

2017 Annual Security Report / 2017 Annual Fire Safety Report

September 28, 2018

Welcome to Jefferson Community College!

The philosophy of the Jefferson Community College Safety & Security department is to provide a safe and secure environment for the entire College community. The Safety & Security department offers a wide variety of services to assist students, staff and faculty members in their day to day living. All services are widely publicized. We ask that students, staff, and faculty members familiarize themselves with the on-line student handbook which can be located on the [Student Life webpage](#), Safety & Security webpage and all services provided by this department. The first step in a successful Safety & Security program is public awareness and community awareness and participation.

The Jefferson Community College Safety & Security Department will initiate immediate notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or faculty members occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency. Students, staff, faculty, parents, and guests may access our campus [crime statistics](#).

According to a federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, our College is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’”

The Safety & Security Department is required to report “statistics concerning the occurrence on campus of the following criminal offenses reported to local police agencies, or to any official of the institution who has significant responsibility for students, campus activities, the dean of students, residence life and student housing, student center, and student co-curricular activities, Director of athletics, team coaches, faculty member, or a faculty advisor to a student group: Murder, Rape, Fondling, Incest and Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, Liquor Law Violations and all fires to the Department of State Office of Fire Prevention and Control”. We encourage the accurate and prompt reporting of crimes, fires and incidents to Safety & Security, Watertown City Police, Watertown Fire Department, Jefferson County Sheriff or the New York State Police.

This Annual Security Report / Annual Fire Safety report is prepared by the Director of Safety & Security. The information and statistical data included in the report are the collective summary of reported incidents, crimes, and fires as required for reporting by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act. The Director of Safety & Security submits a written request for reported crimes and incidents to the Chief of the Watertown City Police annually.

The Director of Safety & Security submits a written request for reported crimes and incidents to each Campus Security Authority at Jefferson Community College annually. In addition, Jefferson Community College Safety & Security Officers submit incident reports for crimes and incidents; occurring or reported on their patrols, which are included in this report.

The information provided in this annual report is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act. It is designed to inform, educate, notify and alert the campus community of the current programs, policies, procedures related to crime awareness and reporting at Jefferson Community College. Our Annual Fire Safety Report is included in this document and you may access additional information related to [Fire Safety](#).

If you have questions about any of the information contained in this annual report, please call our office at (315) 786-2222 or email me directly at whissong@jefferson.edu.

Sincerely,

Wesley Hissong
Director
Safety & Security

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Safety & Security Department

The Safety & Security department is located on the Ground floor of the John W. Deans Combined Learning Center Watertown, New York. The office is open 7 days per week, 24 hours per day and 365 days a year. **To report a crime or an emergency you can call the Safety & Security office from any campus telephone by dialing 2222, by dialing 315-786-2222 from your cellular phone or you may use any of the 11 blue light and 7 black emergency phones located throughout the campus, any of the pre-programmed phones found in all classrooms and all common areas in each suite in East Hall. Crimes and emergencies may be reported directly to the Watertown City Police by calling 911.**

To report crimes, fires or emergencies:

- CALL Safety & Security:
 - From campus phones, dial 2222, from cell phones, dial 315-786-2222
- CALL New York State Police
 - From campus phones, dial 9 then 315-782-2112 or 911.
 - From cell phones, 315-782-2112
- Call New York State Police Sexual Assault Hotline
 - From campus phones, dial 9 then 844-845-7269
- CALL Watertown City Police
 - From campus phones dial 911
 - From cell phones, dial 911
- CALL Watertown Fire & Rescue – dial 911

To report crimes/incidents confidentially ON campus: (Confidential Resources)

- CALL Safety & Security and request contact with any of the following on campus resources:
 - Medical staff
 - Mental health counselors

To report crimes/incidents confidentially OFF campus: (Confidential Resources)

Jill Parker, Executive Director
[Victims Assistance Center of Jefferson County, Inc.](#)
120 Arcade Street
Watertown, NY 13601
315-782-1823 Office
315-782-3760 Fax
315-782-1855 (24-Hour Hot Line)
Email: jillp@vacjc.com

Once a crime or emergency has been reported, our first commitment will be to the **victim's or survivor's/Reporting party safety**. We will provide or contact any one or all of the following resources/services: medical treatment, advocate from our Advocate Program, counselor from our Counseling Center, Community Outreach Programs (Victims Assistance Center), or law

enforcement. We encourage and can facilitate prompt and accurate reporting of all crimes to local law enforcement.

