and employee misconduct charges whenever alcohol is served at events or gatherings they attend with students. NYLS maintains extensive guidelines on student alcohol use, which appears on the NYLS portal. As employees, you should be aware of your host liabilities in serving alcohol to a minor or to anyone who is obviously intoxicated. You should also be aware of your liability for alcohol service at events that students attend.

New York State laws require law School's policy on the use and serving of alcohol. It is illegal for anyone under the age of 21 to purchase, arrange to have purchased, transport possess, consume or carry alcoholic beverages, requires employees to do so responsibly and in accordance with applicable federal, state and local laws, as well as the NYLS alcohol policy outlined above.

Amnesty for Alcohol and/or Drug Use:

The health and safety of every student at New York Law School is of utmost importance. New York Law School recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. New York Law School strongly encourages students to report
domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to New York Law School’s officials or law enforcement will not be subject to New York Law School’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

**Drug and Alcohol Resources**

Drug and alcohol abuse can lead to severe health problems, including ones that are life threatening. Employees needing help in dealing with such problems are encouraged to use the resources available through the Employee Assistance Program and health insurance programs as appropriate. Conscious efforts to seek help will not jeopardize an employee’s job and will not be noted in any personal record. Confidentiality will be maintained to the fullest extent as permitted by law.

**(Confidential 24/7 Hotlines)**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous</td>
<td>212-647-1680</td>
<td><a href="https://www.aa.org">https://www.aa.org</a></td>
</tr>
<tr>
<td>AlAnon/Alateen</td>
<td>212-941-0094</td>
<td><a href="https://al-anon.org">https://al-anon.org</a></td>
</tr>
<tr>
<td>LifeCare</td>
<td>800-697-7315</td>
<td><a href="http://www.lifecare.com">www.lifecare.com</a></td>
</tr>
</tbody>
</table>

**1. Prohibited Conduct**

1) The abuse of alcohol while on law school premises or while engaged in law school business.

2) The unlawful manufacturing, distribution, dispensation, possession, or use of any controlled substance within the scope of this policy at the law school or while engaged in law school business.

3) The abuse of any illegal drugs or alcohol (that results in impaired performance even though the actual abuse does not occur in the workplace) within the scope of this policy even while not engaged in law school business.

4) The failure to notify New York Law School of any conviction for a violation of any criminal drug statute occurring in the workplace within five days of the conviction. Members of the faculty are required to notify the Vice President of Human Resources (Office: 55 Worth Street, Third floor 212-431-2137) and the Associate Dean of Academic Affairs and Student Engagement (Office: 57 Worth Street, Room E217, 212-431-2883). All other employees are required to notify the Vice President of Human Resources.

New York Law School is required to notify the appropriate federal funding agency or agencies within ten days of receiving notice of the conviction of an employee for a violation of any criminal drug statute occurring in the workplace.

**2. Consequences**

If a faculty or employee engages in any prohibited conduct, the consequences of that action will be in keeping with existing guidelines governing the resolution of cases of unprofessional conduct, up to and including dismissal. Furthermore, although New York Law School may offer help to employees to address their substance abuse problems, nothing in the policy will ultimately insulate an employee from the consequences of unprofessional conduct, poor work performance, or attendance problems that may have been induced by the abuse of drugs or alcohol up to and including dismissal.
NYLS Policy Related to Weapons

A. New York State Law

In accordance with New York State Penal Law Article 265 Section 265.01, it is a crime in New York State to possess a rifle, shotgun, air gun which also includes BB guns, spring gun, or other firearm when in the buildings or on the grounds of any school, college, or university, even if you have a valid New York State firearm permit. It is also a crime to possess karate sticks (nunchaku), daggers, switchblades, locking butterfly knives, stun guns, and any other instruments that are deemed unlawful.

New York Penal Law Article 265 §§ 265.00 Definitions

As used in this article and in article four hundred, the following terms shall mean and include: ... 3. "Firearm" means (I.) Any pistol or revolver; or (ii.) A shotgun having one or more barrels less than eighteen inches in length; or (iii.) A rifle having one or more barrels less than sixteen inches in length; or (iv.) Any weapon made from a shotgun or rifle whether by alteration, modification, or otherwise if such weapon as altered, modified, or otherwise has an overall length of less than twenty-six inches.

B. Law School Policy

It is a violation to possess, carry, or use firearms, including rifles, shotguns, and other assault and automatic weapons, ammunition, explosive devices of any description, other dangerous weapons, instruments, or substances on owned or leased New York Law School property, or at any event sponsored by New York Law School on any other property. This policy applies to weapons carried about the person or stored within any parked vehicle on law school property. Also included dangerous weapons are harmless instruments that are designed to look like or may be used by a person to cause fear and/or produce bodily harm. New York Law School reserves the right to further determine the definition of a weapon and may prohibit other devices on an individual basis.

1. Students

Students found to be in violation of the above policy may be found in violation of the New York Law School Code of Academic Responsibility and referred to the Academic Responsibility Committee for disciplinary action in accordance with the Committee's procedures. These actions include but are not limited to one or more of the following: expulsion, suspension, reprimand, permanent notation on the record of the violator. The law school will report the violation to local law enforcement authorities.

2. Faculty Member Employees

If a faculty or employee is found to be in violation of the above policy, the consequences of that action will be in keeping with existing guidelines governing the resolution of cases of unprofessional conduct, up to and including dismissal and promptly reporting this violation to local law enforcement authorities.

This policy also applies to all other contract and non-contract employees (except where exempted) who provide services on owned or leased law school property. Individuals who violate this policy will be promptly reported to local law enforcement authorities.

3. Exceptions to this Policy

i. NYLS Student Law Enforcement Officers

Sworn Federal, state, or local law enforcement officers who are enrolled as New York Law School students and are authorized by their employer to carry a firearm may do so while on owned or leased law school property. Any law enforcement agent, not in full uniform, when carrying a weapon on his or her person,
must carry the weapon in an inconspicuous manner. The agent must also have in his or her possession valid identification which confirms their law enforcement status.

To be subject to this exception, law enforcement agents must submit a completed Firearm Registration Form for Law Enforcement Officers and proof of law enforcement status by the end of the first week of classes each semester.

A copy of this form may be obtained from the Office of Security and Life Safety or Student Life, or https://go.nyls.edu/group/campus/forms

The completed form must be submitted to the Chief of Building Operations and Security. The law school reserves the right to confirm law enforcement status with the noted employer. If the employment status is not confirmed, permission granted by this section to carry a firearm will automatically be revoked. All agents must promptly notify the Chief of Building Operations and Security if your license to carry a firearm is revoked.

ii. Other Law Enforcement Officers and Armored Vehicles

Sworn Federal, state, or local law enforcement officers who are not enrolled as NYLS students and licensed armored vehicle guards who are authorized to carry a weapon in the performance of his or her duties may carry firearms on their person when conducting official business on owned or leased law school property. Any law enforcement agent, not in full uniform, when carrying a weapon on his or her person, must carry the weapon in an inconspicuous manner. The agent must also have in his or her possession at all time’s valid identification which notes their law enforcement status.

4. Prop Weapons or Facsimiles

The use of a harmless instrument designed to look like a firearm, explosive, or a dangerous weapon in an instructional or entertainment re-enactment must first be approved by the Associate Dean of Academic Affairs and Student Life or the Chief of Building Operations and Security for an event. (See page 19).

Once approved for use, the Chief of Building Operations and Security will be notified of the date, time and location where the simulation will be held and security will be notified prior to the start of the class or event and the professor or event host will post proper signage.

Non-Discrimination Policy

In compliance with federal, state, and local laws, New York Law School (“NYLS” or “the Law School”) does not discriminate on the basis of race, color, ethnicity, ancestry, citizenship, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, national origin, age, disability, HIV/AIDS status, predisposing genetic characteristics, marital or parental status, military status, domestic violence victim status, or any other classification protected by local, state, or federal law, in the administration of any of its educational programs and activities or in its employment practices.

NYLS is committed to building an inclusive community and welcomes all individuals. The Law School does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in Law School programs or activities.

Please refer to the following Law School institutional plans and policies for additional information:

- NYLS Institutional Diversity Plan
- NYLS Non-Discrimination and Harassment Policy
- https://www.nyls.edu/about_the_school/notice-non-discrimination/
- https://www.nyls.edu/about_the_school/policies/
- https://www.nyls.edu/about_the_school/policies/handbook-for-students-with-disabilities/
The following persons have been designated to handle inquiries and complaints from students, faculty and staff regarding discrimination or harassment based on sex, gender (including gender identity and gender expression), pregnancy, sexual orientation, marital or parental status, or domestic violence victim status, pursuant to Title IX of the Education Amendments of 1972 and New York law:

Terri Sasanow  Title IX Coordinator  See page 24 for contact information.
Brian Kaszuba  Title IX Co-Coordinator  See page 24 for contact information.

Persons designated to handle inquiries and complaints regarding all other forms of discrimination and harassment from:

Jody Pariante  Associate Director of the Center for NYC Law
Vice President of Human Resources  New York Law School
EO Coordinator  185 West Broadway – Room E703B
New York Law School  Telephone: 212-431-2817
185 West Broadway, Room C344.5  jody.pariante@nyls.edu
(Telephone) 212-431-2137
brian.kaszuba@nyls.edu

Inquiries may also be directed to the U.S. Department of Education, Office of Civil Rights. See page 24 for contact information.

Equal Employment Opportunity Policy

New York Law School has been built upon teamwork and equal opportunity. We will continue to be successful when people are treated fairly and allowed to advance and achieve their full potential. We are proud that we extend equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, ethnicity, ancestry, citizenship, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, national origin, age, disability, HIV/AIDS status, predisposing genetic characteristics, marital or parental status, military status, domestic violence victim status, or any other classification protected by local, state, or federal law (“Protected Classification”).

This policy applies to all areas of the academic environment and all phases of employment including, but not limited to, recruiting, hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, termination, use of all facilities, and participation in all Law School sponsored activities.

General Harassment and Discrimination Policy

Prohibition against Discrimination

Discrimination based on a Protected Classification (“Discrimination”) is strictly prohibited. Discrimination is the adverse treatment of another individual on the basis of a Protected Classification; the use of facially-neutral employment policies or practices which disproportionately disadvantage individuals on the basis of a Protected Classification; or retaliation against an individual for filing a complaint of Discrimination, participating in an investigation or opposing discriminatory practices. Any faculty or staff member who is determined to have engaged in such conduct may be subject to disciplinary action, up to and including termination of employment. Any student who is determined to have engaged in such conduct may be subject to disciplinary action, up to and including expulsion. All faculty, staff members and students are requested to act responsibly in helping New York Law School maintain a workplace, academic and residential environment that is free of Discrimination.

Prohibition against Harassment

Harassment based on a Protected Classification is strictly prohibited (“Harassment”). The Law School prohibits such Harassment, whether on or off Law School premises, at Law School-sponsored social or
non-social functions, events or programs. Should such Harassment occur, the Law School will take appropriate corrective action to prevent its continuation or recurrence. In addition, the Law School will endeavor to prevent the Harassment of its students by persons who are not Law School employees, but who are on the Law School’s premises or who have a relationship with the Law School, including other students. Any student, faculty or staff member determined to have engaged in Harassment will be subject to disciplinary action, up to and including termination of employment or expulsion. All members of the New York Law School community are requested to act responsibly in helping New York Law School maintain a workplace, academic and residential environment that is free of Harassment.

**Harassment and Discrimination Complaint Procedures**

Any student who is subjected to any kind of unlawful Discrimination or Harassment should immediately contact the Associate Dean for Professional Development or the Assistant Dean of Academic Affairs. In the event that the subject of the complaint is the Associate Dean for Professional Development or the Assistant Dean of Academic Affairs, or the student is uncomfortable contacting either, the student should contact the Associate Dean for Academic Affairs. In the event that the Associate Dean for Professional Development, the Assistant Dean of Academic Affairs or the Associate Dean of Academic Affairs receives a complaint or becomes aware of an issue, he or she will make a record of the complaint and refer the complaint to a Discrimination and Harassment Advisor.

Whenever a faculty member receives any Discrimination or Sexual Harassment complaint from a student, the faculty member should immediately contact the Associate Dean for Professional Development, the Assistant Dean of Academic Affairs or the Associate Dean for Academic Affairs, even if that faculty member is the subject of the complaint. Faculty members requested to receive a Discrimination or Sexual Harassment complaint in confidence must inform the complainant that the faculty member is required to report the nature and subject matter of the complaint, but may keep the name of the complainant confidential. However, there may be allegations that are so serious, individually or cumulatively, that the identity of the complainant cannot remain confidential.

All complaints of Discrimination and Harassment will be promptly investigated pursuant to the procedures discussed below, the [https://www.nyls.edu/about_the_school/notice-non-discrimination/](https://www.nyls.edu/about_the_school/notice-non-discrimination/). Confidentiality shall be maintained to the fullest extent possible. A student will not be subject to retaliation for making a good faith complaint or participating in an investigation pursuant to this policy.

If, however, after investigating any complaint of Harassment or Discrimination the Law School determines that the complaint is frivolous or that a complainant has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

The procedures discussed below do not preclude any student or faculty member from seeking redress through federal or state courts, or local, state or federal administrative agencies that investigate complaints of Discrimination or Harassment. Furthermore, seeking redress through the procedures discussed below does not toll any applicable federal, state or local statute of limitations.

**Discrimination and Harassment Advisors**

Trained Discrimination and Harassment Advisors (“Advisors”) are available to talk with members of the community who have questions or concerns about Harassment or Discrimination, or who believe they have been the victim of Harassment or Discrimination. They can also provide information about established guidelines and procedures for dealing with issues of Harassment and Discrimination and their prevention, and will help individuals pursue effective courses of action. He or she may assist in the informal resolution of a complaint or assist the complaining party in initiating a formal complaint with the Harassment and Discrimination Review Board. All Advisors shall be appointed by the Dean and shall receive training in Harassment and Discrimination issues.
**Harassment and Discrimination Review Board**

The Harassment and Discrimination Review Board (“Board”) shall consist of eight (8) members, to include one (1) student, three (3) faculty members, two (2) members of the Administration and two (2) members of the staff. Each member shall serve a one-year renewable term. All members of the Board shall be appointed by the Dean and shall receive training in Harassment and Discrimination issues.

The function of the Board, through Investigation Panels, is to conduct a thorough investigation of allegations contained in any formal complaint to determine whether any conduct alleged in the complaint occurred in the manner and under the circumstances alleged; whether the alleged conduct constitutes Harassment or Discrimination; and to recommend appropriate action to the Dean.

**Informal Procedures**

In many instances, Harassment and Discrimination complaints can be resolved informally. The goal of this informal resolution process is to rectify the problem. This process involves having an Advisor help to resolve the issues between the complaining party and the accused individual. This informal resolution may result in solutions such as asking the accused individual to modify or stop the behavior, separating the complainant and the accused individual, or reaching another mutually acceptable agreement. If requested by the complaining party, the Advisor may try to resolve the complaint without disclosing the identity of the complaining party. This informal resolution, however, will not result in formal disciplinary action against the accused individual.

Once a student, staff or faculty member has notified the appropriate individual of an allegation of Harassment or Discrimination, the person receiving the allegation will refer the complaining student, staff or faculty member to an Advisor.

The panel of Advisors shall include both male and female persons. The panel should include at least two (2) people from each of the following groups: Administration, Faculty and Senior Staff. Advisors will be selected by the Dean for renewable terms of two years. A list of Advisors is available on the NYLS website and in the Office of Academic Planning and Career Development, and Office of Student Life.

If attempts at an informal resolution are unsuccessful, if the complainant is dissatisfied with the informal process or if the complainant wishes to move directly to formal complaint procedures, he or she may file a formal complaint with the Harassment and Discrimination Review Board. An Advisor will assist the complaining party in the process of filing the formal complaint.

