

CAMPUS SECURITY AND SAFETY HANDBOOK

September 2024

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NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

University of Culinary Arts of New York, Inc. ("University") hereby notifies the public of the availability of the annual security report for the three most recently completed calendar years concerning reported crimes that occurred on-campus; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

The full text of this report can be located on our web site at

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them, or any other part of the building. It also applies to 200 Vesey Street, 250 Vesey Street, and the immediately adjacent sidewalks of these addresses (bounded by Vesey Street, Liberty Street, North End Avenue and West Street). Please be sure that all pertinent information that an individual possesses is included in the report. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply make the report. Appropriate School personnel may later contact you or others to gather additional information. A copy of the Incident Report form is enclosed with this Memorandum. Additional forms may be obtained from the Assistant Dean of Students or the Office of Human Resources.

Crimes that should be reported are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes involving bodily injury
- All liquor, drug or weapons law violations resulting in an arrest

Always err on side of reporting if there is doubt about whether a crime is reportable. With the exception of liquor, drug and weapons law violations, it is immaterial whether an arrest is made. For purposes of reporting, assume that a hate crime is any crime

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https://www1.nyc.gov/assets/nypd/downloads/pdf/crime_statistics/cs-en-us-001pct.pdf

Crime statistics that are handled and reported by the FBI can be found at:
<https://cde.ucr.cjis.gov/>

REPORT TO THE DEPARTMENT OF EDUCATION VIA WEB-BASED DATA COLLECTION

The Institute of Culinary Education has filed its Web-Based Data Collection from January 1 to December 31, 2023 on September 24, 2024 with the US Federal Authorities, Department of Education. This electronic Web-Based Data Collection will be filed the following calendar year with data from January 1 to December 31, 2024.

The Office of Student Affairs is designated to enter and submit these statistics.

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Institute of Culinary Education prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.ice.edu> or on the Annual Security report link: <https://www.ice.edu/career-services-resources/disclosures/annual-security-report-newyork>. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. ICE provides updated information on its educational efforts and programs to comply with the Act.

The Campus Crime Officer and Office of Student Affairs are responsible for collecting all crime reports generated at the Institute of Culinary Education as well as from local police for inclusion in the annual security report.

Campus crime, arrest and referral statistics include those reported to the Campus Security Authorities and local law enforcement agencies.

Each year, an email is sent to all enrolled students that provide the web site to access this report. To access this report directly go to this URL: <https://www.ice.edu/career-services-resources/disclosures/annual-security-report-newyork>

Copies can also be obtained at the Office of Student Affairs. Faculty and staff receive similar notification via email. All employees may obtain a copy from the Office of Human Resources of ICE, or by calling 212-847-0700 ext. 772. The link to the Annual Security Report is included in the Catalog.

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ILLEGAL WEAPONS POSSESSION ARRESTS	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2021	0	0	0	0	0
	2022	0	0	0	0	0
	2023	0	0	0	0	0
**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON-CAMPUS CATEGORY.						

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POLICY STATEMENT ADDRESSING THE ENCOURAGEMENT OF ACCURATE AND PROMPT
CRIME REPORTING

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, guests and invitees are encouraged to report all crimes and public safety related incidents to the Assistant Dean of Students (Campus Crime Officer) in a timely manner. A Crime Incident Report will be filled out by the victim or witnesses at the time of the report.

All Crime Incident Reports are reviewed for potential action by the Assistant Dean of Students. If necessary, some incidents may be reported to the aforementioned ICE authorities. If assistance is required from the New York Police Department or the New York Fire Department, ICE will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene will assist the victim and notify the local police.

Printed materials with information about on-campus and off campus resources is also available. This information is made available to provide ICE community members with specific information about the resources that are available in the event that they

imply

All Crimes are to be reported to the Office of Student Affairs to ensure inclusion in the annual crime statistics report and to aid in providing timely warning notices to the community, when appropriate.

POLICY STATEMENT ADDRESSING THE REPORTING OF CRIMINAL OFFENSES

Contact Robin Hom, the Assistant Dean of Student Affairs

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STATEMENT ADDRESSING CRIMINAL ACTIVITY OFF-CAMPUS

The Institute of Culinary Education does not have any off-campus residences or organizations. Therefore, there is no policy or reporting relating to off-campus activities or facilities.