Our Safety & Security Officers submit to a detailed background check, complete the NYS Security Guard Course(s) and are licensed as security guards with the State of New York. Their training includes but is not limited to: effective communication, NYS Security Guard Course, Clery Act, Title IX, investigations, CPR/AED, first aid and NARCAN, defensive tactics, bomb recognition, fire safety, domestic violence, sexual assaults, stalking, cultural diversity, ASSIST Training and drug recognition. Our officers are Safety & Security officers therefore, are **not** sworn police officers and do not have authority/power to arrest. They can make immediate contact with local law enforcement officials as needed. In addition, the City of Watertown Police Department may conduct random patrols of our campus roadways and perimeter.

The Safety & Security Department has a long standing working relationship with the City of Watertown Police Department, Jefferson County Sheriff's Department, Troop D of the New York State Police, and the Watertown Fire and Rescue Department. Jefferson Community College has a written "Memorandum of Understanding" with the city of Watertown Police Department. The Safety & Security Department reports to the Vice President of Students and is responsible for providing both emergency and non-emergency response on campus. Services provided by the Safety & Security Department include, but are not limited to:

- Campus policy, civil and criminal investigations
- Vehicle and traffic enforcement
- Medical emergency responses
- Fire Safety responses, fire drills, and system testing
- Safe Walks
- Access control system responses, checks and inspections
- Residence hall patrols and perimeter security checks
- Academic/administrative building patrols and perimeter security checks

The Safety & Security department consists of seven full-time security officers, two part time security officers, one professional support staff and a Director. Safety & Security is charged with the responsibility of enforcing all campus rules and regulations as well as state and federal laws. During their patrol of campus owned property and properties recognized by the college, officers constantly monitor for criminal activity and evaluate campus safety & security. They routinely identify and report such problems as fire safety violations, defective locks, unsecured windows, lighting in need of repair and environmental safety and submit work orders through Facilities Operations. In addition, they immediately address problems considered to be a life safety threat or hazard and request maintenance assistance as needed.

The Safety & Security department is always available to make presentations to student groups, clubs, organizations, and staff and faculty members. The administrative team presents "Campus Safety 101" at new employee orientations. These presentations include but are not limited to Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title IX, Higher Education Opportunity Act, VAWA, Campus SAVE Act, NYS Enough is

Enough, personal safety, crime prevention, fire safety, safe walks, department structure, crime reporting procedures and services provided by our department.

Emergency Notification Procedures

Under the Clery Act, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An “immediate” threat as used here includes an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of our buildings.

The Director of Safety & Security communicates with the Vice President of Students, on duty security personnel, and the Watertown City Police official as available; for confirmation of the emergency or immediate threat to the health and safety of the campus community. The Director of Safety & Security may independently confirm the emergency or immediate threat to the health and safety of the College community in the absence of time or availability of others for consultation.

Jefferson Community College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The Vice President of Students or a designee will issue emergency notifications notices for the Jefferson Community College to notify members of the community about serious incidents or crimes against people that occur on campus or within our Clery geography, where it is determined that the incident may pose an ongoing threat to members of the Jefferson Community College Community. These notifications will be distributed if the incident is reported either to Safety & Security directly or indirectly through a campus security authority, responsible employee or Watertown City Police Department.

The notification will withhold as confidential, the names and other identifying information of victims/reporting party. The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

The Director of Safety & Security or designee will draft text containing the proposed Campus Safety Alert and forward it to Vice President of Students and/or College Communications. The context will be reviewed and revised as needed. Once approved, the message will then be broadcasted through NY Alert text messaging system and campus email containing the Campus Safety Alert to the Campus Community. Updates to the Jefferson Community College Community about any particular case resulting in a Campus Safety Alert also may be distributed electronically via NY ALERT, campus email and/or posted on the College’s web site as well as the Safety and Security webpage.

Campus Safety Alerts may also be posted in campus buildings, when deemed necessary. When a Campus Safety Alert is posted in campus buildings, it shall be printed on bright colored paper and be posted in the lobby/entrance area of the affected building(s) typically for 7 days.