**Formal Procedures**

A person who believes that he or she has been subjected to unlawful Harassment or Discrimination may choose, either initially or after having sought informal resolution through consultation with an Advisor, to lodge a formal complaint. The procedures for the handling and disposition of a complaint are designed to consider the privacy of all persons involved in the complaint. Every effort will be made to preserve confidentiality.

A formal investigation is initiated when a complainant lodges a complaint with the Chair of the Harassment and Discrimination Review Board (“Board”). The complaint can be written or oral and must include the relevant allegations against the accused individual and request an investigation under the procedures provided below.

Within ten (10) business days of receiving a formal complaint, the Chair of the Board shall convene an investigation panel (“Panel”). An investigation panel shall consist of three (3) members of the Board. Each panel shall include a member of the faculty, a member of the administration and a member of the same classification as the complainant. The function of the Panel is to conduct a thorough investigation of the allegations in the complaint to determine whether any conduct alleged in the complaint occurred in the manner and circumstances alleged; whether the alleged conduct constitutes Harassment or Discrimination; and to recommend appropriate action to the Board. The investigation may include interviews with the complainant, the accused, and witnesses or references identified or requested by the complaining party or the
The Panel will interview the complainant, the accused and any witnesses in separate, private sessions.

Within fifteen (15) business days after a Panel has been convened by the Chair of the Board, the Panel shall report to the Board, the complaining party and the accused the timeline for the specific investigation based on the nature of the allegations and the timing of the complaint.

In the conduct of its investigation, the Panel shall have access to all potentially relevant documents. The Panel shall make available to the complaining party and the accused individual the documentation in its possession that the panel regards as relevant to the complaint. The Panel, however, shall have the right to limit access to documentation that may contain confidential or embarrassing information about individuals not directly involved in the dispute. All information provided before, or elicited during, the investigation is to be regarded as confidential and treated accordingly.

After concluding its investigation, the Panel shall record its findings and recommendations in a written report to be submitted to the Board for consideration and adoption. Among the recommendations that can be made by the panel, the Panel may recommend that the Board hold a hearing. Should the Board adopt the findings and recommendations of the Panel, the report will be forwarded to the Dean of the Law School. In the event that the Board decides in its sound discretion not to adopt the recommendation of the Panel and to designate a complaint for hearing, it will select a date for such hearing and announce that date within fifteen (15) days from receiving the report and recommendations of the Panel.

At a hearing, a complaining party or accused individual may appear pro se or through a representative of his or her choice, including but not limited to counsel. In any proceeding before the Board, the complaining party and the accused individual may present witnesses and offer evidence of any kind. Both parties and the members of the Board may examine or cross-examine any witnesses put forward by the parties. The Board will use its best efforts to ensure the appearance of witnesses and the production of documents relevant to any matter before it. The Administration will cooperate with the Board and will use sanctions at its disposal in ensuring the appearance of witnesses and the production of documents in all proceedings before the Board.

Within fifteen (15) business days after the close of the hearing, the Board will issue a decision and recommend action which it will refer to the Dean of the Law School for appropriate action, provided, however, that the Board may extend this period for good cause shown.

Depending on the nature and seriousness of the allegations in a complaint, the Board may refer the complaint to outside counsel for the law school for investigation or may seek the assistance of outside counsel during the course of its own investigation.

**Annual Report**

Advisors and the Board shall provide the Dean of the Law School with an annual confidential report detailing the number and disposition of the incidents, allegations and complaints of Sexual Harassment that have come to their attention.

**Emergency Action by the Dean**

Notwithstanding the procedures discussed above, the Dean may take action to deal with situations of an emergency nature posing a threat to the safety or health of the Law School community or the integrity of its programs. Such emergency action may include suspension of a student, faculty member or staff member for a period of time deemed appropriate by the Dean. If the Dean determines that emergency action is required, he or she shall inform the Chair of the Board of such actions and the Chair shall then proceed according to the provisions of this policy.

**Sanctions**

In the event that the Board finds a violation of the Code, it may recommend that the Administration impose appropriate sanctions. Any party to the proceeding may make a written presentation to the Dean of the Law School, as to the appropriate sanction, if any, in the proceeding. Sanctions may include the following:
A. Students

All sanctions as to students will be noted in the student’s academic file, along with a concise written statement as to the circumstances. The statement shall be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to bar admission committees, employment screening groups, and similar entities in the future, and as to whether such notation shall be expunged at a specified later date. Such sanctions may include, but are not limited to the following:

1. A warning, with appropriate documentation of the circumstances;
2. Suspension, for a time certain;
3. Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation;
4. Removal from a journal or other student organization, or from a leadership position within such organization;
5. Revocation or non-renewal of credits for participation in a journal or other student organization; or
6. Expulsion, with or without terms and conditions as to any application for re-admission.

B. Graduates

In the event that a student has graduated before the Board’s determination, the Board may recommend that the Administration:

1. In the case of a graduate not yet admitted to practice, advise the graduate that if he or she does not participate in the Board’s proceeding, the Law School will withhold certification of the student to the appropriate bar admission entity, or take such other action as may be appropriate; or
2. In the case of a graduate already admitted to practice, advise the graduate that if he or she does not participate in the Board’s proceeding, the Law School will notify the appropriate bar disciplinary entity of the pending proceeding, or take such other action as may be appropriate.

C. Staff

All sanctions as to staff will be noted in the employee’s file, along with a concise written statement as to the circumstances. The statement will be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to future employers and the like, and as to whether such notation shall be expunged at a specified later date. Such sanctions shall include but not be limited to the following, consistent with State law, the collective bargaining agreement and any other existing contract with the employee:

1. A warning, with appropriate documentation of the circumstances;
2. Suspension, with or without pay, for a time certain;
3. Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation;
4. Denial or limitation of future increases in salary, benefits, perquisites, and the like, upon specified terms and conditions;
5. Reduction in grade or position; or
6. Termination of employment.
Non-Tenured and Non-Long-Term Contract Faculty

All sanctions as to non-tenured faculty will be noted in the faculty member’s file, along with a concise written statement as to the circumstances. The statement will be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to future employers and the like, and as to whether such notation shall be expunged at a specified later date. Such sanctions shall include but not be limited to the following, consistent with State law and any existing contract with the teacher:

1. A warning, with appropriate documentation of the circumstances;
2. Suspension, with or without pay, for a time certain, under stated terms and conditions.
3. Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation;
4. Denial or limitation of future increases in salary, benefits, perquisites, courses, summer teaching assignments, research grants, and the like, upon specified terms and conditions;
5. Reduction in position; or
6. Termination of employment.

Tenured and Long-Term Contract Faculty

All sanctions as to tenured and long-term contract faculty will be noted in the teacher’s file, along with a concise written statement as to the circumstances. The statement will be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to future employers and the like, and as to whether such notation shall be expunged at a specified later date. Such sanctions shall include but not be limited to the following, consistent with State law and any existing contract with the teacher:

1. A warning, with appropriate documentation of the circumstances;
2. Suspension, with or without pay, for a time certain, under stated terms and conditions, to the extent legally permissible under the Standards and Procedures for Tenure, Promotion and Reappointment (hereinafter “Tenure Rules”);
3. Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation, to the extent legally permissible under the Tenure Rules;
4. Denial or limitation of future increases in salary, benefits, perquisites, courses, summer teaching assignments, research grants, and the like, upon specified terms and conditions;
5. Reduction in grade or position, to the extent legally permissible under the Tenure Rules;
6. Termination of employment, to the extent legally permissible under the Tenure Rules.

In such case, the Board shall recommend to the Administration that it commence a proceeding pursuant to Article IX of the Tenure Rules.

SEXUAL MISCONDUCT

In compliance with federal, state, and local laws, New York Law School (“NYLS” or “the Law School”) does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, sex, sexual orientation, gender (including gender identity), age, or disability in the administration of any of its educational programs and activities or in its employment practices.

Specifically, in accordance with Title IX of the Education Amendments of 1972 (“Title IX”), NYLS does not discriminate on the basis of sex in its educational programs or activities. Inquiries concerning the Law School’s application of Title IX may be referred to the Law School’s Title IX Coordinator Terri Sasnow,
the Title IX Co-Coordinator **Brian Kaszuba**, any member of the Title IX Board, and/or to the Department of Education, Office of Civil Rights (“OCR”), as identified in Section III below.

**Prohibited Conduct**

This Policy prohibits all forms of sex or gender-based harassment or violence (together, “Prohibited Conduct”), including but not limited to:

- Sexual assault
- Non-consensual sexual contact
- Sexual exploitation
- Stalking
- Domestic violence
- Dating violence

This Policy also prohibits retaliation against an individual for reporting Prohibited Conduct under this Policy or for participating in an investigation of an alleged violation of this Policy. This Policy also defines prohibited relationships of a sexual or intimate nature between individuals where one individual has power or authority over another. Prohibited Conduct undermines the character and purpose of NYLS and will not be tolerated.

**Title IX Coordinator**

Terri Sasanow

New York Law School

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**Title IX Co-Coordinator**

Brian Kaszuba

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**Title IX Board**

George Hayes – Senior AVP

Professor Ari Waldman

Professor Kim Hawkins

Professor Michael McCarthy

Professor William Mills

Professor Stacy-Ann Elvy

Associate Professor Anna Cominsky

**US Department of Education**

Office of Civil rights

New York - Region 11

32 Old Slip, 26th Floor

New York, New York 10005

Telephone: 646-428-3800

Email: OCR.NewYork@ed.gov

**Persons Covered**

This Policy applies to any individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the Law School or on its property (“Community Members”). Community Members include:

- Students, Admitted Students, Applicants and Alumni
- Full-time faculty, Adjunct, Emeritus and visiting faculty
- Administration and Staff
- Supervising attorneys for NYLS clinical and experiential learning program
- Volunteers, Vendors, Contractors, Visitors and Guests
NYLS may be limited in what actions it may take when investigating or responding to a report if an accused person is not known to NYLS, not affiliated with NYLS, or is no longer affiliated with NYLS at the time a report of Prohibited Conduct is made. In such cases, NYLS will, to the best of its ability, conduct an inquiry, take steps to prevent the recurrence of such conduct to any Community Members, and remedy the effects, if appropriate. If one of the parties involved in a report is not affiliated with NYLS for example, if a student is participating in a joint program with another school — NYLS may cooperate with that institution or organization to complete an investigation.

**Locations Covered**

This policy applies to conduct that occurs:

- **On-campus,** including conduct which occurs on property owned or controlled by the Law School, or at any NYLS residence hall.
- **In the context of NYLS’s employment,** education, or extracurricular programs or activities, including, but not limited to, study abroad and NYLS-sponsored clinical or internship programs, and externship programs offered for academic credit.
- **Off-campus** and has continuing adverse effects on or creates a hostile environment for any Community Member on-campus or in any Law School employment or education program or activity. This may include, but is not limited to, conduct that occurs on social media and other online platforms.

**Academic Freedom**

Nothing in this policy shall abridge academic freedom or NYLS’s educational mission. Prohibitions against discrimination and harassment do not extend to statements or written materials that are relevant and appropriately related to the subject matter of Law School courses.

**Title IX Coordinator and Title IX Board**

**Title IX Coordinator**

The Law School has designated Terri Sasanow to serve as NYLS’s Title IX Coordinator. The Title IX Coordinator is responsible for overseeing and ensuring:

- Compliance with Title IX
- Anti-discrimination and harassment training and education
- Response, investigation, and resolution of reports made under the Policy.
- Coordinating the timely response to complaints under this Policy, and, if necessary
- Approving reasonable requests for extensions of time.

Upon receiving reports of Prohibited Conduct, the Title IX Coordinator will ensure appropriate action to eliminate the conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator can be contacted by telephone, email, or in person during regular office hours.

**Title IX Co-Coordinator**

The Law School has designated Brian Kaszuba to serve as NYLS’s Title IX Co-Coordinator. The Title IX Co-Coordinator works in conjunction with the Title IX Coordinator to ensure compliance With title IX. The Title IX Co-Coordinator may perform the title IX Coordinator’s role and assume the Title IX Coordinator’s responsibilities in the case of the Title IX Coordinator’s absence or recusal, or as otherwise assigned by the Title IX Coordinator. The Title IX Co-Coordinator can be contacted by telephone, email, or in person during regular business hours.
**Title IX Board**

The Title IX Coordinator is supported and assisted by the Title IX Board (“Board”). The Board consists of a group of NYLS faculty and administrators who are trained on issues related to this Policy. Members of the Board are responsible for:

- Serving as investigators in a Title IX complaint.
- Reviewing investigation materials and determining violations of this Policy.
- Convening hearings, if appropriate.
- Designating a member of the Board to perform the functions of the Title IX Coordinator if both the Title IX Coordinator and the Title IX Co-Coordinator are unavailable or are recused from a specific Complaint.

The Title IX Coordinator will direct and oversee the performance of the Board’s duties, and the training of the Board’s members. The title IX Coordinator will:

- Act as a non-voting Chairperson of the Title IX Board
- Keep Board members informed of recent legal decisions and other related issues.
- Ensure that each member has been appropriately trained before serving and during their tenure on the Board.
- Ensure that Board members do not serve in conflicting roles by resolving questions or concerns regarding conflict of interest or bias. Any Board member having a real or perceived conflict of interest or bias under this Policy will be recused during the resolution of the complaint.

Any inquiries concerning the Law School's application of Title IX and its implementing regulations may be referred to the Title IX Coordinator, any member of the Title IX Board, and/or to the Department of Education, Office of Civil Rights (“OCR”):

**Sexual Misconduct Prevention and Response**

**Reporting Prohibited Conduct**

NYLS strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident involving sexual violence, as defined in appendix 1. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

NYLS also encourages all individuals to make a report of Prohibited Conduct to both NYLS and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and external reports may be made simultaneously. The procedures under this Policy may run concurrently with any criminal justice investigation, and will only be subject to temporary delays at the specific request of law enforcement.

**Emergency Reporting Options**

If an individual has experienced sexual violence, his or her first priority should be to get to a place of safety and dial 911. He or she should also consider seeking any necessary medical attention as soon as possible. Prohibited Conduct that violates this Policy may also violate New York State or other applicable laws. Individuals can make a report to law enforcement at any time, and doing so does not preclude the individual from also making a report to NYLS. The best option to ensure the preservation of evidence and the timely investigation of concerns is by making a prompt report to the police. If requested, the Title IX Coordinator or Deputy Title IX Coordinator can assist an individual with filing a police report, ensuring access to a sexual assault forensic examination, obtaining an Order of Protection or equivalent restraining order, and contacting and assisting local law enforcement if an Order of Protection is violated. Nothing in this Policy shall prohibit NYLS from initiating its own report to the police.
NYPD Emergency 911

NYPD Non-Emergency
185 West Broadway Campus, 1st Precinct 212-334-0611
301 Gold Street, 84th Precinct 718-875-6811
(Saint George Residence Hall)

Rape Hotline 212-267-RAPE (7273)

Nearest Hospitals:

New York Presbyterian Lower Manhattan Hospital
69 Gold Street (Emergency room; between Beekman Street and Spruce Street)/170 William Street
New York, New York 10038 212-312-5070/5094/5000

On-Campus Reporting Options

Any individual who wishes to report Prohibited Conduct by a Community Member is encouraged to report directly to the Title IX Coordinator, the Title IX Co-Coordinator, any member of the Title IX Board, Campus Security, Residence Hall Security, or another Responsible Employee. Reports may be made in person, in writing, or by telephone. Contact information for the Title IX Coordinator, the Title IX Co-Coordinator, and the Title IX Board is located on page 24 of this report. Contact information for other individuals is listed below:

Title IX Coordinator 212-431-2845
Title IX Co-Coordinator 212-431-2817
Any Member of the Title IX Board
Campus Security 212-431-2123
Saint George Residence Hall Security 718-552-8470
Any Responsible Employee

If the accused individual is an employee of NYLS, individuals may report Prohibited Conduct to NYLS Human Resources
NYLS Human Resources 185 West Broadway, Room C344
212-431-2131
HumanResources@nyls.edu

If a report of Prohibited Conduct is made to any member of the Board, a Responsible Employee, or Residence Hall Security, that individual is required to inform the Title IX Coordinator of the report. These individuals cannot guarantee confidentiality; they will, however, maintain the individual’s privacy to the greatest extent possible. The information an individual provides to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. See Confidential and Anonymous Reporting Options.