POLICY STATEMENT ADDRESSING CAMPUS LAW ENFORCEMENT

ICE Campus Security Authorities and other designated personnel have the authority to

Legal Penalties

Illegal use of drugs and alcohol are serious crimes under both New York State and Federal laws. Articles 220 and 221 of the New York State Penal Law set criminal penalties for possession or sale of controlled substances, including illegal drugs and prescription drugs. Depending on the amount sold and other factors, the violation may be a misdemeanor or a felony. Penalties can include both fines and prison sentences. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug and amount held, sold, or provided to another person. Providing a controlled substance for free to another person counts as selling the substance for purposes of the law.

New York State Alcohol Beverage Control law sets twenty-one (21) as the minimum age to purchase or possess any alcoholic beverage. Parts of that law include:

- Fines of \$50 for possession of alcohol under the age of 21;
- Fines of \$100 and requirements of community service for fraudulently buying alcohol; and
- Significant fines for selling, giving or serving alcohol to persons under 21 years of age.

Federal penalties for sale or possession of scheduled drugs range from fines to imprisonment, up to and including life imprisonment if someone you sell or give drugs to dies as a result. Penalties increase if you have more than one offense and are related to the amount and type of drug.

Driving While Intoxicated

In November 2009, the New York legislature passed and Governor Paterson signed, a new anti-impaired law with 2 major components; one to toughen the penalties for driving impaired with children and one to require interlock devices for those convicted. "When I introduced The Child Passenger Protection Act now known as Leandra's Law it was because too often drivers under the influence of alcohol or drugs chose to compromise not only their own lives, but also the lives of our children. Today, we say enough," Governor Paterson said.

Important provisions of this law includes:

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The CSCPA further amends the *Family Educational Rights and Privacy Act* of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and informat

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The @ # - h and Procedures on Prohibited Sex Discrimination @

incidents of sexual misconduct, and for the investigation and remediation of such reports. The Institute will take prompt and equitable action to address allegations of sexual misconduct, to prevent its recurrence, and to remediate its effects. The Institute also conducts prevention, awareness, and training programs for students and employees to facilitate the goals of this policy.

The Policy includes:

- 1) Descriptions of the types of proceedings (and how determined), the steps, timelines, decision-making processes, and how to file a complaint
- 2) The standard of evidence
- 3) The list of possible sanctions
- 4) The range of protective measures
- 5) A requirement that the proceedings conducted by trained officials will include a prompt, fair, and impartial process
- 6) Assurance that the accuser and accused will have the same opportunities to have others present, including disciplinary-related meeting; and
- 7) The requirement of simultaneous written notification to both parties of the result of the proceedings, process for appeal, and when such findings become final.

This policy, @ website at <https://www.ice.edu/nondiscrimination-statement-title-ix-policy>. Notice of h liability is distributed to all prospective students and employees prior to enrollment or employment, as applicable. In addition, the policy is distributed annually @ outreach efforts relating to sex-based discrimination and sexual misconduct.

Notification of the Outcome of a Student Disciplinary Proceeding

Both the accuser and the accused will be informed of the outcome of any school disciplinary proceeding that is brought alleging a sex offense. Compliance with this does

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forcible sex offences), may be criminally prosecuted in the state courts and will be dismissed from the Institute of Culinary Education for the first offense. If a student is dismissed the School will initiate the refund policies mandated by New York State and F

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Description of the incident or crime: _____

Location of Incident

Identify floor, room/ kitchen or street name, address, etc.; be as specific as possible):

The location where this incident occurred was:

- _____ On campus (ICE property)
- _____ In public area of building ICE located (not on school property- hallways, stairwells other floors etc.)
- _____ Off-campus public property immediately adjacent to campus
- _____ Off-campus, NOT affiliated with or not adjacent to campus
- _____ Unknown

Sex Offenses

Examples of sex offenses are rape, sodomy, and sexual assault with an object, fondling, incest, and statutory rape.

Was this crime a sexual offense? _____ Yes _____ No

If yes, were the victim and the assailant acquainted? _____ Yes _____ No

If yes, was either the victim or the assailant under the influence of alcohol or drugs?

Victim: _____ No Yes, alcohol _____ Yes, drugs _____

Assailant: _____ No Yes, alcohol _____ Yes, drugs _____

Hate Crimes

Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.

Was this incident motivated by hate or bias? _____ Yes _____ No.

If yes, identify the category of prejudice:

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_____ Race

_____ Ethnicity

_____ National Origin

_____ Religion

_____ Disability

_____ Sexual Orientation

If yes, provide a brief explanation of the determination:

Alcohol, Drug and Weapons Law Violations

Check all that apply:

_____ Alcohol

_____ Drugs