If the emergency poses danger to the campus-wide community, we'll activate these communications:

- Posted on Jefferson Community College web page
- Sent through the campus email system
- Sent through broadcast text message to cell phones – NY ALERT
- Sent through the campus digital signs
- Public address from outside siren and indoor siren system/class room computer

If Jefferson Community College experiences a limited emergency related to weather, crime, accident or other cause, these guidelines direct our communication:

- Those directly involved with an emergency will receive personal, direct information as immediately as possible.
- The campus community is informed promptly and updated regularly through these methods, depending on the nature of the emergency.
- Email to campus email addresses
- Posting on the College's main Web page www.sunyjefferson.edu, directed to the Emergency Alert web page for details.

Emergency Phone Numbers:

- Campus Safety & Security: 315-786-2222
- Watertown City Police: 315-782-2233
- Watertown Fire and Rescue Department: dial 911
- Campus Information for Students/ Staff/Faculty: 315-786-2200

Campus Alerts / Emergency Notifications are retained on the Safety & Security [webpage](#).

The department also maintains a daily crime log which is updated each business day and contains all crimes reported to Safety & Security. The crime log is available upon request during business hours.

Timely Warning Procedures

Under the Clery Act every institution is required to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a timely warning regarding a criminal incident(s) is to enable people to protect themselves. This means that a warning will be issued as soon as pertinent information is available.

Jefferson Community College will issue a timely warning for all Clery Act crimes that occur on our Clery Act geography that are reported to campus security authorities or local police agencies; and are considered by the institution to represent a serious or continuing threat to students and employees.

The Vice President of Students or a designee will issue timely warning notices for the Jefferson Community College Community to notify members of the community about serious incidents or crimes against people that occur on campus or within our Clery geography, where it is determined that the incident may pose an ongoing threat to members of the Jefferson Community College Community. These notifications will be distributed if the incident is reported either to Safety & Security directly or indirectly through a campus security authority, responsible employee or Watertown City Police Department.

The notification will withhold as confidential, the names and other identifying information of victims. The description of subjects in a case will only be included in the notification if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

The Director of Safety & Security or designee will draft text containing the proposed Campus Safety Alert and forward it to Vice President of Students and/or Campus Communications. The context will be reviewed and revised as needed. Once approved, the message will then be broadcasted either through NY Alert text messaging system or campus email; or broadcast through both NY ALERT and campus email; containing the Campus Safety Alert to the College Community. Updates to the Jefferson Community College Community about any particular case resulting in a Campus Safety Alert also may be distributed electronically via NY ALERT, campus email and/or posted on the College's web site.

Campus Safety Alerts may also be posted in campus buildings, when deemed necessary. When a Campus Safety Alert is posted in campus buildings, it shall be printed on bright colored paper and be posted in the lobby/entrance area of the affected building(s) for seven (7) days.

If the emergency poses danger to the campus-wide community, we'll activate these communications:

- Posted on Jefferson Community College web page
- Sent through the campus email system
- Sent through broadcast text message to cell phones – NY ALERT
- Sent through the campus digital signs
- Public Address, outdoor siren and indoor siren as well as classroom computers

If Jefferson Community College experiences a limited emergency related to weather, crime, accident or other cause, these guidelines direct our communication:

- Those directly involved with an emergency will receive personal, direct information as immediately as possible.
- The campus community is informed promptly and updated regularly through these methods, depending on the nature of the emergency.
- Email to campus email addresses
- Posting on the College's main Web page www.sunyjefferson.edu, directed to the Emergency Alert web page for details.

Emergency Phone Numbers:

- Campus Safety & Security: 315-786-2222
- Watertown City Police: 315-782-2233
- Watertown Fire and Rescue Department: dial 911
- Campus Information for Students/ Staff/Faculty: 315-786-2200

Campus Safety Advisories may also be distributed by campus email and/or NY ALERT for crimes, incidents or unsafe conditions (ex. a pattern of larcenies, vandalism cases, weather, etc.) that do not rise to the level of causing a serious or continuing threat to the Jefferson Community College. In addition, they may be distributed for other safety concerns.

The department also maintains a daily crime log which is updated each business day and contains all crimes reported to Safety & Security. The crime log is available upon request during business hours.