Confidential and Anonymous Reporting

Confidential Reporting

Medical service providers and counselors, who serve the Law School in a privileged professional capacity, are not bound by the requirement to inform the Title IX Coordinator of a report of Prohibited Conduct. Information shared with these individuals is confidential, except as required by law. The following resources are made available by the law school for confidential reporting:
NYLS students who desire strict confidentiality may contact one of the professional counselors at Horizon, available 24 hours a day, 7 days a week at 1-866-486-4334 or at www.mylifevalues.com [login: new york law school ---- password: cap ]. NYLS works with Horizon to provide off-site confidential counseling services to students.

Mount Sinai Beth Israel is prepared to provide medical services to NYLS students who have been the victims of sexual assault. Mount Sinai Beth Israel provides 24-hour emergency care (including sexual assault forensic examinations), confidential crisis intervention, counseling, and referrals. Mount Sinai Beth Israel is located at 281 1st Avenue, New York, NY 10003 (First Avenue and 16th Street in Manhattan). The Emergency Department can be contacted by phone at (212) 420-2840.

The Violence Intervention and Treatment program at Wyckoff Hospital is prepared to offer medical services to NYLS students and faculty members who have been the victims of sexual assault, domestic violence and/or, other related crimes. The program provides 24 hour emergency care that includes but is limited to sexual assault forensic examinations, confidential crisis intervention, counseling, referrals, and access to a Violence Intervention and Treatment program Advocate to support the students and/or faculty members who have experienced sexual assault, domestic violence and/or other related crimes. Wyckoff Hospital is located at 374 Stockholm Street, Brooklyn, New York 11237. For business hours, the Violence Intervention and Treatment Program can be contacted by Phone at 718-906-3846. For after hours, please call Danielle Schneck (Program Coordinator) at 347-682-7297.

NYLS employees who desire strict confidentiality may contact one of the counselors at LifeCare, available 24 hours a day, 7 days a week at 1-800-697-7315 or at Life Solutions - LifeCare. NYLS works with LifeCare to provide off-site, confidential counseling services to employees.

First-time users of LifeCare must first register using https://workforcenow.adp.com/public/index.htm

1) Navigate to the “Resources” page and select the LifeCare – Work/Life, EAP, Discounts link Register by completing the simple, one-time process
2) Once registered, two options are available to access LifeCare:
3) Visit the OR https://workforcenow.adp.com/public/index.htm
4) Visit directly via http://member.lifecare.com

Some additional resources that may be consulted by NYLS students or employees who desire strict confidentiality are included on Page 43 of this annual report.

NYLS visitors and other individuals who desire strict confidentiality may contact one of the resources described in page 43, other than the Student Counseling Center and Employee Assistance Program

Anonymous Reporting

Anonymous reports may be made to Title IX Coordinator Terri Sasanow by phone at (212) 431-2845, by mail, or at her office at 185 West Broadway, Room C105, New York, NY 10013. Individuals leaving an anonymous report should be aware that failure to disclose identifying information about the accused party, the victim of the Prohibited Conduct, or the facts and circumstances regarding the Prohibited Conduct severely limits the Law School’s ability to respond and remedy the effects of the misconduct. Anonymous reports that provide enough information to constitute a criminal offense will be reported to Campus Security, less any identifying information regarding the complainant, for purposes of inclusion in the Annual Security Report and to assess for purposes of sending out a Timely Warning under the Clery Act.
The Complaint

NYLS has established the following complaint and resolution procedure in order to provide members of the NYLS community the opportunity to seek redress from the Law School. The procedures outlined below are not intended to replace or replicate a formal judicial process.

The investigation and sanctioning procedures discussed below will supersede any contrary procedures or provisions when a report of Prohibited Conduct is made under this Policy, including but not limited to those in the Student Handbook related to Academic Responsibility Code violations, those in the Administrative Staff Human Resource Policy Guide, procedures outlined in the Faculty Standards and Procedures Manual, and any applicable rights or procedures granted under collective bargaining agreements.

Initial Meeting and Notice of Investigation

Initial Meeting

As soon as possible upon receipt of a report of potential Prohibited Conduct, the Title IX Coordinator will conduct an initial meeting (the “Initial Meeting”) with the individual making the complaint (“Complainant”). At that meeting, the Title IX Coordinator must address the following topics:

- Assess the Complainant’s physical safety, and health and emotional needs.
- Notify the Complainant of the Students’ Bill of Rights. See Page 42.
- Notify the Complainant of his or her right to report or not report the incident to law enforcement, and to the extent practicable, assist the Complainant with locating criminal justice resources.
- If requested, assist the Complainant with ensuring access to a sexual assault forensic examination; obtaining an Order of Protection, or equivalent restraining order; and contacting and assisting local law enforcement if an Order of Protection is violated.
- Provide the Complainant with information about on- and off-campus support and reporting resources, including counseling, health care, mental health assistance, victim advocacy, legal assistance, and other available services.
- Provide the Complainant with information about the on-campus resolution procedures, including the reporting process, interim remedies, the informal and formal resolution options, and other measures that can be taken regardless of whether the Complainant wishes to file a formal report with NYLS.
- Explain NYLS’s policies regarding retaliation and amnesty for substance abuse.
- Explain mandated reporting requirements (including Clery Act requirements).

The Title IX Coordinator will seek permission from the complainant to make a formal report. Permission for a formal report may be given initially, but can be withdrawn at any time. If a Complainant declines to make a formal report, requests that the report remain confidential, and/or later withdraws permission for the formal report, the Title IX Coordinator will weigh the request against the Law School’s obligation to provide a safe, non-discriminatory environment for all members of its community. Factors that the Title IX Coordinator may consider in determining whether to proceed against the Complainant’s wishes include, but are not limited to: the accused’s history of violent or similar behavior; escalation of previous behavior; risk that the accused will commit additional acts of violence; use of a weapon or force; and involvement of a minor. If the Complainant declines to make a report, the Title IX Coordinator may still be required to make certain disclosures pursuant to applicable law. See Required Disclosures on page 41. If the Complainant permits a formal report to be filed, the Title IX Coordinator will proceed with the Law School’s resolution procedures as described below.
Notification of Investigation

If the Complainant chooses to make a formal report and proceed with NYLS resolution procedures ("Complaint"), the Title IX Coordinator will ask the Complainant additional questions to gain a basic understanding of the allegations. If the facts alleged, if true, describe conduct that may violate this policy, the Title IX Coordinator shall determine whether resolution can proceed through Informal or Formal Resolution (see page 33, Resolution of the Complaint). A determination that Informal Resolution is inappropriate under the circumstances may not be appealed or reconsidered. The Title IX Coordinator shall concurrently notify the Complainant and the alleged violator of this Policy ("Respondent") of the decision to proceed with the Complaint in writing within (2) business days of the Initial Meeting (the “Notification of Investigation”).

The Notification of Investigation must contain: (1) a brief description of the factual allegations; (2) the approximate date and time of the alleged violation; and (3) a summary of potential sanctions associated with the alleged violation. The Notification of Investigation shall inform the Parties of their right to bring an advisor to meetings; state that if either Party wishes to have an attorney serve as an advisor, he or she may retain counsel independently; and include the language in section V.A. iii. of this Policy concerning “Advisor Information and Guidelines.” The Notification of Investigation may also state whether Informal Resolution is inappropriate. See page 36, Resolution of the Complaint. The Notification of Investigation shall further state that behavior that violates this Policy may also violate criminal law and that either Party may seek advice from independently retained legal counsel.

The Title IX Coordinator should attempt to meet with the Respondent within three (3) business days from the date of the Notification of Investigation to provide the Respondent with the Students’ Bill of Rights and other similar procedural and resource information as was provided to the Complainant during the Initial Meeting, and to answer any of the Respondent’s procedural questions. If the Respondent is unable to meet or does not respond to the Title IX Coordinator within three (3) business days, the Title IX Coordinator will mail or email the Respondent the required information.

Within three (3) business days from the date of the Notification of Investigation, the Respondent may also object, in writing, to the Title IX Coordinator’s involvement based on a real or perceived bias or a conflict of interest. The Title IX Coordinator will refer the objection to the Title IX Board to determine whether the allegation of bias or conflict is sustained. The Title IX Coordinator may also voluntarily recuse himself or herself at any point in the process if it appears that he or she may have a real or perceived conflict of interest. If the Title IX Coordinator voluntarily recuses himself or herself, or if the Title IX Board determines that the Title IX Coordinator has a real or perceived bias or conflict, the Title IX Coordinator will be recused from his or her responsibilities for the Complaint in question and the Title IX Coordinator will perform the duties of the Title IX Coordinator for the Complaint until the Complaint has been resolved.

If the Title IX Coordinator determines that the Complainant’s allegations, if true, do not describe a violation of this policy, then the Title IX Coordinator shall, within two (2) business days of the initial meeting, notify the Complainant of this determination in writing. The Complainant may appeal this determination to the Title IX Board within three (3) business days of the date of notification of this determination. The Board shall determine within ten (10) business days whether the Complainant’s allegations, if true, describe a violation of this policy. If the Board determines that the allegations state a violation of this policy, then the Title IX Coordinator shall issue the Notification of Investigation as described above, and will proceed with resolution of the Complaint. If the Board determines that the allegations do not state a violation of this policy, the Board shall affirm the determination of the Title IX Coordinator and the Complaint will not proceed under this Policy. If the allegations, taken as true, may violate the NYLS Non-Discrimination and Harassment Policy, the Title IX Coordinator shall refer the matter to the Harassment and Discrimination
Review Board. If the allegations, taken as true, may violate the NYLS Code of Conduct, the Title IX Coordinator shall refer the matter to the Academic Responsibility Committee or other appropriate committee.

**Advisor Information and Guidelines**

Any individual being interviewed by the Investigators, including the Complainant and Respondent, has the right to be accompanied to any meeting or proceeding related to this resolution procedure by an advisor of their choice. An advisor is an individual who attends as a supportive presence. An advisor may take notes and quietly confer with the individual being advised, but may not speak on behalf of the individual or in any way disrupt any meeting or the resolution procedure. Individuals who may have factual information relevant to the Complaint may not serve as advisors.

If an individual being interviewed wishes to have an attorney serve as their advisor, he or she may retain counsel independently. Attorney-advisors may participate in the resolution process to the same extent as other advisors, and will not be permitted to speak on behalf of any individual or to interfere with the resolution procedure.

Although the Parties are not required to choose an advisor or to bring their advisor to all meetings, utilizing the same advisor throughout the process, unless there are extenuating circumstances, allows the process to move forward in the most efficient fashion. In the event that a Party wants to make a change to their advisor, he or she must provide written notice to the Title IX Coordinator. Although reasonable attempts will be made to schedule proceedings consistent with an advisor’s availability, the process will not be delayed to schedule the proceedings at the convenience of the advisor.

If an advisor fails to comply with the procedures set forth herein, including through a material breach of confidentiality, the Law School reserves the right to exclude the advisor from further process participation.

**Interim Measures Pending Resolution of the Complaint**

The Dean may take action to deal with situations of an emergency nature posing a threat to the safety or health of the Law School community or the integrity of its programs. Such emergency action may include suspension of a student, faculty member or staff member for a period of time deemed appropriate by the Dean. The Dean will determine whether and which emergency action is required, and he or she shall inform the Title IX Coordinator, who shall then proceed according to the provisions of this policy. Based upon the nature of the Complaint, NYLS may impose immediate temporary restrictions (“Interim Measures”) after a Complaint has been made, including, but not limited to:

**Students**
- Suspension and Interim suspension
- **Changing** or **modifying** schedules, work schedule, housing assignment
- **Providing** escort to ensure safe movement on campus, academic services (including tutoring), alternate course completion
- No contact orders, leave of absence or other campus access restrictions

Any other remedy that can be tailored to the individuals and which reasonably helps to achieve the goals of this policy

**Graduates**
- No contact orders and other campus access restrictions
- **Providing** an escort to ensure safe movement on campus

Any other remedy that can be tailored to the individuals and which reasonably helps to achieve the goals of this policy.
Staff, Independent Contractors, Visitors, and Other Individuals

- No contact orders, leave of absence and other campus access restrictions
- **Changing** in work schedule
- **Providing** escort to ensure safe movement on campus

Any other remedy that can be tailored to the individuals and which reasonably helps to achieve the goals of this policy

**Faculty**

- Suspension and Interim suspension
- **Changing** or **modifying** schedules, work schedule, housing assignment
- **Providing** escort to ensure safe movement on campus, academic services (including tutoring), alternate course completion
- No contact orders, leave of absence or other campus access restrictions

Any other remedy that can be tailored to the individuals and which reasonably helps to achieve the goals of this policy.

Requests for specific Interim Measures may be discussed with the Title IX Coordinator and/or the Dean. The Title IX Coordinator may recommend to the Dean specific Interim Measures based on the Parties’ relationship with the Law School, the factual circumstances surrounding the Complaint, any measures requested by either Party, or any other factors that the Title IX Coordinator determines are relevant.

If requested, the Law School can assist the individual with filing a police report, ensuring access to a sexual assault forensic examination, obtaining an Order of Protection or equivalent restraining order; and contacting and assisting local law enforcement if an Order of Protection is violated.

Both the Respondent and the Complainant shall, upon request to the Title IX Coordinator, be afforded a prompt review of Interim Measures and either Party can submit evidence in support of the review. Interim measures imposed on the Respondent are not determinations of guilt. Failure to adhere to the parameters of any Interim Measures is a violation of the NYLS Code of Academic Responsibility, and may lead to additional disciplinary action.

**Resolution of the Complaint**

**Informal Resolution**

Recognizing that a wide spectrum of behaviors can constitute violations of this Policy, the Title IX Coordinator may offer Informal Resolution (mediation) in appropriate circumstances. Informal Resolution is not available for allegations of sexual assault and sexual violence. The Title IX Coordinator will make the determination regarding whether Informal Resolution is appropriate.

If appropriate and agreed to by all Parties, the Title IX Coordinator will initiate the Informal Resolution process within five (5) business days from the date of the Notification of Investigation has been decided. Informal Resolution may only be initiated with the agreement of both Parties and is entirely voluntary.

The nature of Informal Resolution is flexible, but in general, the Parties meet together with the Title IX Coordinator to discuss the incident(s) that led to the Complaint and potential resolutions. While fault is not determined in the Informal Resolution proceeding, the goal of Informal Resolution is for the Parties to agree on a solution or resolution together. Such resolutions may include a permanent no-contact order, academic or residential reassignment, a written apology, community service, or other alternate resolutions. Any agreement between the Parties will be reduced to writing and signed by both Parties. If the Title IX Coordinator and the Parties reach agreement, the matter will be closed. The Informal Resolution procedure
must conclude within fifteen (15) business days from the date of the Notification of Investigation has been decided, unless all parties, including the Title IX Coordinator, agree to an extension of time. After the time for Informal Resolution has expired, the Title IX Coordinator shall initiate Formal Resolution.

Any Party, including the Title IX Coordinator, may elect to end Informal Resolution and proceed to Formal Resolution at any time. If Informal Resolution is ended by request or because the time for Informal Resolution expires, and Formal Resolution is initiated, any information obtained during Informal Resolution may be used in the subsequent Formal Resolution process.

