

HATE AND BIAS CRIME PROCEDURES

PROCEDURES

Long Island University has established a comprehensive Hate and Bias Crime Policy aimed at addressing incidents of hate and bias within the campus community. This document outlines the procedures that follow a complaint and the steps necessary to close out a complaint under this policy.

A member of the University community who is the victim of a hate or bias related crime, or who is aware of hate or bias related incident(s), should:

- Report the incident immediately. A report may be made to:
 - Public Safety
 - Chief Diversity Officer
 - Director of Diversity, Equity, and Inclusion (where applicable)
 - Dean of Students
 - Ethics Point Reporting Hotline or Online
<https://secure.ethicspoint.com/domain/media/en/gui/13188/index.html>
 - Title IX Coordinator
 - Resident Assistant (where applicable)
- Seek medical attention at once, if injuries have been sustained.
- Make every effort to preserve all evidence. Those reporting an incident should be sure to document the incident to the Office of Public Safety, and if possible, take photographs of the scene, obtain identification of witnesses and/or write down incident details. Individuals who are victims of harassing phone call should log each call and save any pertinent voice mail messages or correspondence (notes, e-mails, letters) they might receive.

Individuals who feel that they are victims of a hate or bias crime on campus should report the incident so that trained campus staff members can provide prompt and supportive assistance. University personnel will keep all calls confidential and will:

- Meet with the individual and treat that person and all complaints with courtesy, sensitivity, dignity, understanding and professionalism.
- Ensure that immediate notifications are made and that appropriate investigations are conducted.
- Coordinate and assist with any investigations with local law enforcement agencies and/or any other agencies or university body.

An investigation will consist of:

- Gathering evidence to collect statements from the complainant, witnesses, and any relevant documentation
- Interviews with involved parties to gather detailed accounts of the incident
- The University aims to complete investigations promptly, typically within 30 days, although complex cases may require additional time.

Outcomes:

- At the conclusion of the investigation, a findings report will be prepared outlining:

- Evidence collected
- Conclusions drawn regarding the occurrence of hate or bias
- Recommendations for action or resolution

Both the complainant and the accused will be notified of the findings. If a violation is found, appropriate disciplinary actions will be taken in accordance with University policies. Any individual found responsible for a hate or bias crime is subject to sanctions up to and including expulsion from the campus or termination from employment.

Appeal Process:

- If either party is dissatisfied with the outcome, they have the right to appeal the decision. The appeal must be submitted in writing within 10 days following notification of findings.
- The appeal will be heard by a designee of the President.
- Appeals will be considered only for new evidence or procedural errors that may have affected the outcome.

Closing Out a Complaint:

- Once all procedures have been followed and any appeals have been resolved, both parties will receive a final notification detailing the outcome and any actions taken. All records related to the complaint and investigation are maintained in accordance with university policy and federal regulations.

Free and confidential counseling and other support services are provided to victims of hate or bias crime.

Hate and Bias crime prevention is facilitated through educational and awareness programs provided by members of LIU Promise, Division of Student Affairs, and the Office of Public Safety. Additionally, specialized training in diversity, hate crimes, domestic violence and special needs awareness is provided for all Public Safety Officers, Success Coaches, and members of the respective student health office. The Office of Human Resources facilitates and regulates additional employee training to prevent bias and discrimination.