Campus Alerts / Timely Warnings are retained on the Safety & Security [webpage](#).

EMERGENCY MESSAGES AND THEIR MEANINGS

If you receive a text message or email with an emergency message:

Active shooter: A person believed to be armed and firing a weapon.

Active situation: A dangerous situation that our Safety & Security staff is dealing with right now.

Evacuation: Leave the building immediately and gather in a designated space so authorities can account for your safety.

Shelter-in-place: Stay where you are. If possible, get to a small, interior room with no or few windows and stay there, away from doors or windows, until further notice.

Perpetrator: A person committing a crime.

Lockdown: An emergency protocol aimed at keeping people safe by protecting them inside a facility. If you are in a room, staying in place may be safest. Stay in place if authorities advise it. If you are in a hallway area or outside, go inside as quickly as possible and stay there until further notice.

Suspect: A person who is suspected of committing a crime.

WEATHER

Advisory: Bad weather could occur; take care when outdoors or while driving.

Watch: Risk of bad weather has increased, but still uncertain. Watches indicate that conditions are favorable for storms to develop.

Warning: Bad weather event is imminent or is already occurring. Take action immediately.

Severe thunderstorm: A thunderstorm with damaging winds and/or large hail.

Emergency Safety Plan

In the event of an emergency, College officials will provide timely information for students, parents, faculty, staff, and other members of the campus community. It will be updated regularly as new information becomes available.

General Instructions

If you hear a fire alarm, evacuate, meet at a central location and take accounting of fellow residents, classmates or co-workers. Remain outside until Safety & Security, local fire department staff or police signal all-clear.

If you hear a siren on campus, stay inside, close and lock your door (if possible), close curtains, stay low and stay close to a wall until further notice from Safety & Security, local Fire Department staff or Police.

Evacuation Procedures

Building Evacuation Procedure

1. All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by Safety & Security
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Assist persons in exiting the building, especially persons with a physical challenge. If elevators exist in a building, they are reserved for persons with physical challenges. **DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.**
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
5. **DO NOT** return to an evacuated building unless told to do so by Safety & Security staff.

Campus Evacuation Procedure

1. Evacuation of all or part of the campus grounds will be announced by Safety & Security.
2. All persons (students and staff) are to vacate immediately the area of campus in question and relocate to another part of the campus grounds as directed.

Relocation of Persons with Disabilities

In the event of an emergency, individuals who use wheelchairs and other individuals with disabilities should observe the following procedures:

- Move towards the marked exit.
- As a first choice, use the building elevator, BUT NEVER IN THE CASE OF A FIRE OR EARTHQUAKE.
- If there is an earthquake – or if there is an obstruction in the pathway – request assistance from others in the area.
- If assistance is not immediately available, stay in the exit corridor or the stairway landing. Continue to call for help until rescued. Individuals who cannot speak loudly should carry a whistle or have other means for attracting the attention of others.
- Rescue personnel, Public Safety, Emergency Response Teams, Fire and Police Departments will first check all exit corridors and exit stairwells for trapped persons.
- If you use a wheelchair, or have any other mobility impairments, please file a class schedule with Safety & Security.
- NOTE: It is suggested that the individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing faculty/staff or classmates on how to assist him/her in an emergency.

The following would be involved in most collective emergency situations and disasters. These procedures are generic, and may be adapted to the circumstances of any particular emergency.

Safety & Security

1. First contact
2. Assumes initial on-site command and control
3. Assesses seriousness of situation, requests appropriate assistance from outside agencies
4. Contacts Emergency Planning Team members and others (ERP critical leaders) depending on the nature of the emergency
5. Maintains emergency communications with emergency staff
6. Maintains access route for emergency vehicles and personnel
7. Coordinates evacuation of students and personnel
8. Develops and maintains emergency operations center, if necessary

Facilities Operations

1. Coordinates emergency control and restoration of services, utilities, buildings etc.
2. Assists in rescue, clearance and demolition
3. Procures emergency water supply
4. Provides damage assessment
5. Assists with emergency transportation to evacuation site
6. Constructs temporary facilities, if necessary
7. Maintains emergency supplies inventory

College Communications

1. After contact from Safety & Security, determines nature and extent of communications. Will consider: seriousness of emergency, appropriate audience(s) for information, appropriate or possible vehicles of communication, and legal constraints
2. Prepares internal and external written and verbal communications, communicates with emergency media (Emergency Broadcasting System members)
3. Informs Command Structure
4. Responds to media inquiries
5. Coordinates communication as necessary with alumni, parents, prospective students and other appropriate audiences

Information Technology Leadership Team

1. Coordinates emergency control and restoration, if necessary, of computing and telephone resources.
2. Establishes alternative infrastructure resources as possible and if necessary
3. Protects integrity of database files

General Response Procedures

A. *While these procedures may not be appropriate in every emergency situation, they provide guidelines to follow and may be modified according to circumstances.