**Formal Resolution**

If (1) the Title IX Coordinator decides that the Complaint must be processed through Formal Resolution; (2) any Party, at any time, does not agree to Informal Resolution or requests to end Informal Resolution; or (3) the timeline for Informal Resolution expires before the Parties have settled the matter, the Title IX Coordinator shall immediately refer the matter to the Title IX Board for Formal Resolution. The Title IX Coordinator will notify both Parties in writing of the referral to Formal Resolution and of the identity of the members of the Title IX Board.

Both Parties will have three (3) business days to object to the involvement of any member(s) of the Board based on concerns regarding a real or perceived bias or conflict of interest. If either Party objects, the Title IX Coordinator will determine whether the objection is sustained. A Title IX Board member may also voluntarily recuse himself or herself at any point in the process if it appears that he or she may have a real or perceived conflict of interest. The Title IX Coordinator will excuse any Board member determined to have a real or perceived conflict of interest or bias. Within five (5) business days from referral of the Complaint, the Title IX Coordinator, as Chair of the Title IX Board, will appoint a two-person investigative team (“Investigators”). The Title IX Coordinator can select the Investigators from the Title IX Board or may retain experienced external investigators to conduct the investigation.

**Investigation**

The goal of the Investigators is to conduct a thorough investigation of the allegations in the Complaint to determine whether any conduct alleged in the Complaint occurred in the manner and circumstances alleged, whether the alleged conduct constitutes Prohibited Conduct, and to recommend appropriate action to the Board. The investigation must include interviewing the Complainant and Respondent, if possible; it may also include interviewing other relevant witnesses or individuals with relevant information, including witnesses identified or requested by the Complainant and Respondent. All Parties will have an equal opportunity to offer witnesses and other evidence. The Investigators will interview the Complainant, the Respondent, and any witnesses in separate, private sessions. The Investigators will provide the Parties with reasonable notice of any and all meetings that require their attendance.

The Investigators shall have access to all potentially relevant documents. The Investigators will request and review any relevant evidence such as emails, text messages, videos, and photographs. The Investigators may also choose to interview witnesses not identified by the Parties, or to request relevant evidence that was not presented to them. The Parties must cooperate with the Investigators by providing any additional information that the Investigators may request, however, Parties have the right to request that the Investigators exclude from evidence their own prior sexual history with persons other than the other party, or their own mental health diagnosis and/or treatment. The Investigators will maintain notes of each witness interview and will maintain a file of all documentary evidence reviewed during the investigation.

The investigation must be concluded within ten (10) business days from the date of the Notification of Investigation. The Title IX Coordinator may grant a reasonable extension of time upon request from the Investigators. The Investigators should periodically check in with the Title IX Coordinator during the course of the Investigation to update the Title IX Coordinator on the progress of the Investigation.
Investigators’ Report and Recommendation

The Investigators must prepare a written report to the Board that contains: (1) a summary of the Investigators’ findings of fact; (2) a recommendation as to whether a violation of the Policy occurred (“Recommendation”) and (3) the rationale for the Recommendation (collectively, the “Report and Recommendation”). The Investigators may also suggest an appropriate sanction. The Recommendation can include a recommendation that the Board hold a hearing. When determining the Recommendation, the Investigators shall evaluate whether a violation of this Policy occurred under the “preponderance of the evidence” standard. Under this standard, it must be more likely than not that a violation of the Policy occurred.

The Investigators will present the Report and Recommendation to the Title IX Coordinator within five (5) business days of the conclusion of the investigation. A confidential record of the Complaint, the Report and Recommendation, and any evidence reviewed or interview notes maintained by the Investigators will be compiled and maintained by the Title IX Coordinator (the “investigative file”).

Board Decision

The Title IX Coordinator will submit the investigative file to the Board for consideration and a final determination. The Investigators may not participate in the Board’s deliberations or determination, and may not be voting members of the Board for any case they investigated. After consideration of the investigative file, but within five (5) business days, the Board will make a determination regarding whether it will adopt the Recommendation of the Investigators.

Should the Board adopt the Recommendation of the Investigators, the Recommendation will become the final decision of the Board regarding whether a violation of this Policy occurred (the “Decision”). The Board shall make its decision based on a majority vote of the voting members. Within one (1) business day of the Board’s Decision, the Title IX Coordinator must simultaneously deliver the Report and Recommendation to the Parties either in person, by mail, or by email, along with a statement of the Board’s adoption of the Recommendation as its Decision. If there is a finding of responsibility and no hearing is convened, the Board will determine sanctions or remedies per page 36.

If the Board decides not to adopt the Recommendation of the Investigators, it may instead adopt a different Decision by a majority vote of its voting members. If the Board does not adopt the Report and Recommendation of the Investigators, it will prepare its own Report, which shall include: (1) a summary of the Board’s findings of fact; (2) a recommendation as to whether a violation of the Policy occurred (“Decision”) and (3) the rationale for the Decision (collectively, the “Report and Decision”). When determining the Decision, the Board shall evaluate whether a violation of this Policy occurred under the “preponderance of the evidence” standard. The Board will present the Report and Decision to the Title IX Coordinator within five (5) business days of Receipt of the Report and Recommendation. Whether or not the Board determines that a violation occurred, the Title IX Coordinator, within one (1) business day of the date of the Decision, must deliver the Board’s Report and Decision to the Parties simultaneously, either in person, by mail, or by email. If there is a finding that the Respondent violated the policy, the Board will determine sanctions or remedies per page 36.

If the Board determines a hearing is necessary, it must designate the Complaint for hearing and select a date for such hearing. The hearing shall occur within five (5) business days of the Board’s receipt of the Report and Recommendation. The Title IX Coordinator will simultaneously notify each Party (in person, by mail, or by email) within one (1) business day that a hearing is being convened and the date of the hearing.

Hearing (if applicable)

In any hearing before the Board, the Board may question the Parties and other witnesses, and may request and/or accept evidence. The formal rules of evidence and other judicial formalities do not apply to the NYLS hearing procedure. All Parties will have an equal opportunity to offer witnesses and other evidence.
Only members of the Board may ask questions of the Parties and witnesses. Both Parties may submit written questions to the Title IX Coordinator in advance for the Board to consider asking of the other Party and of witnesses. The Board may determine which questions are relevant, and reserves the right to revise or remove submitted questions. For each written question submitted by a Party, the Board shall maintain a record as to whether the question was asked at the hearing. If the Board asks a revised version of the question at the hearing, the Board shall maintain a record of how the question was revised. The Title IX Coordinator will arrange for an audio recording of the hearing to be created; no other individual may record the hearing. To the extent practicable, the hearing should be held in one business day. The Board will use its best efforts to ensure the appearance of witnesses and the production of documents relevant to any matter before it. The Law School will cooperate with the Board and will use sanctions at its disposal in ensuring the appearance of witnesses and the production of documents in all proceedings before the Board.

Hearings are closed to the public. Witnesses and their advisors (other than the Complainant, the Respondent, and their advisors, as discussed below) are not permitted to observe the hearing before or after their questioning. Any witness, including the Complainant and Respondent, has the right to be accompanied to the hearing by an advisor of his or her choice. (See page 31. Advisor Information and Guidelines.) Advisors may not address the Board, may not ask questions, and may not serve as witnesses. The Title IX Coordinator may remove any individual from the hearing who is disrupting the proceeding or is not abiding by the rules of the hearing.

The Complainant and Respondent (and their advisors) may, if they choose, observe the proceeding; neither Party is required to be present for the hearing, other than to provide relevant testimony. Upon timely request by either Party, the Title IX Coordinator may, in his or her discretion, accommodate concerns for a Party’s personal safety, well-being, and/or fears of confrontation during the hearing by permitting the use of available technology to conduct the hearing while allowing the Complainant and Respondent to be in separate rooms. At the conclusion of the hearing, the Board will deliberate in private to determine if there was a violation of this Policy. The Board’s deliberations will not be recorded. The Board shall determine whether a violation of this Policy occurred under the “preponderance of the evidence” standard. Under this standard, it must be more likely than not that a violation of the Policy occurred. Based on this standard, the Board may find the Respondent responsible for a violation of this Policy or not responsible, based on a majority vote.

After deliberations, the Board shall prepare a Report and Decision, as described above. See page 34. The Board will present the Report and Decision to the Title IX Coordinator within five (5) business days of the conclusion of the hearing.

Whether or not the Board determines that a violation occurred, the Title IX Coordinator, within one (1) business day of the date of the Decision, must deliver the Board’s Report and Decision to the Parties simultaneously, either in person, by mail, or by email. If there is a finding that the Respondent violated the policy, the Board will determine sanctions or remedies consistent per page 36.

**Case File**

The Case File will be comprised of the Complaint, the Report and Recommendation, any interview notes or evidence considered by the Board in making its determination, any recording of the hearing (if applicable), any written questions or other materials submitted to the Board by the Parties in connection with a hearing (if applicable), the Board's record concerning which questions submitted by the Parties were asked at the hearing and whether any questions were revised (if applicable), the Report and Decision (if applicable), and any materials regarding an appeal, as described below (if applicable). The Title IX Coordinator will maintain the Case File. The Title IX Coordinator may redact sensitive information that is not directly relevant to the questions raised in the investigation or hearing.
Upon request, the Parties and their advisors may review the Case File. Given the sensitive nature of this information, the Title IX Coordinator will provide this information in a secure manner (e.g., by providing a hard copy to be reviewed in a location designated by the Title IX Coordinator). Neither of the Parties nor their advisors may copy, remove, photograph, take notes regarding, or in any other manner duplicate or disseminate the information in the Case File.

Sanctions and Remedies
In addition to taking disciplinary action against the Respondent, effective corrective action may require remedies for the Complainant. The Law School may take continuing steps to ensure that it is meeting the needs of the Complainant, preventing the recurrence of Prohibited Conduct, and remedying the effects of any Prohibited Conduct by, for example, issuing a permanent no contact order, providing continuing access to counseling services, and any other appropriate ongoing remedies, including but not limited to the remedies discussed on page 35 (concerning Interim Measures).

If the Respondent is found to have violated the Policy, the Law School will issue sanctions commensurate with the violation(s). The Board will oversee the sanctioning process.

Either or both Parties may submit a statement regarding their view of the appropriate sanction or remedy (“Impact Statement”) to the Board within five (5) business days of notification of the Board’s Decision. Impact Statements will become part of the Case File and will be maintained by the Title IX Coordinator. The Board will review the Case File, including any Impact Statements, in assessing the appropriate sanction, and will make a determination regarding the appropriate sanction within three (3) days after the time to submit Impact Statements has expired.

The Board has the discretion to implement a variety of sanctions consistent with the severity of the violation, the Respondent’s prior history, the Respondent’s role within the Law School, and sanctions assigned to other individuals with similar violations. Past findings of domestic violence, dating violence, stalking, or sexual abuse may be considered when evaluating sanctions.

The Respondent must be informed in writing of the sanction and the rationale for the sanction within one (1) business day of the sanction determination. The Complainant will concurrently be informed in writing of the finalization of the sanctioning process, and, to the extent that such disclosure would be reasonable and permissible, will be informed of the final sanction.

Students
All sanctions as to students will be noted in the student’s academic file, along with a concise written statement as to the circumstances. The statement shall be written by the Dean of the Law School. Such file notation shall include an indication as to whether the statement should be made available to employers, employment screening groups, and similar entities in the future. Should the Respondent seek admission to a bar of any jurisdiction, information about proceedings or sanctions under this policy will be reported to the appropriate committee of that jurisdiction in accordance with the jurisdiction’s requirements. Certain sanctions for students may also be subject to transcript notation on page 39.

Any current or future student found to have violated this Policy may also be required to complete non-disciplinary, educational initiatives designed to educate the student. Sanctions for students may include, but are not limited to, one or more of the following:

- Warning, with appropriate documentation of the circumstances
- Restitution
- Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation
• Suspension, for a time certain
• Revocation of admission (if the individual is an admitted student)
• Removal from a journal or other student organization, or from a leadership position within such organization
• Revocation or non-renewal of credits for participation in a journal or other student organization
• Expulsion, with or without terms and conditions as to any application for re-admission
• Withholding of degree

**Graduates**
Sanctions for graduates may include, but are not limited to, one or more of the following: Warning

• Warning
• Restitution
• Revocation of degree
• *Persona non grata* order
• In the case of a graduate not yet admitted to practice, the Law School may withhold certification of the student to the appropriate bar admission entity
• In the case of a graduate already admitted to practice, the Law School may notify the appropriate bar disciplinary entity of the proceeding outcome.

**Staff**
All sanctions as to staff will be noted in the employee’s file, along with a concise written statement as to the circumstances. The statement will be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to future employers and the like, and as to whether such notation shall be expunged at a specified later date.

Sanctions for staff, independent contractors, visitors, and other individuals may include, but are not limited to, one or more of the following (consistent with state and local law, collective bargaining agreement and any other existing contract):  

• Warning, with appropriate documentation of the circumstances
• Restitution
• Suspension, with or without pay, for a time certain
• Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation
• Denial or limitation of future increases in salary, benefits, perquisites, and the like, upon specified terms and conditions
• Reduction in grade or position
• Transfer to another position
• Termination of employment
• *Persona non grata* order

**Non-Tenured and Non-Long-Term Contract Faculty**
All sanctions as to non-tenured faculty will be noted in the faculty member’s file, along with a concise written statement as to the circumstances. The statement will be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to future employers and the like, and as to whether such notation shall be expunged at a specified later date.

Sanctions for non-tenured and non-long-term contract faculty may include, but are not limited to, one or more of the following (consistent with state law and any existing contract with the faculty member):  

• Warning, with appropriate documentation of the circumstances
- Restitution
- Suspension, with or without pay, for a time certain, under stated terms and conditions
- Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation
- Denial or limitation of future increases in salary, benefits, perquisites, courses, summer teaching assignments, research grants, and the like, upon specified terms and conditions
- Reduction in position
- Termination of employment

**Tenured and Long-Term Contract Faculty**

All sanctions as to tenured and long-term contract faculty will be noted in the faculty member’s file, along with a concise written statement as to the circumstances. The statement will be written by the Dean of the Law School. Such notation shall include an indication as to whether the statement should be made available to future employers and the like, and as to whether such notation shall be expunged at a specified later date.

Sanctions for tenured and long-term contract faculty may include, but are not limited to, one or more of the following (consistent with state law and any existing contract with the faculty member):

- Warning, with appropriate documentation of the circumstances
- Restitution
- Suspension, with or without pay, for a time certain, under stated terms and conditions, to the extent permissible under the Standards and Procedures for Tenure, Promotion and Reappointment (“Tenure Rules”)
- Probation, for a time certain, with terms and conditions set forth by the Board as to termination of probation, to the extent permissible under the Tenure Rules
- Reduction in grade or position, to the extent permissible under the Tenure Rules
- Denial or limitation of future increases in salary, benefits, perquisites, courses, summer teaching assignments, research grants, and the like, upon specified terms and conditions
- Termination of employment, to the extent permissible under the Tenure Rules. In such case, the Board shall recommend to the Law School that it commence a proceeding pursuant to Article IX of the Tenure Rules

**Appeal**

Both Complainant and Respondent have a limited right to appeal from the Decision and sanction or remedy. Either Party may submit a written appeal to the Title IX Coordinator within ten (10) business days of the date of the Decision or written notification of the sanction determination, whichever occurs later. An appeal of the Decision shall be based only on: (1) insufficient evidence to support the Decision and/or (2) the discovery of new, relevant evidence that was not available during the investigation and which could affect the outcome of the case. A party may appeal the sanction or remedy if the party feels that the severity of the sanction or remedy is substantially disproportionate given the details of the case. Disagreement with the finding or sanction is not, by itself, grounds for an appeal.

