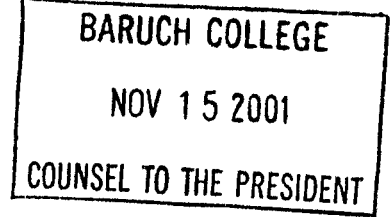


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STUDENT ADVISORY MEMORANDUM NO. 2001-3

November 13, 2001

To: College Presidents
From: Vice Chancellor Frederick P. Schaffer 
Re: Advisory Committees on Campus Security

As a result of some inquiries, I am issuing this advisory memorandum to remind each campus that it is required to have an Advisory Committee on Campus Security pursuant to Section 6450(4) of the State Education Law. In light of recent events heightening concerns about security throughout the City, this is an opportune time to assure that your campus has a functioning committee. This memorandum supersedes Student Advisory Memorandum No. 5 dated December 21, 1990.

Education Law Section 6450(4) requires that the Advisory Committee on Campus Security be appointed by the president or chief administrative officer of each college. The law imposes the following requirements on the composition of the Committee:

1. The Committee must have at least six members.
2. At least half of the members must be female.
3. 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.

4. 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.

5. One-third of the members shall be selected by the college president or chief administrative officer.

Under the law, the Advisory Committee on Campus Security is charged with the review of current campus security policies and procedures and making recommendations for their improvement. The Committee is required to report in writing to the college president or chief administrative officer on its findings and recommendations at least once year academic year, which report is available to the public upon request. The Committee is specifically charged with the review of current policies and procedures for the following six areas:

1. educating the campus community about sexual assault, including security personnel and those persons who advise or supervise students, about sexual assault;
2. educating the campus community about personal safety and crime prevention;
3. reporting sexual assaults and dealing with victims during investigations;
4. referring complaints to appropriate authorities;
5. counseling victims; and
6. responding to inquiries from concerned persons.

Another provision of the same law specifically requires that the college inform incoming students about sexual assault prevention measures including the following: applicable laws, ordinances and regulations on sex offenses; penalties for the commission of sex offenses; procedures in effect at the college for dealing with sex offenses; availability of counseling and other support services for the victims of sex offenses; nature of and common circumstances relating to sex offenses on college campuses; and methods the college employs to advise and update students about security procedures. An annual report is filed with the State Education Department by the Vice Chancellor for Student Development and Enrollment Management certifying that the

University's colleges have complied with this Sexual Assault Prevention Information Requirement for Incoming Students, based upon certifications received from the colleges. You will be receiving the certification forms for 2001 shortly.

I would appreciate receiving from each college the composition of its Advisory Committee on Campus Security for the current academic year.

cc: Cabinet
Chief Academic Affairs Officers
Chief Administrative Affairs Officers
Chief Student Affairs Officers
Chief Security Officers
Legal Affairs Designees

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