1. Assure Human Safety
 - a. Assess seriousness of emergency
 - b. Call Safety & Security (2222) to request assistance and transport to hospital or health services
 - c. Before Security arrives, assure safety of people in building if possible. Coordinate evacuation if situation is life threatening
 - d. Health Services if injuries occur or potential for injuries exists
2. Minimize Damage to Facilities
 - a. Under supervision of Safety & Security, contact Facilities Operations
 - b. Under supervision of Safety & Security, remove valuable records and equipment, if appropriate
3. Coordinate Communications

- a. After notification by Safety & Security, Communications prepares internal and external statements
- b. Communications contacts external media to alert to emergency situation as appropriate
- c. Designee coordinates notice to family and friends (parents, teachers, roommate(s), and campus employer(s) with appropriate campus office. For students: VP and Dean of Student Life; for employees: Human Resources.
- d. Debriefing

Declaration of State of Emergency

The authority to declare a campus state of emergency rests with the President or his/her designee as follows:

During the period of any campus major emergency, the Safety & Security Office shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. When in consultation with the Chief Facilities Officer, the Director of Safety & Security considers a situation to be either a major emergency or a disaster, the Director of Safety & Security advises the President to declare a campus state of emergency.

A campus state of emergency means:

- Only registered students (if classes are in session), faculty, and staff are authorized to be on campus. Visitors and guests will be asked to leave, as safety permits.
- The President may dismiss employees, or may declare the campus closed in advance of the normal opening of the workday. Wage compensation will be adjusted according to contractual agreements.
- Only faculty or staff members with emergency resource duties will be allowed to enter the immediate disaster site, if such a site exists.
- Employees with emergency resource duties will be asked to report to campus, or remain on campus, to fulfill responsibilities. Accommodations and meals will be provided to emergency personnel if necessary.

Emergency Center

The Safety & Security Department is located in the John W. Deans Collaborative Learning Center which is equipped to serve as a centrally located campus emergency center.

Card Access Control System

The security of and access to, all of our residential buildings is controlled by our card access system. This includes all residence halls and some campus buildings. The Safety & Security Department issues all access control cards with the respective access for all Jefferson Community College community members. Cards reported as lost, stolen or defective can be replaced at Safety & Security upon request or report.

The Access Control System is monitored 24 hours a day – 7 days a week by the Safety & Security Department. The system will display alarms when a door is propped open; the components are tampered with; forced entry occurs; and if unauthorized person(s) attempt to access with an invalid access card. When an alarm is displayed by email the officers on patrol will respond to the location of the alarm and investigate the cause.

Residence Hall Safety

Every night, professional Safety & Security Officers perform foot patrols in and around the residence halls as well as other campus buildings. Safety & Security Officers work closely with the residence hall staff to prevent problems before they occur. Seven days a week the front desk is covered by Residence Life staff and Security officers.

Letting someone else use your access card and/or propping doors open compromises the safety of other students in the residence hall. These actions are violations of college policy, which may result in a fine or judicial board action.

- a) Keep doors and windows to your room locked at all times.
- b) Never sleep in an unlocked room.
- c) Don't put your name and address on your key ring.
- d) Don't study in poorly lighted or secluded areas of a building.
- e) Should you receive a harassing phone call or calls with no one on the line, hang up and immediately notify the Safety & Security department.
- f) If you find that your room has been entered, don't go inside. Notify a RA, or Safety & Security Officer immediately. If you are inside do not touch anything until an officer arrives as you may disturb valuable evidence.
- g) If your lock or combo is not operating properly contact your Resident Assistant. Avoid having large amounts of cash or other valuables in your room.
- h) **NEVER GIVE YOUR Card or Key TO ANYONE!**
- i) Check with your family insurance agent to determine if your property is covered under their homeowners insurance. If not, you should strongly consider purchasing insurance.