The Party who submits the appeal will be the “Appellant” and the other Party will be the “Appellee.” Upon receiving an appeal, the Title IX Coordinator shall, within three (3) business days of receiving the appeal, convene an Appeal Panel to review the appeal. The Appeal Panel will consist of three administrators who oversee the Law School’s academics, administration and/or operations, (for example, The Associate Dean of Academic Affairs or the Executive Vice President and Chief Financial Officer). Members of the Title IX Board may not serve on the Appeal Panel.

Both Parties will have three (3) business days to object to any member of the Appeal Panel based on a real or perceived bias or conflict of interest. If an objection is sustained, the Title IX Coordinator shall replace
any member of the Appeal Panel determined to have such a conflict of interest or bias with another similarly situated individual. The Appellee will simultaneously have five (5) business days to submit a written response to the appeal.

Appeals are not intended to be a full rehearing of the Complaint. The Appeal Panel will have the opportunity to review the Case File. The findings of fact contained in the Report and Decision are presumed to have been decided reasonably and appropriately. The Appellant carries the burden of proof to demonstrate that the Decision, sanction or remedy, or both were improper. The Appeal Panel shall determine, by a simple majority vote, whether it believes a violation of the Policy occurred. If the Appeal Panel believes that a violation of the Policy has occurred, the Appeal Panel may also review the propriety of the sanction or remedy determination. The Appeal Panel may recommend either to uphold the Board’s sanction or remedy, or may implement a new sanction or remedy. The Appeal Panel shall forward its recommendations to the Dean, who will review the Appeal Panel’s recommendation and take appropriate action. Appellant and Appellee will be notified in writing of the outcome of the appeal and the rationale for the Appeal Panel and Dean’s decision within ten (10) business days of receipt of Appellee’s response statement. The appeal decision is final and is not subject to further appeal. A copy of the Appeal Panel and/or Dean’s decision will be sent to the Title IX Coordinator and made a part of the Case File.

Additional Rights

Family Educational Rights and Privacy Act

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"). The privacy of an individual’s medical and related records may be protected by the Health Insurance Portability and Accountability Act ("HIPAA"), excepting health records protected by FERPA. Similarly, access to an employee’s personnel records may be restricted by applicable New York and federal law.

While there are certain limitations on privacy, all information obtained during the course of the resolution procedure will be protected from public release until the appeals panel makes a final determination, unless otherwise required by law. The Law School generally will not release the names of the Complainant or Respondent to the general public without express written permission or absent another exception consistent with the law, including FERPA and the Clery Act. Further, to the extent that it is practical and permissible by law, the Law School will maintain records created under this Policy in a manner which excludes personally-identifiable information on victims. Note, however, that NYLS does not place restrictions on the right of Parties to disclose the outcome of matters resolved under these procedures.

Failure To Comply with Investigation or Sanctions

If an individual fails to comply with the procedures in this Policy, including through a material breach of confidentiality or by a refusal to abide fully with any assigned sanctions, NYLS reserves the right to bring additional charges of misconduct against the individual. The Title IX Coordinator is responsible for interpreting and applying this provision.

Transcript Notation Requirement and Appeal Procedure

Students suspended or expelled for committing an act of sexual assault, domestic violence, dating violence, stalking or a “violent crime,” as defined by the Clery Act, will have a notation placed on their transcript as follows: “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” A transcript notation will not be removed prior to 1 year after conclusion of the suspension. Expulsion notations will not be removed in any case. If a finding of responsibility is later vacated for any reason, a corresponding transcript notation will be removed.
If a student who has been charged with a violation withdraws from the Law School while charges are pending and declines to complete the disciplinary process, the following notation will be placed on his/her transcript: “withdrew with conduct charges pending.” Suspension and expulsion transcript notations are applied at the conclusion of the conduct proceedings and appeals processes. If a student withdraws with charges pending, but conduct proceedings are nonetheless completed, any final transcript notation will be based on the outcome of those proceedings. A student who withdraws from the Law School prior to an outcome of a pending conduct case should understand that the investigation and proceeding may continue, even without their participation. Pending completion of those proceedings, the transcript will carry the above withdrawal notation.

Transcript notations for a suspended student are required by law to remain on the transcript for a period of at least one year following completion of the suspension. By law, expulsion notations are not subject to removal. By Law School policy, a withdrawal notation will remain on a transcript for at least one year following the withdrawal. Subject to these minimum periods, a student may request to have a suspension/withdrawal transcript notation removed by submitting a petition in writing to the Title IX Coordinator, who will share the request with the Dean. The petition must contain the rationale for requesting removal of the notation and documentation of the successful completion of any terms imposed in the underlying conduct proceeding.

The Title IX Coordinator and the Dean will make all decisions about notation removal. Petitions will be reviewed and a decision will be provided in writing, generally within thirty days of submission. A student may submit multiple petitions, however, the time period between such petitions will be considered in evaluating the merits of the petition.

**Special Reporting Considerations**

**Amnesty for Alcohol and/or Drug Use**

See page 12 of this report titled “Drug and Alcohol Policy”

**Public Awareness Events**

Consistent with guidance from the Office for Civil Rights of the Department of Education, public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, or other forums in which community members disclose incidents of Prohibited Conduct do not initiate the Law School’s Title IX obligations, including its obligation to investigate reports of sexual harassment or sexual violence. Such events may, however, inform the need for campus-wide educational and prevention efforts, and the Law School may implement broad community initiatives in response to such events where appropriate.

**Reports Involving Minors**

Under New York law, Law School employees must make a mandatory report of suspected child abuse and neglect, including sexual assault when that individual, in their professional capacity or within the scope of their employment, has knowledge of or observes a minor under the age of 18 whom the individual knows or reasonably suspects has been the survivor of child abuse or neglect. All Law School employees are required to immediately report any suspected child abuse and neglect to the Title IX Coordinator and the Chief of Building Operations and Security. In addition to notifying these individuals, any individual can make a direct report to 911 if a child is in immediate danger, or to the Child Protection Hotline at 1-800-342-3720.

The source of abuse does not need to be known in order to file a report. The Law School will report all suspected child abuse and neglect, including sexual assault, to law enforcement and/or the New York State Office of Children and Family Services (“OCFS”). It is not the responsibility of any employee, student, or volunteer to investigate suspected child abuse.
**Malicious Allegations**

False and malicious reports of Prohibited Conduct can place a permanent stigma on members of the NYLS community, regardless of the ultimate outcome of any investigation. Accordingly, NYLS prohibits malicious allegations of Prohibited Conduct. If at any point during the investigation or resolution process it appears reasonably likely that a Complainant, witness, or other individual acted in bad faith, deliberately and knowingly filed a false report or complaint, or provided false testimony, such individuals may be subject to discipline. Note that a Decision that an individual did not violate the Policy, by itself, will not be treated as a malicious allegation; only information provided in bad faith or which the individual reasonably knows to be false will be determined to be a malicious allegation.

**Retaliation**

NYLS will not tolerate retaliation (as defined in appendix 1). Retaliation is prohibited by Title IX and this Policy. An individual reporting Prohibited Conduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven. The Law School will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate.

**Required Disclosures (Clery Act)**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) the Law School records and reports certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual and gender-based misconduct investigated under these procedures. The Title IX Coordinator works in collaboration with Campus Security to insure such incidents are captured for statistical reporting purposes while protecting the identity of the victim of such crimes. These notifications may include the classification and location of the reported crime but do not identify the students involved. The Clery Act also requires the Law School to issue a “timely warning” when it receives a report of certain crimes that pose a serious or continuing threat to the community. The Law School may disclose aggregate information regarding incidents investigated and related outcomes. Such reports will not contain identifying information.

**Prevention and Awareness Programming and Training**

As part of its commitment to the prevention of Prohibited Conduct, NYLS offers education and awareness programs. Incoming students and new faculty and staff receive prevention and awareness programming as part of their orientation, and all students, faculty, and staff receive ongoing training and related programs on an annual basis. For a description of NYLS’s Prohibited Conduct prevention and awareness programs, contact the Title IX Coordinator.

**Prohibited Conduct Definitions and Related Terms**

See appendix one of this annual report for all prohibited conduct definitions and related terms with respects to the Sexual Misconduct Policy.
Students’ Bill of Rights

All students have a right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

List of Resources for Support

Below is a list of reporting, care, and support options, with accompanying contact information.

Medical Assistance

If you have been assaulted, consider visiting an ER (where you will likely find staff such as Sexual Assault Nurse Examiners, who are trained in working with individuals who experience sexual violence). Medical professionals can help you check for injuries, be screened and educated regarding sexually transmitted infections or pregnancy, and to collect evidence.

Evidence collection in NYC does not require you to file a police report, but preserving evidence allows you options. For the purposes of evidence collection, it is recommended that you avoid eating/drinking, showering, brushing your teeth, or changing your clothes. Even if you have done any of these things, evidence can still be collected and it remains important that you seek medical attention. You may wish to bring a change of clothes with you (or have a friend bring you a change of clothes) when you do seek medical attention.

Following these steps promptly after an incident can be very helpful in later criminal proceedings and/or in seeking a civil order of protection. The medical treatment resources listed below can provide treatment for
injuries and for potential exposure to sexually transmitted diseases. They also provide emergency contraception and other health services. They can assist in preserving evidence of documenting any injuries, including by helping find a Sexual Assault Nurse Examiner, who is specially trained to collect evidence.

Medical Resources

Mount Sinai Beth Israel is prepared to provide medical services to NYLS students who have been the victims of sexual assault. Mount Sinai Beth Israel provides 24-hour emergency care (including sexual assault forensic examinations), confidential crisis intervention, counseling, and referrals. Mount Sinai Beth Israel is located at 281 1st Avenue, New York, NY 10003 (First Avenue and 16th Street in Manhattan). The Emergency Department can be contacted by phone at (212) 420-2840.

New York City Hospitals with SAFE Centers

- **New York Presbyterian – Columbia**
  262 W. 168th St.

- **Bellevue Hospital**
  462 First Ave. at E. 27th St.

- **Beth Israel-Petrie Campus**
  First Avenue at E. 16th St.

- **New York-Presbyterian- The Allen Pavilion**
  5141 Broadway at W. 221st St.

- **New York-Presbyterian- Weill Cornell**
  525 E. 68th St. at York Ave.

- **Harlem Hospital**
  506 Malcolm X Blvd. at W. 135th St.

- **Metropolitan Hospital Center**
  1901 1st Ave. at 96th St.

- **Mount Sinai Medical Center**
  1 Gustave L Levy Pl. (5th Ave.) at E. 98th St.

- **Wyckoff Hospital**
  374 Stockholm Street -Brooklyn NY

Counseling, Legal, and Informational Resources

If you believe you have experienced an assault – remember, it is not your fault. If you experience sexual assault, the following guidance is important to consider:

Safety First
Get to a safe place. After experiencing a traumatizing event such as sexual assault, it can be important to find a place where you feel comfortable and safe from harm. This location could be your room, a friend’s room, a local hospital, Campus Security, or a Police station.

**Student Counseling Center:** Horizon, our counseling service, is available 24 hours a day/7 days a week. 1-866-486-4334; www.mylifevalues.com [login: new york law school – password: eap]

**Employee Assistance Program (EAP):** The EAP is offered through LifeCare; LifeCare services are available through our ADP vendor. Employees can call LifeCare directly at 1-800-697-7315. To access LifeCare’s website visit NYLS’s HR Self-Service Center - go to the Home Tab, to the Resources Tab to LifeCare.


**St. Luke’s (Mt. Sinai) Emergency Medical Services:**
www.stlukeshospitalnyc.org/emergency_svecs_nyc_landing.aspx

As the first hospital in New York to establish a specialized, highly acclaimed treatment service for victims of sexual assault, they have Sexual Assault Forensic Examiner (“SAFE”) examiners available 24 hours a day.
SAFE examiners devote their full attention to the victim’s needs, and only with the victim’s consent, collect evidence that can be used to prosecute the crime.

**Anti-Violence Project (AVP)** is a New York based resource. AVP provides free and confidential assistance to thousands of lesbian, gay, bisexual, transgender, queer, and HIV-affected (LGBTQH) people each year from all five boroughs of New York City through direct client services and community organizing and public advocacy. Find more information on their website at [www.avp.org](http://www.avp.org) or reach their bilingual (English/Spanish) hotline at (212) 714-1141.

**Sanctuary for Families**, PO Box 1406, Wall Street Station, (212) 349-6009  
[https://www.sanctuaryforfamilies.org/](https://www.sanctuaryforfamilies.org/)  
Annually, Sanctuary for Families serves more than 10,000 individuals who experience some form of domestic violence, sex trafficking, and related forms of gender violence. Its services include: counseling, legal assistance, crisis and temporary shelter, community education, and advocacy, among others.

**Safe Horizon**, 2 Lafayette Street, 3rd Floor, 1 (800) 621-HOPE (4673)  
Through its 57 programs, Safe Horizon provides assistance to those who have experienced domestic and intimate partner violence, child physical and sexual abuse, human trafficking, stalking, youth homelessness, and other violent crimes. Its services include: counseling, legal representation, and housing and employment assistance, among others.

**Other helpful external resources:**

NYC Alliance Against Sexual Assault: [http://www.svfreecity.org/](http://www.svfreecity.org/)  
NYC Gay and Lesbian Anti-Violence Project: (212) 714-1141

Support Orthodox Victims of Rape and Incest (SOVRI) Sexual Abuse Helpline (in conjunction with  
The Beth Israel Victim Services Program): (212) 844-1495  
Rape, Abuse, and Incest National Network: [https://ohl.rainn.org/online/](https://ohl.rainn.org/online/)  
Rape, Sexual Assault, and Incest Hotline: (212) 227-3000 (24 hours a day)  
Bronx Rape Crisis Program: (718) 933-1000  
Brooklyn Rape Crisis Program: (718) 827-4700  
Queens Rape Crisis Program: (718) 291-2555  
Staten Island Rape Crisis Program: (718) 720-2591  
The New York District Attorney’s office offers centralized information about options and resources, including information about protective orders, related to domestic violence. Please visit: [http://manhattanda.org/resources-victims-domestic-violence](http://manhattanda.org/resources-victims-domestic-violence)

**A note about protective orders:** In Manhattan, the [Family Justice Center](http://www.svfreencity.org/) or the District Attorney’s office assist with the process of seeking an Order of Protection. Campus Security or the Title IX Coordinator can provide assistance in accessing these resources. The Law School will assist in appropriate planning relating to access to campus or related protections for any individual who obtains an Order of Protection and shares it with Campus Security. Additional New York City resources and information can be found on the city government website at: [Domestic Violence Support - HRA](http://www.svfreencity.org/).
New York State Criminal Definitions

The Violence Against Women Act (VAWA) requires NYLS to include certain New York State criminal definitions in its Annual Security Report and also requires that these definitions be provided in other materials disseminated by the Law School. Relevant New York definitions are set forth below. Ultimately, the New York District Attorney will determine whether an act meets the criminal standard. For these definitions please see appendix 2 of this report.

Fire Safety

In accordance with the Higher Education Act of 2008 New York Law School expanded its annual report in 2009 to provide mandatory fire incidents on campus (though not required) and in on-campus student housing. Statistical information submitted to the Department of Education must include the following:

- Number of fires and cause of each fire
- Whether the fire cause was intentional, unintentional or undetermined
- Number of deaths related to the fire
- Number of injuries related to the fire
- Number of injuries related to the fire that resulted in the treatment at a medical facility
- Value of property damaged

The Annual Fire Safety Report must also be issued to the campus community in a timely manner and the Department of Education when requested. The Report must include the following:

- Fire Statistics
- A description of the new fire safety systems for each on campus student housing facility
- Number of fire drills held the previous year
- Policies or rules on portable electrical appliances, smoking and open flame in student housing facilities
- Student housing evacuation procedures
- Fire safety education and training programs for students, faculty and employees
- Titles of each person or organization to which individuals should report that a fire has occurred
- Plans for future improvements in fire safety

A Fire Log, similar to the Crime Log, must also be made available to the community and include the following information:

- Nature and cause of the fire
- Whether the fire cause was unintentional, intentional, or undetermined
- Date the fire occurred
- The time of day the fire occurred
- The location of the fire

This public Fire Log containing all fire related incidents is maintained by the Chief of Building Operations and Security and is available for inspection weekdays during regular business hours. An electronic version of the Log is posted at http://emergency.nyls.edu. The definition of a fire for the purposes of reporting is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. The law school has expanded the reporting requirement and will also report all fires in a non-residential buildings owned or leased by the law school.
NYLS Campus Tribeca

During the period covered under this Seventh Fire Safety Report there were no known fires reported or observed by any member of the community. The campus maintains Fire Safety Directors (FSD) in accordance with Local Law #5 of 1973 covering commercial buildings when occupancy is over a certain threshold. Those buildings are also required to develop and maintain a Fire Safety Plan (FSP) approved by the New York City Fire Department on January 11, 2017 and amended on December 25, 201...

