

THE CITY UNIVERSITY OF NEW YORK

*Office of the General Counsel and Vice Chancellor for Legal Affairs*

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**STUDENTS ADVISORY MEMORANDUM NO. 5**

December 21, 1990

TO: The Presidents of the Colleges

FROM: Robert E. Diaz 

RE: New State Laws regarding Dissemination of Sexual Assault Prevention Information and Advisory Committees on Campus Security

The State Education law has recently been amended to include new provisions regarding campus security. One component of this legislation requires that each college provide certain information to incoming students about laws relating to sex offenses, and the college's security procedures. Another component of this legislation requires that each college president set up an Advisory Committee on Campus Security.

1. Sexual Assault Prevention Information

Effective September 1, 1991, each college will be required to provide information to incoming students about the following:

- a) the applicable laws, ordinances and regulations on sex offenses;
- b) the penalties for commission of sex offenses;
- c) the procedures in effect at the college for dealing with sex offenses;
- d) the availability of counseling and other support services for the victims of sex offenses;
- e) the nature of and common circumstances relating to sex offenses on college campuses; and
- f) the methods the college employs to advise and to update students about security procedures.

The law further suggests that the colleges use the following methods to inform incoming students about sexual assault prevention measures: workshops, seminars, discussion groups, and film presentations. The purpose of these programs will be to disseminate information about sexual assault, promote discussion, encourage reporting of incidents of sexual assault, and facilitate prevention of such incidents.

Each college is required to file a report annually on its compliance with these requirements. These reports should be sent to the Vice Chancellor for Student Affairs for inclusion in a City University of New York report which will be filed with the State Education Commissioner.

2. Advisory Committees on Campus Security

Effective January 1, 1991, the president or chief administrative officer of each college is required to appoint an Advisory Committee on Campus Security. Such Committee shall be made up as follows:

- a) must have at least six members;
- b) at least half of the members must be female;
- c) one-third of the members shall be appointed from a list of students that contains twice the number to be appointed, and such list must be provided by the largest student governance organization on campus;
- d) one-third of the members shall be appointed from a list of faculty members that contains twice the number to be appointed, and such list must be provided by the largest faculty organization on campus; and
- e) one-third of the members shall be selected by the college president or chief administrative officer.

The Advisory Committee shall review current campus security policies and procedures and make recommendations for their improvement. The specific focus of the Committee's review will be on current policies and procedures regarding the following:

- a) how the college educates the campus community about sexual assault (as specified in the first section above);
- b) how the college educates the campus community about personal safety and crime prevention (including security, counseling, and academic advisors);

c) how reporting of sexual assaults and dealing with victims during investigations is handled by the colleges;

d) how the college refers complaints to appropriate authorities;

e) what provisions the college has for counseling victims; and

f) how the college responds to inquiries from concerned persons.

The Committee is also required to report in writing to the college president or chief administrative officer on its findings and recommendations at least once each academic year. Such report shall be available to the public upon request.

cc: Legal Affairs Designees