Residence Hall Security and Campus ID Card

Students will receive their Campus ID Card when they arrive on campus for Orientation. Your card is the official Jefferson Community College identification card as required by college policy. While on campus, you are required to carry it at all times for identification purposes and to present to college officials upon request. Information on the front of the Campus ID Card includes name, photograph, and date of expiration. Developed with the goal of improving access to various campus services for the safety and convenience of the college community, this one-card system:

- **Provides individual access to College residence halls.**

Embedded in the Campus ID Card is the coding necessary for access to all campus residence halls. The access control system is monitored “24/7” by the Safety & Security Office; if a door is

propped or forced open, an alarm alerts them and a Safety & Security Officer is dispatched to that location. An emergency call box is available outside the residence in the event you need to contact the Safety & Security Office for access assistance.

Safety Programs....

- The Director of Safety & Security presents a presentation titled “Campus Safety 101” to students, staff and faculty.
- Community Schools Grant Director, Veterans Coordinator, New York State Police VCI and Campus Sexual Assault advocate representatives are a part of the presentation, representing their departments and services.
 - Safety & Security Department and Programs overview – Presented at Orientations and ongoing as requested. Includes: Personal Safety, Sexual Assault, Dating/Domestic Violence, Bystander Intervention, and Stalking.
- The Director of Safety & Security presents “Run/Hide/Fight” training to include awareness of campus and law enforcement response to active shooter incidents to students, staff and faculty as requested.
- The Director of Community Schools grant in collaboration with Student Activities Department and student organizations provides the following campus wide programs for students, staff and faculty regarding: Personal Safety, Sexual Assault, Dating/Domestic Violence, Bystander Intervention, Stalking and Self Defense Training – Each semester and ongoing as requested.
 - Make a T-shirt for the Clothesline project!
 - Advocates Program Training and Events
 - Take Back the Night: Speak Out
- Title IX/VAWA/NYS Enough is Enough and Campus SAVE Act Legislation Trainings
 - Online training for all first-year students as mandated
 - All FYs and transfers during “on-boarding” Program: “ONE LOVE”
 - All athletes before competition
 - All student leaders before serving as leaders
 - All East Hall residents
 - Online training for all students
 - In-person and online training for Investigators and Adjudicators
 - In-person and online training for Responsible Employees and General Employees
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Training
 - In person training for all Campus Security Authorities during Responsible Employee Training sessions.
 - The Director of Safety & Security presents a presentation titled “Campus Safety 101” to students, staff and faculty at orientations and upon request. During Orientation, this presentation is required for all first year students. At Orientation, the, Director of Community Schools grant, New York State Police VCI, Campus

Sexual Assault Advocates are a part of the presentation, representing their departments and services.

What You Can Do...

Community involvement is essential to the prevention of crime on campus. Disinterest and complacency are the prime contributors to the success of criminals. The burden of crime prevention rests not only with the Safety & Security department but with each member of the campus community. Safety & Security officers cannot be everywhere at once and therefore we depend on you to recognize and report suspicious and criminal activity. The extent of your cooperation greatly influences the Safety & Security Officers' effectiveness in preserving a safe campus environment.

Doing your part means:

- Being aware of your vulnerability and following suggestions outlined in this report which will help you protect yourself and your property.
- Being alert for suspicious or criminal activity and or conditions that may represent a hazard to the campus community.
- Getting involved by becoming more safety conscious and by reporting all incidents or criminal activity to the Safety & Security department.

Many times solving a crime depends on how accurately and promptly the incident is reported. Therefore, when reporting an incident it is important that you be able to provide as much of the following information as possible:

Nature of the incident.

1. When the incident occurred
2. Where the incident occurred
3. Who was involved (names, gender, race, age, height, glasses, clothing, etc.)
4. Direction and mode of travel
5. Vehicles involved, type and description
6. Description of stolen property

Emergency Blue Lights Phones:



To activate the Blue Light phone, depress the red button.
A 911 Dispatcher will come on line to talk to you.
A white piece of paper with your location is located on the phone.