NYLS Campus Fire Alarm System (Description)

Our Tribeca campus is currently protected by a Class “E” Campus Wide System that was approved by the New York City Fire Department on July 7, 2016. The system consists of two panels covering the West, Center and East campus buildings, the panel in the West campus building is manned during the hours of 7am to 11pm weekdays and 7am to 8pm weekends by a licensed certified FSD and is considered the primary fire panel for the entire campus, the panel located in the East campus building serves as a remote panel or a secondary panel to the primary.

Each Campus building is unique as to the fire safety equipment they have. The Tribeca campus buildings are fully sprinklered and protected by various fire alarm devices as follows:

- Smoke Detectors
- HVAC Duct Detectors
- Elevator Lobby Detectors
- Waterflow Detectors
- Manual Pull Stations
- Warden Phones
- Fire Suppression Systems (cafeteria only)
- Fire Pump
- Tamper Switches (valves)
- Standpipe Systems (West and East campus)

In addition, both systems are monitored 24 hours a day by a central station operator as required by law.
NYLS is currently working with its consultants and the Fire Department of New York on a new campus wide Fire Safety Plan which is pending approval.

Evacuation Drills:

The NYLS campus conducts evacuation drills three (3) times per year during the morning and evening. During this reporting period the six (6) total evacuation drills conducted under the Seventh Fire Safety report drills were on the following dates:
- September 27, 2017 (Fall AM and PM)
- April 11, 2018 (Spring AM and PM)
- June 18, 2018 (Summer AM and PM)

During such evacuation drills all community members are required to vacate the buildings and report to the designated assembly areas below:

Assembly Area A – between Leonard Street (One block north of Worth Street) and Franklin Street indicates the primary evacuation location for all law school community members.

Assembly Area B – Surrounding the Greenspace –Finn Square bordered by Varick Street (on the west) West Broadway (on the east) and Franklin Street (to the north) as well. Overflow from both these locations should utilize Varick Street north of the Square Diner. See Illustration 1 on Page 47.
Fire Safety Policy and Procedures

- Electrical heaters, grills and any gas powered equipment and appliances are strictly prohibited to be used at the campus.
- Smoking of any kind including electronic cigarettes is not permitted inside the campus.
- Use of any open flame is not permitted unless authorized, proper permits and certificates must be in place prior to commencing such use of any device such as a torch, welder or grinder that will emit a flame or spark. The Manager of Maintenance is responsible to ensure such Hot Work Permits are issued in accordance with the building rules and regulations.

Evacuation Guidelines
These guidelines apply to all campus buildings directly owned by the law school (185 West Broadway and 55 Worth Street and 57 Worth Street).

Campus Assembly Area

When instructed by the Fire Safety Director to evacuate the buildings, upon arriving at the sidewalk, walk to and gather at the assembly area. Meeting at the assembly area will further enhance the safety of the community following an evacuation of the buildings by:

1) Eliminate street crossings at busy vehicular intersections along Church Street.
2) Re-locating away from the law school buildings.
3) Gathering at one location to obtain additional safety information or instructions.

Do not attempt to cross mid-block. Always cross at the pedestrian cross walk and obey the traffic signal. Walk north on the sidewalks to the Assembly Areas identified as A and B below.

Emergency Evacuation

Await instructions from the Fire Safety Director. If directed, all occupants must exit the building by using all available stairs - not just a favorite stair - and all available doors at sidewalk level - not just the entrance when instructed by the Fire Safety Director or the floor Fire Warden.

1) **Do not panic - remain calm.** Follow the instructions of the floor Fire Wardens, Searchers, and faculty members.
2) Close all doors behind you. Do not stop to collect personal belongings. Proceed to the nearest stairs and exit the building. Do not run and do not use the elevators to exit the floor!

3) Disabled persons’ evacuation assistance see Section D. Disabled Persons Evacuation Guidelines above.

4) Meet at the Assembly Area

After you exit the building, you must walk toward West Broadway and gather along the sidewalks near this location. The assembly area comprises the sidewalks along West Broadway: (I) Between Leonard Street (one block north of Worth Street) and Franklin Street and (ii) Surrounding the triangular Greenspace- Finn Square- bordered by Varick Street (on the west), West Broadway (on the east), and Franklin Street (to the north). The assembly area is the only location where you should go after you evacuate the building. Never attempt to extinguish a fire yourself! Fire and smoke can quickly fill the area. Use this time to alert others to evacuate by activating a pull station. Also, the elevators must never be used to exit a floor. The fire department personnel will need to use the elevators to evacuate disabled persons and for other firefighting duties. Unless otherwise directed by fire department personnel, you must only exit a floor by use of the emergency stairways In an actual emergency do not wait to collect personal property. Begin evacuating the floor when directed. Mounted on the wall of every classroom, computer room, study room, and other public common areas is a copy of the Emergency Evacuation Guidelines.

If You Discover or Are Near a Smoke Condition or Fire

1) Evacuate the area and close all doors in the vicinity of the fire or major smoke condition

2) Activate a pull station device by pulling the black lever down to alert others in adjacent offices, classrooms, and rest rooms and throughout the building.

3) Do not open any doors that feel warm to the touch. If there is heat or smoke in an area, crawl on the floor to the nearest exit. If you are trapped in a smoke-filled room stay near the floor or near a window where you can call or signal. Use a handkerchief or a shirt to draw attention for help. Do not panic.

4) Proceed to the nearest stair. Do not run and do not use the elevators as a means to exit the floor! Follow the instructions of the floor Fire Wardens and faculty member.

5) Disabled persons’ evacuation assistance see Disabled Persons Evacuation Guidelines above.

6) If the situation permits, use the floor warden station (Instructions- Open the red box mounted near the elevators, lift the receiver, and speak.) to notify the Fire Safety Director. Otherwise, evacuate the floor. At the building lobby, inform a security officer about what you observed so the evacuation plan can be activated.

7) Meet at the Assembly Area – See emergency evacuation above item #4.

Volunteers to Assist ADA Community Members

Instead of relying solely on the Fire Wardens and Searchers as his or her primary person for evacuation assistance, the ADA person will identify volunteers in advance who will provide assistance during a drill or emergency evacuation. A meeting will be scheduled with each disabled person to discuss the evacuation plan, and to incorporate any additional assistance which may be needed. This guideline will apply to all ADA persons whether members of the community or outside visitors. Any community member that requires assistance during evacuation drills or in emergencies should contact the Office of Security and Life Safety at 212-431-2321.

Reporting and Preventing Dangerous Conditions

Although the maintenance employees conduct daily checks of all mechanical equipment and service rooms and the security employees conduct periodic patrols throughout the law school facilities, we also need your assistance to help us maintain a safe environment. Please do the following:
1. Report all suspicious odors to the officer at the 185 West Broadway Lobby Desk @ 2123.

2. Do not block exit doors, corridors, exterior walkways, or aisles with packages, trash, or furniture. Contact the Office of Maintenance and Operations to have these items removed directly to storage or the trash area for disposal.

3. Keep exit stair doors closed at all times! It is a violation of the New York City Fire Prevention Code to prop open exit stair doors. If a fire were to occur, smoke, heat, and flames could enter the stair and block this exit route.

4. Contact the Office of Maintenance and Operations if a light bulb has blown out, there is water on the floor, carpets or other floor materials present a tripping hazard, a door does not close properly, or you note other conditions which could prevent a safe evacuation.

5. Limit the use of personal appliances and non-office equipment which generate power surges. Always turn-off all appliances and equipment when you are away from your office for extended periods and before you leave at the end of the day.

6. Limit the use of power strips and extension cords. If you must use an extension cord, use only electrical devices with the Underwriters Laboratories (UL) seal of approval. Do not place electrical cords across a hall or path.

7. Keep your office and storage spaces neat. Do not leave trash around; dispose of it promptly. If your storage room contains mechanical equipment, please do not store materials on top of or in close proximity to this machinery.

8. Do not store materials on top of or in close proximity to a computer monitor or central processing unit (CPU). This equipment requires a minimum of six inches between it and other items for proper ventilation.

9. All New York Law School facilities and the Student Residence are smoke-free environments. Report all violators to the officer at the 185 West Broadway Lobby Desk on extension 2123.

10) Never attempt to extinguish a fire yourself! Fire and smoke can quickly fill an area. Use this time to alert others of this emergency. The elevators must never be used to exit a floor. The fire department personnel will need to use the elevators to evacuate disabled persons and for other firefighting duties. Unless otherwise directed by fire department personnel, you must only exit a floor by use of the stairs! Never prop open or block the doors that lead to these stairs.

**Evacuation Preparedness Contacts**

<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>185 West Broadway Lobby (Office of Security and Life Safety)</td>
<td>212-431-2321</td>
</tr>
<tr>
<td>Office of Maintenance and Operations</td>
<td>212-431-2820/2847</td>
</tr>
<tr>
<td>FDNY</td>
<td>212-999-2222/911</td>
</tr>
<tr>
<td>NYPD 1st Precinct</td>
<td>212-334-0611/911</td>
</tr>
</tbody>
</table>

**Know All Available Exits**

Posted on the wall at the elevator is an egress sign and floor organization charts with emergency information. The sign denotes your present location (You are here). Every stair and the elevator are identified by a letter of the alphabet. A sign which notes the alphabet designation is mounted on the lobby and stair side of the fire exit stair door. A sign which notes the floor number is also mounted on the stair side of the same stair door. The stair is also identified by an illuminated sign near or above it with the word Exit in red letters. Please study this map while you are waiting for the elevator. During an evacuation you should use all available stairs- not only the one you commonly use.
Response to Medical Emergencies
If you or a fellow member of the community requires medical assistance, contact the security agent at the 185 West Broadway Lobby Desk on extension 2123. **Remember to tell the agent your location, who is injured, and what happened.** The agent will notify the Chief of Building Operations and Security, and/or a security employee who is a certified first aid responder. If this is an emergency, the agent will contact the New York City Police Department 9-1-1 Operator to request EMS assistance. New York Presbyterian Lower Manhattan Hospital is located at 69 Gold Street (between Beekman Street and Spruce Street), a six minute car ride from the law school. Since May 22, 2000, the law school has been licensed to possess and operate an automatic external defibrillator (AED). When used by certified security personnel along with cardio-pulmonary resuscitation, an AED could help extend the life of an individual who is experiencing cardiac arrest.

Non-Emergency Medical Care
New York Law School faculty, students, and employees may obtain non-emergency medical care through Pace University’s Primary Health Care Associates, University Health Care Unit (Health Care Unit). The Health Care Unit is located at 41 Park Row, Room 313. The contact number is 212-346-1600.

Employee Training
On site employees who comprise the certified AED response team include all Security Supervisors and law school full-time and several contract security agents. The Assistant manager of Security and Life Safety is the administrator of that training program as well as our First Aid/CPR/AED certification programs for the department. All staff receive refresher courses each year and re-certifications every two years. Training for this reporting period was conducted as follows: CPR/First Aid/AED on 9/19/17, 10/11/17 & 3/28/18. Security Mandated Training was performed on these dates in 2018 as follows: 2/14, 3/7, 5/2 & 7/23.

Fire Safety and Training
All community members involved with the Fire Safety Plan of NYLS receive the following training:

Floor Organization Teams
All Wardens, Deputy Wardens and Searchers receive training at least one time per year. Training sessions are scheduled twice per year, this reporting period they were conducted on September 22 & 26, 2017 and April 3 & 6, 2018.

Fire Brigade & BES Teams
All members of the NYLS fire brigade team received training twice per year. For this reporting period they were conducted on September 22 & 26, 2017 and April 3 & 6, 2018. All Building Evacuation Supervisors received their training in on September 9 & 26, 2017.

Fire Safety Improvements
NYLS completed sprinkler improvements during this reporting period and tied in the cellar systems of the center campus building over to the west campus building riser, thus enabling these current systems to be backed up by the campus wide fire pump.

Campus Crime Statistics (On Campus and Non Campus Properties)
The Clery Act requires the disclosure of crime statistics in an annual security report and web-based collection for specific crimes that occur on campus, non-campus, and contiguous public property. Statistics are reported for all times of the day, not excluding the times outside of Monday through Friday regular business hours or the times the law school is officially closed. Although the Clery Act’s first required reporting period began on September 1, 1992, this and all earlier reports have included statistics beginning with the 1989 - 1990 academic year.
To see historical records please speak with the Chief of Building Operations and Security or a Security Manager. On page 52 is a list of reported campus crimes to employees in the Office of Security and Safety for the period of September 1, 2017 through August 31, 2018 that are reportable. Although larceny is not on the list of required reportable Clery defined crimes with the exception of Hate Crimes, these crimes have been included since the first required reporting period. The Office of Security and Safety documents all reported crimes whether or not they are Clery defined crime reporting incidents. Effective with 2014-2015 the annual security and fire report for colleges and universities included statistics compiled for instances of sexual assault, domestic violence, dating violence and stalking that are reported to campus security authorities, Title IX Coordinators and local police agencies.

All Campus Security Authorities were contacted by electronic mail on May 2, 2017 by the Chief of Building Operations and Security. They were asked whether there were any crime incidents which they were aware of but have not yet reported. There were two reports provided that were filed with the Office of Security and Life Safety and classified. Of the two incidents, one was deemed reportable by Clery definition. There were no additional first hand reports of any campus crimes.

Sources for Criminal Statistics

Statistics for the required geographic reporting area for campus and non-campus locations were requested from senior police officials at the First and Eighty Fourth Precincts on Wednesday, August 24, 2018. As of the due date of this report October 1 neither precinct has provided this data as requested to NYLS. The web-site for access to Precinct wide crime computer statistics (COMPSTAT) were made available at the Office of Security and Life Safety.

Current statistics for the First Precinct can be found at the following web-site:
http://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/1st-precinct.page

Current statistics for this Eighty Fourth Precinct can be found at the following web-site:
http://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/84th-precinct.page

Sex Offender Registries

New York
The Official New York State Sex Offender Registry - NY DCJS
Neighborhood
http://www.criminaljustice.ny.gov/nsor/index.htm
Connecticut
New Jersey
http://www.state.nj.us/njsp/info/reg_sexoffend.html
Pennsylvania
http://www.pameganslaw.state.pa.us/

Campus Crime Log

The law school's Campus Crime Log lists all crimes including date, time, location, nature, and disposition reported to employees in the Office of Security and Life Safety during the reporting period. This public Log is maintained by the Chief of Building Operations and Security and is available for inspection weekdays during regular business hours. An electronic version is also posted on the NYLS at https://www.nyls.edu.

Crime statistics must be reported in accordance with the definitions used in the Federal Bureau of Investigation’s Uniform Crime Reporting (UCR) System and presented by the following geographical locations: (I.) On campus property, (ii.) Non-campus property, and (iii.) Public property. The Clery Act requires crime statistics be reported for public property that is reasonably contiguous to the law school.

Entries to the Campus Crime Log must be made within two business days of the report of the incident. The only instance where information would be withheld is where the information could jeopardize an ongoing criminal investigation or poses a threat to the safety of an individual.
## TOTAL REPORTABLE ON CAMPUS CRIME STATISTICS
(September 1, 2017 - August 31, 2018)

<table>
<thead>
<tr>
<th>Crime Categories</th>
<th>Date and Time of Offense</th>
<th>Location/Building</th>
<th>Description of Crime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Property: 185 West Broadway, 55 Worth Street, and 57 Worth Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intimidation</td>
<td>12/03/17</td>
<td>West Campus Building</td>
<td>Student received threatening text messages and demands.</td>
</tr>
<tr>
<td>Stalking</td>
<td>1/4/18</td>
<td>West Campus Building</td>
<td>Student stalked on and off campus</td>
</tr>
</tbody>
</table>

**Determination:** On campus/Reportable

<table>
<thead>
<tr>
<th>Non Campus Property: Saint George Residence Hall 100 Henry Street or Other</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Public Property: Street</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Public Property: Sidewalks</th>
<th></th>
</tr>
</thead>
</table>

| Grand Total | 2 |

### General Provisions

**How to Obtain Crime and Fire Statistics reported to the Office of Post-Secondary Education**

In compliance with the Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), codified as 20 U.S.C. 1092 (f): Public Law 89-329, Section 485(a) and (f) of the higher Education Reauthorization Act (the Clery Act), all federally funded public and private colleges and universities are required to annually report crime and fire statistics by October 1 to the office of Post-Secondary Education of the United States Department of Education (DOE). The Chief of Building Operations and Safety submits this information annually. The most current statistics were reported to the DOE on September 31, 2018. You can view the statistics reported to Office of Post-Secondary Education by visiting their website [https://ope.ed.gov/security](https://ope.ed.gov/security).

**The Jeanne Clery Disclosure of Campus Security Policy and campus Crime Statistics Act** (H.R. 3344 S1925, S1930) was introduced in Congress on September 6, 1989. It was signed into law in November 8, 1990 as the Crime Awareness and Campus Security Act (Title II of Public law 101-542) and took effect on September 1, 1991. The Clery Act was passed in response to concerns that higher educational institutions were not making public information that would allow people to know how well institutions were providing for the safety of all persons who lived or worked on campus and to prospective members of the college or university community.
The U.S. Department of Education was charged with enforcing this law and in working with colleges and universities to meet this mandate. Amendments were passed in 1992, 1998, 2000, 2008 and 2013 which expanded the scope of the law to include sexual assault reporting, stating requirements where sexually violent offenders are on college and university campuses, clarification on crime records status under the Family Educational Rights and Privacy Act, emergency response and evacuation procedures, missing student notification, fire incidents and safety and general clarifications on key provisions.

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

The Clery Act requires that a higher education institution give timely warnings of crimes that pose a threat to personal safety, publish emergency response guidelines, notify the college and university community of real time emergencies and threats, and make public campus security policies and procedures. By October 1 of each year the Clery Act requires each higher education institution participating in any federal program to prepare, publish, distribute, and provide in hard or electronic means to all current students and employees, and to any applicant for enrollment or employment, upon request, an annual security and fire report that includes at a minimum the following information:

1) How to report criminal actions or emergencies and a description of how security employees will respond.

2) Emergency response and evacuation procedures and timely warning communication policy.

3) Outline current policies concerning security and access to campus facilities.

4) Describe campus security personnel and their relationship to local police.

5) Identify security programs and activities for encouraging personal and community safety.

6) Describe missing student notification procedures.

7) Policy concerning possession, use, and sale of alcoholic beverages or illegal drugs and the enforcement of a drug related law.

8) Describe drug and alcohol abuse education programs.

9) Statistics for September 1 through August 31 reporting year and the three most recent calendar years the occurrence on campus, on non-reporting campus property, and on public property of the following that are reported to local police agencies or to a campus security authority: criminal homicide (murder and non-negligent and negligent manslaughter), forcible sex offenses and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests or persons referred for campus disciplinary action for illegal weapons violations, drug related violations, liquor law violations.

10) Statistics for September 1 through August 31 reporting year and three most recent calendar years by category of prejudice, of any crimes noted in item #9 above involving bodily injury to any persons in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability including crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

11) Statistics for the September 1 through August 31 reporting year concerning the occurrence in campus student housing facilities of fires reported to local fire department agencies or to a campus security authority including the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire.

12) Sexual assault prevention program, policy, and information on where to report a sexual assault to campus and local law enforcement authorities.

13) Location of a campus crime log that notes all reported crimes by date, time, location, nature and disposition.
14) Location of a campus fire log that notes all reported fires in on campus student housing including the date the fire was reported, the nature of the fire, the date and time of fire, and the general location of the fire.

15) Submit crime and fire statistics to the law school community and the department of education online by October 17 for this reporting period. This year’s results will be transmitted to the Department of Education on Friday, October 5, 2018.

The law school provides printed copies of the annual security and safety report for students through the Office of Student Engagement (Office: 57 Worth Street, Fifth Floor, 212-431-2851), for prospective students through the Office of Admissions (Office: 185 West Broadway, First Floor 212-431-2888), and for current and prospective employees through the Office of Human Resources (Office: 55 Worth Street, Third Floor, 212-431-2131). There will also be copies of this annual security and fire safety report and other health and safety brochures available from the literature rack on the first floor of 55 Worth Street. This annual security and fire safety report is also available at the Office of Facilities Management, Security and Safety and on line at www.nyls.edu.

**Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 (Title IX) protects people from discrimination based on sex in education programs or activities which receive federal financial assistance. The Office of Civil Rights in the Department of Education is responsible for enforcing Title IX. The law states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The law creates obligations for a college or university to investigate and to provide a “prompt and effective remedy.” If the victim is a student, Title IX means among other things that the college or university must provide an environment that does not interfere with the victim’s right to pursue an education. The college or university incurs this obligation when a victim has given notice to a “responsible employee” or when the college or university, in the exercise of reasonable care, should have known about the assault or harassment.

**Violence against Women Reauthorization Act of 2013 (Pu. Law 113-4)**

On March 7, 2013, President Barack Obama signed the Violence against Women Reauthorization Act of 2013 (Public law 113-4). Among other provisions, this law amended Section 485(f) of the Higher Education Authorization Act. The statutory changes will require colleges and universities to complete statistics for instances of sexual assault, domestic violence, dating violence, and stalking that are reported to campus security authorities or local police agencies. NYLS is currently revising its policies and procedures to comply with the new statutes and regulations. These revisions will be incorporated into the annual report for colleges and universities pertaining to these crimes and regulations set forth by the Department of Education guidelines established.

**State of New York Education Law**

Article 129-A entitled “Regulation by Colleges of Conduct on Campuses and Other College Property Used for Educational Purposes” requires all colleges in the State of New York to certify annually that the following information has been provided to students. A statement about the Article, highlights of the selected topics, and corresponding reference to this material in the annual security and fire safety report is included under the security section in the on-line student handbook. First-year and all returning students were provided information about this article through an announcement at the law school portal.
Article 129-B entitled “Implementation by Colleges and Universities of Sexual Assault, Dating Violence, Domestic Violence and Stalking Prevention and Response Policies and Procedures” are fully covered in the this security report. The Article outlines requirements for maintaining public order on college campus properties, creation of an Advisory Committee on Campus Security (Section 6431), informing the community of sexual assault prevention information (Section 6432), noting campus crime reporting procedures and statistics (Section 6433), and outlines procedures for investigating violent felony offenses (Section 6434). All colleges that receive state aid must adhere to providing information to students about bias related crimes. Section 1, Section 355, subdivision 17 of the New York State Education (as required under Title 20 of the United States Code Section 1092(1). In addition, this annual security and fire report notes, in several references, the location of the Office of Security and Safety and contact information for the Chief of Building Operations and Security who can provide the same statistical information.

Section 6436 established requirements that a college must adhere to in providing information to students about bias related crimes. Section 1, Section 355, Subdivision 17 of the New York State Education Laws requires colleges and universities to implement plans for responding to reports of missing students occurring on the campus. Section 6435 describes the responsibilities for campus security officers who are employed at colleges outside the limits of any city having a population of less than one million persons. (This section does not apply to New York Law School).

Section 6437 prohibits the marketing of credit cards except within specific guidelines stated by the law. The law school has adopted this guideline as its marketing policy. The open advertising, marketing or merchandising of credit cards to faculty, students, or employees is prohibited. The law school has an ATM which is operated and maintained by a private contractor and is provided for and accessible to the law school community and its visitors.

Section 70.02 of the New York State Penal Law requires college and university security department investigations to comply with reporting violent felony offenses. This includes situations where a student is at or on the grounds of a college or university, or a report that any college or university student who resides in a facility owned or operated by the college or university is reported missing from his or her residence. In these instances, the local police authority must be promptly contacted.

The Federal Bureau of Investigation’s Hierarchy Rule must apply when counting multiple offenses. This rule requires that the most serious offense be counted when more than one offense was committed during a single incident at the same time and place.

The Clery Act hierarchy and primary crimes are:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses (Rape, Fondling, Incest, Statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Disciplinary Action
- Hate Crimes (Larceny/Theft, Simple Assault, Intimidation, Destruction/Vandalism Property)
- Dating, Domestic Violence and Stalking
Appendix 1 – NYLS Sexual Misconduct Policy

Terms and Definitions

Confidentiality generally means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual.

- The confidentiality of information shared by an individual with designated campus or community professionals generally is governed by New York law, including restrictions on disclosure of information by mental health providers, ordained clergy, rape crisis counselors, and attorneys, all of whom have legally-protected confidentiality. These individuals are generally prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

Consent under this policy means affirmative consent. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

a. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

b. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

c. Consent may be initially given but withdrawn at any time.

d. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

e. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

f. When consent is withdrawn or can no longer be given, sexual activity must stop.

Dating Violence means violence by a person who has been in a social romantic or intimate relationship with the Complainant (victim). The existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

- Dating violence can be a single act or a pattern of behavior in relationships. Dating violence includes the use or threat of physical force or restraint carried out with the intent of causing pain or injury to another within a dating relationship. Dating Violence may also include taking away a person’s cell phone during an argument so the person cannot call a friend or the police for help, or threatening to self-harm if another does not do what is asked. Dating violence does not include acts covered under the definition of Domestic Violence.

- Examples of dating violence may include, but are not limited to: slapping, kicking, pinching, biting, pulling hair, punching, threatening to hit, harm, or use a weapon on a partner’s family, hurting or threatening to hurt a partner’s pet or children.
Discrimination occurs when one experiences negative or adverse conduct based on characteristics protected in this policy and/or applicable local, state, and federal laws, where such conduct has the effect of denying or limiting one’s ability to benefit from and fully participate in educational programs or activities or employment opportunities.

- Sex or Gender-Based Discrimination refers to the disparate treatment of a person or group because of that person’s or group’s sex, sexual orientation, actual or perceived gender, gender identity, or gender expression.

Domestic Violence includes assorted violent misdemeanor and felony offenses committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child in common; (3) a current or former cohabitant who is or has previously been in an intimate relationship with the victim; (4) a person similarly situated to a spouse under domestic or family violence law; or (5) anyone else protected under domestic or family violence law.

- Domestic violence may include emotional abuse, psychological abuse, or economic abuse. Domestic violence can be a single act or a pattern of behavior in relationships. Examples of behaviors that may constitute domestic violence include, but are not limited to: hitting, punching, pinching, slapping, choking, violating a protective order, or harming a person’s children or animals.

Gender-Based Misconduct comprises a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature. Sexual harassment, sexual assault, sexual exploitation, gender-based harassment, domestic violence, dating violence, and stalking are forms of gender-based misconduct under this policy. Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship (current or former). Gender-based misconduct can be committed by men or by women and it can occur between people of the same or different sex or gender identity.

Harassment is certain unwelcome conduct on the basis of a protected classification. It includes subjecting an individual to humiliating, offensive, abusive or threatening conduct that creates an intimidating, hostile or abusive work, residential or academic environment; alters the conditions of employment; or unreasonably interferes with an individual's academic or work performance on the basis of that individual's protected classification. Harassment includes communicating, sharing or displaying written or visual materials; making verbal comments; or engaging in physical conduct that is demeaning or derogatory to a person because of a protected classification. Whether or not conduct is Harassment will depend on the totality of the circumstances, including the frequency and severity of the discriminatory conduct; whether the conduct is physically threatening or humiliating, or a mere offensive utterance; and whether the conduct unreasonably interferes with the alleged victim's employment, academic or residential environment.

- Discriminatory harassment includes but is not limited to: epithets or slurs; negative stereotyping; denigrating jokes; and display or circulation in the working, learning, or living environment (including electronic transmission) of written or graphic material.
- See “Sexual Harassment,” listed below, for information on Sexual Harassment.
- Gender-Based Harassment is harassment based on an individual’s gender or gender identity. It includes acts of verbal, non-verbal, or physical aggression, intimidation, or hostility based on actual or perceived gender, gender identity, or gender-stereotyping that are sufficiently severe and pervasive to adversely affect an individual’s participation in employment, education, or other NYLS activities. Gender-based harassment can occur when an individual or group is harassed either for exhibiting stereotypical characteristics of a particular sex or failing to conform to stereotypical notions of masculinity or femininity.
Incapacitation under this Policy includes, but is not limited to, lack of consciousness, being asleep, being involuntarily restrained, or otherwise being unable to consent. Indicators of incapacitation include slurred speech, bloodshot or unfocused eyes, unsteady gait (needing assistance walking or standing), vomiting, concern expressed by others about the individual, expressed memory loss, or disorientation.

Non-Consensual Sexual Activity includes any sexual contact (as defined below), however slight, with an object or bodily part, by a person upon another person that is without affirmative consent (as defined above).

Privacy under this Policy generally means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who “need to know” in order to assist in the assessment, investigation, or resolution of the report. While not bound by confidentiality generally, the Law School will be discreet and respect the privacy of all individuals involved in the process. No information shall be released from a proceeding to enforce this Policy except as required or permitted by law and NYLS policy.

A Responsible Employee is any employee: who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX Coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. Any full-time faculty member, full-time administrator, or staff member, or NYLS Security Officer is a Responsible Employee. Examples of employees who are not Responsible Employees include, but are not limited to: Adjunct Faculty; Dining Services Employees; Temporary Employees; and Contract Employees other than Security Officers.

Retaliation is any action to penalize, intimidate, harass, or take adverse action against a person who makes a report of discrimination or harassment, participates in an inquiry or investigation, or otherwise asserts rights protected by non-discrimination laws. In some cases, knowingly making a false report of discrimination or harassment can amount to retaliation.

Sexual Assault is any non-consensual intentional physical contact of a sexual nature, such as unwelcome physical contact with a person’s genitals, buttocks, or breasts, or any form of sexual intercourse without consent. Rape is a form of sexual assault. Sexual assault occurs when the act (non-consensual sexual contact or non-consensual sexual intercourse) is committed by: a) physical force, violence, threat, or intimidation; b) ignoring the objections of, or without the consent of, another person; c) causing another’s incapacitation through intoxication or impairment through the use of alcohol or other drugs; and/or d) taking advantage of another person’s incapacitation by alcohol or drug use, disability, unconsciousness, or helplessness which renders them unable to give consent. In accordance with New York State law, a person under the age of 17 lacks the capacity to give consent. (See also the definition of consent, above).

Sexual Contact means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Sexual Exploitation is non-consensual sexual abuse or exploitation of another, when such behavior does not otherwise constitute another specifically defined behavior. Examples of sexual exploitation include, but are not limited to, non-consensual use of electronics to capture, reproduce, or share images of a sexual nature without consent of parties involved, public indecency, or exposing genitals to others without consent, or engaging in ‘peeping’ (observing another when privacy would be reasonably expected) without consent.

Sexual Harassment is harassment of a sexual nature. Sexual assault and requests for sexual favors that affect educational or employment decisions constitute sexual harassment. Sexual harassment may also consist of unwelcome physical contact, visual displays of degrading sexual images, sexually suggestive conduct, or remarks of a sexual nature. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal (including print or electronic communication), or sexual contact constitute sexual harassment when:
Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or admission to or participation in an academic program or Law School-sponsored activity; or

Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment status, grades, participation in curricular or extracurricular activities, academic standing, or post-graduate employment (including references); or

Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance on the job or in the classroom; or

Such conduct has the purpose or effect of creating an intimidating or hostile work or study environment for an individual or group of individuals.

Sexual harassment can occur regardless of the relationship, position, or respective sex of the parties: same sex harassment violates this policy. Harassment because of one’s actual or perceived sexual orientation also constitutes sexual harassment under this Policy. Violation of this policy also includes sexual harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

**Sexual Misconduct** is a broad term which incorporates a range of behaviors including sexual assault, sexual harassment, domestic violence, dating violence, stalking, and any other conduct of a sexual nature that is non-consensual, or has the purpose or effect of threatening, intimidating, or coercing a person.

- Much sexual misconduct includes non-consensual sexual contact, but this is not a necessary component. For example, threatening speech that is sufficiently severe or pervasive to constitute sexual harassment will constitute sexual misconduct. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct. All members of our community are protected from sexual misconduct, and sexual misconduct is prohibited regardless of the sex of any party involved.

**Sexual Violence** involves sexual contact perpetrated against an individual’s will, without valid consent, or when an individual is incapable of giving consent. Examples of sexual violence include sexual assault, dating violence, or domestic violence.

**Stalking** under this Policy means a course of conduct directed at a specific person based on their sex or gender that would cause a reasonable person to feel fear for her, his, or others’ safety or to suffer substantial emotional distress. Stalking involves repeated and continued harassment made against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear and apprehension. Stalking behaviors may include: pursuing or following; non-consensual (unwanted) communication or contact – including face-to-face, telephone calls, voice messages, electronic messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.

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**Appendix 2 – New York State Law and Other Definitions**

The Violence Against Women Act (VAWA) requires NYLS to include certain New York State criminal definitions in its Annual Security Report and also requires that these definitions be provided in other materials disseminated by the Law School. Relevant New York definitions are set forth below. Ultimately, the New York District Attorney will determine whether an act meets the criminal standard.

**CONSENT:** Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct, or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and
a reasonable person in the actor’s situation would have understood such person’s words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with developmental disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

CONSENT, ABBREVIATED: Clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.

DATING VIOLENCE: New York State does not specifically define “dating violence.” However, under New York Law, intimate relationships are covered by the definition of domestic violence when the crime is committed by a person in an “intimate relationship” with the victim. See “Family or Household Member” for definition of “intimate relationship.”

DOMESTIC VIOLENCE: An act which would constitute a violation of the penal law, including, but not limited to, acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching of blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person’s child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person’s child is a victim of the act.

FAMILY OR HOUSEHOLD MEMBER: Persons related by consanguinity or affinity; persons legally married to one another; persons formerly married to one another regardless of whether they still reside in the same household; persons who have a child in common regardless of whether such persons are married or have lived together at any time; unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include, but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were, or are in an intimate relationship.

PARENT: means natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.

SEXUAL ASSAULT: New York State does not specifically define sexual assault. However, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape.

SEX OFFENSES; LACK OF CONSENT: Whether or not specifically stated, it is an element of every sexual act committed without consent of the victim.
SEXUAL MISCONDUCT: When a person (1) engages in sexual intercourse with another person without such person’s consent; or (2) engages in oral sexual conduct or anal sexual conduct without such person’s consent; or (3) engages in sexual conduct with an animal or a dead human body.

RAPE IN THE THIRD DEGREE: When a person (1) engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) Being 21 years old or more, engages in sexual intercourse with another person less than 17 years old; or (3) engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

RAPE IN THE SECOND DEGREE: When a person (1) being 18 years old or more, engages in sexual intercourse with another person less than 15 years old; or (2) engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense to the crime of rape in the second degree that the defendant was less than four years older than the victim at the time of the act.

RAPE IN THE FIRST DEGREE: When a person engages in sexual intercourse with another person (1) by forcible compulsion; or (2) who is incapable of consent by reason of being physically helpless; or (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.

CRIMINAL SEXUAL ACT IN THE THIRD DEGREE: When a person engages in oral or anal sexual conduct (1) with a person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) being 21 years old or more, with a person less than 17 years old; (3) with another person without such person’s consent where such lack of consent is by reason of some factor other than incapacity to consent.

CRIMINAL SEXUAL ACT IN THE SECOND DEGREE: When a person engages in oral or anal sexual conduct with another person (1) and is 18 years or more and the other person is less than 15 years old; or (2) who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense that the defendant was less than four years older than the victim at the time of the act.

CRIMINAL SEXUAL ACT IN THE FIRST DEGREE: When a person engages in oral or anal sexual conduct with another person (1) by forcible compulsion; (2) who is incapable of consent by reason of being physically helpless; (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.

FORCIBLE TOUCHING: When a person 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. It includes squeezing, grabbing, or pinching.

PERSISTENT SEXUAL ABUSE: When a person commits a crime of forcible touching, or second or third degree sexual abuse within the previous ten year period, has been convicted two or more times in separate criminal transactions for which a sentence was imposed on separate occasions of one of the above mentioned crimes or any offense defined in this article, of which the commission or attempted commission thereof is a felony.

SEXUAL ABUSE IN THE THIRD DEGREE: When a person subjects another person to sexual contact without the latter’s consent. For any prosecution under this section, it is an affirmative defense that (1) such other person’s lack of consent was due solely to incapacity to consent by reason of being less than 17 years old; and (2) such other person was more than 14 years old and (3) the defendant was less than five years older than such other person.
SEXUAL ABUSE IN THE SECOND DEGREE: When a person subjects another person to sexual contact and when such other person is (1) incapable of consent by reason of some factor other than being less than 17 years old; or (2) less than 14 years old.

SEXUAL ABUSE IN THE FIRST DEGREE: When a person subjects another person to sexual contact (1) by forcible compulsion; (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old; or (4) when the other person is less than 13 years old.

AGGRAVATED SEXUAL ABUSE: For the purposes of this section, conduct performed for a valid medical purpose does not violate the provisions of this section.

AGGRAVATED SEXUAL ABUSE IN THE FOURTH DEGREE: When a person inserts a (1) foreign object in the vagina, urethra, penis, rectum or anus of another person and the other person is incapable of consent by reason of some factor other than being less than 17 years old; or (2) finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than 17 years old.

AGGRAVATED SEXUAL ABUSE IN THE THIRD DEGREE: When a person inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person (1)(a) by forcible compulsion; (b) when the other person is incapable of consent by reason of being physically helpless; or (c) when the other person is less than 11 years old; or (2) causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

AGGRAVATED SEXUAL ABUSE IN THE SECOND DEGREE: When a person inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person by (1) forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old.

AGGRAVATED SEXUAL ABUSE IN THE FIRST DEGREE: When a person subjects another person to sexual contact: (1) By forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than eleven years old; or (4) when the other person is less than thirteen years old and the actor is twenty-one years old or older.

STALKING IN THE FOURTH DEGREE: When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety, or property of such person, a member of such person’s immediate family, or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning, or initiating communication or contact with such person, a member of such person’s immediate family, or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business, or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person’s place of employment or business, and the actor was previously clearly informed to cease that conduct.

STALKING IN THE THIRD DEGREE: When a person (1) commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy, or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or
serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment, or death of such person or a member of such person’s immediate family; or (4) commits the crime of stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

**STALKING IN THE SECOND DEGREE**: When a person: (1) commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandelub, slingshot, slungshot, shirkon, “Kung Fu Star,” dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument, or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun, or other firearm; or (2) commits the crime of stalking in the third against any person, and has previously been convicted, within the preceding 5 years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury, or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

**STALKING IN THE FIRST DEGREE**: When a person commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime.

**Appendix 3 – NYLS Student Housing**

New York Law School students are housed at the Saint George Residence Hall located in Brooklyn at 100 Henry Street. It is bordered by Clark, Pineapple, Hicks and Henry Streets. The local Police precinct is the 84th precinct located at 301 Gold Street (718) 875-6811, the local fire house is Engine 224 located at 274 Hicks Street (718) 965-8224).

**Fire Safety Information**

1) **Fire Alarms procedures:**
   A) Explains what to do when a resident smells smoke whether in their rooms or in hallways or any other part of the building.
   B) What to do if the resident has to shelter in place
   C) Addresses the Fire Evacuation Plan (Placed behind every resident door)
   D) Floor plans for the emergency exits/stairways
   E) Listen to the Fire Safety Directors instructions
   F) How to avoid accidental fire alarms

2) **Fire Alarm Warning System:**
   The St. George Residence has a state-of-the-art computerized fire warning system and trained fire/security personnel on the premises. During the course of the year, the Fire Department will test all fire warning systems in accordance with New York City regulations. In the event of a fire drill, all residents must follow all instructions given by the emergency staff via the announcement system. Floor plans and diagrams for emergency staircases and exits are posted in public areas on all floors as well as the back of every room door. Residents should familiarize themselves with these maps to be able to exit promptly during fire drills or actual emergencies, fire drills are conducted quarterly or four times per year.

3) **Kerry Rose Sprinkler Act:**
   Educational Housing Services is committed to providing a safe environment for the entire community and to that end we would like you to know what fire safety devices are located in our residences. This
advisement complies with the “Kerry Rose Fire Sprinkler Notification Act” (A.5715-a/s. 4180-B). These are the fire safety systems you will find in the Cooper Square; fire sprinkler system, fire extinguishers, smoke detectors, CO detectors, heat detectors, fire alarm pull boxes, emergency lights, public address system, and emergency exits. The fire extinguishers are checked to ensure that they are in working condition in accordance to the law. There will be at least one fire drill per semester.

Residents are provided with the Fire Safety Evacuation Plan for their location behind their room doors and in our Code of Conduct. It is important that you know the location of these fire safety devices and immediately report any device that is in need of repair or has been tampered with. Remember fire safety is everyone’s business and together we can lessen the threat of fire.

Educational Housing Services requires occupants to evacuate only as directed by the building’s specific Fire Safety Plan in the event of fire alarm activation. An alarm will sound on the fire floor, the floor above the fire and the floor below the fire floor. The occupants of these areas should immediately use the exit stairs to descend to a floor level that is at least four floors below the fire floor, and await further instructions over the loud speaker. All other floors/areas will receive an alert signal and these occupants should stand-by for further instructions. Persons in these locations are not required to evacuate the area until told to do so by the Fire Life Safety Director, if required.

Residents should follow the building’s Fire Safety Director’s directions and procedures at all times. If you have any questions regarding EHS’ Fire Safety Plan, please contact the Public Safety Office at 347-272-1271 or email us at PublicSafety@studenthousing.org. All the fire safety information can be reviewed at www.studenthousing.org/studentlife.

Fire Safety Systems in place:

- Fire Alarm System (Class J)
- Central Station
- Smoke Detectors (Common Areas and Stand Alone Rooms)
- Elevator Lobby Detectors
- Waterflow Detectors (Sprinklers)
- Manual Pull Stations
- Warden Phones
- Fire Pump
- Tamper Switches (valves)
- Standpipe System

According to Life Safety personnel at the Saint George Residence Towers the following alarm and campus crimes took place during the reporting period of 9/1/17 through 8/31/18 for the Ninth annual report.
### TOTAL REPORTED NON CAMPUS CRIMES and FIRE STATISTIC
(September 1, 2017 - August 31, 2018)

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<td>Weller Residence</td>
<td>Student assaulted by non NYLS students residing at residence hall</td>
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<td>Weller Residence</td>
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**Determinations: Non Campus & Reportable**

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### Appendix 4 – Fire Safety Definitions

**Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Maybe classified as structural, mobile or other.

**Cause of Fire** – The factor or factors that give rise to a fire. The casual factor may be, but is not limited to, the result of an unintentional action, mechanical failure or an act of nature.

**Evacuation Drill** – A supervised practice of a mandatory evacuation of a building in the event of an emergency such as a fire.

**Fire** – Any open flame or burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Related Injury** – Any instance in which any person is injured as a result of a fire, including an injury
sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers.

**Fire Related Death** - Any instance in which any person is killed as a result of a fire, including death sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers, or who passes away within one year of their injuries sustained in such fire.

**Fire Safety System** – Any mechanism or system related to detection of fire, the warning resulting from fire, or control of a fire including:

- Sprinkler Systems and all associated devices (waterflows, tampers, etc…)
- Standpipe Systems (Hose Racks, Gravity Tanks, Siamese Connections)
- Speakers and Strobes (Visual and Audio)
- Supervised or Stand Alone Smoke Detectors
- Fire Doors and Fire Rated walls
- Fire Dampers
- Smoke Control and Reduction Mechanisms
- Fire Pumps

**Property Value** – The estimated value of the items and contents within a structure lost as a result of a fire, in terms of the replacement cost in kind and in quantity including: contents damaged, related damages from water and/or smoke and overhaul.
Appendix 5 - New York Law School Crime Statistics
Three Year History

**Reporting Period** (September 1, 2015 to August 31, 2016)

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**Total Incidents Reported**

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**Reporting Period** (September 1, 2016 to August 31, 2017)

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**Total Incidents Reported**

7

Title IX Coordinator – Terri Sasanow
Title IX Co-Coordinator – Brian Kaszuba
HDRB Chair – Professor Lynn Su

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<td>Public Property</td>
</tr>
<tr>
<td>U</td>
<td>Unfounded</td>
</tr>
</tbody>
</table>

*Highlighted indicates reported to DOE.*
Appendix 6 - New York Law School Fire Statistics
Three Year History

Reporting Period (September 1, 2015 to August 31, 2016)
Saint George Residence Hall – 100 Henry Street, Brooklyn NY 11201

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Location</th>
<th>Cause</th>
<th>Number of Deaths</th>
<th>Number of injuries requiring medical attention</th>
<th>Dollar value of property damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Reporting Period (September 1, 2016 to August 31, 2017)
Saint George Residence Hall – 100 Henry Street, Brooklyn NY 11201

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Location</th>
<th>Cause</th>
<th>Number of Deaths</th>
<th>Number of injuries requiring medical attention</th>
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<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Reporting Period (September 1, 2017 to August 31, 2018)
Saint George Residence Hall – 100 Henry Street, Brooklyn NY 11201

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Location</th>
<th>Cause</th>
<th>Number of Deaths</th>
<th>Number of injuries requiring medical attention</th>
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<tbody>
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<td>-</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Campus Fire Log
The law school's Campus Fire Log lists all crimes including date, time, location, nature, and disposition reported to the Office of Security and Safety. This public Log is maintained by the Chief of Building Operations and Security and is available for inspection weekdays during regular business hours. In compliance with the Clery Act, a fire is any instance of open flame or other burning in a place not intended to contain the burning or in a controlled manner.

False Alarms
The Tribeca campus had one (1) false alarms this reporting period, one occurred on September 9, 2017 when a smoke detector activated in the cellar mechanical room of the center campus building. FDNY responded and issued all clear.
Key Tribeca Campus Locations
New York Law School

185 West Broadway
West Campus

55 Worth Street
Center Campus

57 Worth Street
East Campus

Main Entrance (West Broadway)

Main Entrance (Worth Street)

Main Entrance (Church Street)

ADA Entrance with card reader

ADA Elevator off Street (Worth Street)

234 Church Street freight entrance

52 Leonard Street – Loading Dock

NYLS Community Literature Rack
Plumeri Center near OIT Help Desk
NEW YORK LAW SCHOOL

Twenty-Seventh Annual Campus Security Report and Ninth Annual Fire Safety Report