Safe Walk Program

- Safety & Security provides safe walks from any College affiliated or owned property to another College affiliated or owned property.
- Safe Walks consist of a personal escort by a Safety & Security Officer.
- To request a safe walk at any time of the day or night, simply **call 2222** from a campus phone or **315-786-2222** from an outside line or cellular phone, or use any of the 7 Black emergency phones on campus.

Protection of Persons or Property

General:

- a) Be aware and recognize your vulnerability.
- b) Report all suspicious persons, vehicles and activities to the Safety & Security department immediately by using an emergency blue phone or by calling **315-786-2222**.
- c) Use the “buddy system” when at parties or in an uncommon location. Never walk **ALONE!**
- d) Watch out for your neighbor. If you see someone being victimized, notify Safety & Security immediately.

Walking:

- a) Avoid walking alone after dark. Utilize the Safe Walk Program by calling 2222 anytime of the day or night or by using one of the 7 Black emergency phones located throughout campus.
- b) Walk in well-lighted, regularly traveled walks or pathways. Avoid shortcuts and keep away from shrubbery, heavy bushes, alleyways and areas where assailants may be lurking.
- c) Don't hitchhike or accept rides from strangers.
- d) Report lights that are out and any other hazardous conditions to the Safety & Security department.
- e) When walking to your vehicle...keep your keys in your hand.
- f) If you think or feel as though you are being followed, cross the street and if needed keep crossing back and forth. If you are pursued, draw attention to yourself by yelling and run to a lighted building or the residence hall. Don't be afraid, if need be break a window or pull a fire alarm to draw attention to your situation. In this type of situation yelling "FIRE" may be more effective than yelling help.

Athletic Facilities

- a) Use the "buddy system". Work out or use the pool with a friend and make arrangements to go to and from the gym together.
- b) Immediately report all incidents of indecent exposure and voyeurism to the Safety & Security Department.
- c) Avoid bringing cash, wallets, or other valuables to the gym. Keep your locker locked whenever unattended. This includes when you are briefly in the shower. Most thefts in athletic facilities take place in the locker rooms and from unlocked lockers.

Bicycles

Always lock your bike!

1. Bicycles should be locked around the frame and through both wheels to a bike rack.
2. Invest in a good bike lock or a strong padlock and chain.
3. Whenever possible keep your bike inside at areas designated by Residence Life.
4. Find out if your bike is covered under your parents' insurance policy. If not, it is advisable to insure it.
5. Don't be an accident victim. Follow the same rules of the road as you would if you were driving a car.

Bicycles must not be left in hallways or stairwells or rooms since the personal safety of others may be jeopardized. When school is not in session, secure your bike in your room or take it home with you.

During the fall, an announcement is made about where various bicycle storage areas on campus. Any bicycles stored or locked in hallways and stairwells are moved to approved storage areas.

Motor Vehicle and Parking Policy

Vehicle Registration

All residence hall students are required to register their vehicle with the office of Campus Safety & Security within the first two weeks of the semester. There is no cost to register vehicles and JCC recommends that all students register their vehicles. Vehicle registration can be completed online or a paper form is available in the Welcome Center (Jules 6-005), East Hall Reception Desk, or Room 15-140 of the CLC Building.

Our parking lot map shows designated parking locations for students.

Lot A: Faculty/Staff

Lots C, D, E: Students

Lot F: East Hall Residents

Parking Regulations

All campus lots close at 11:00 p.m. with the exception of F lot for East Hall, and reopen at 6:00 a.m. Any violations will be subject to a fine (review Motor Vehicle Regulations). If for some reason (such as a field trip), you need to leave your car in the parking lot overnight, complete our overnight permit form and return to the office of Campus Safety & Security in the CLC Bldg. #15, Room 15-140. You can also email the completed form to security@sunyjefferson.edu or call the duty officer, 315-786-2222, with your information.

Lost and Found

Keys or valuable items found unattended on campus should be turned over to the Safety & Security Department. Such items are subject to a search for the purpose of discovering ownership. Unclaimed items will be donated to an appropriate charity or otherwise disposed of after one semester has passed. Items found in the residence halls should be turned over to the residential coordinator who will then give the items to Safety & Security.

Theft

Theft, or a suspicion of theft, should be reported immediately to the resident assistant, residential director or Safety & Security Office. The victim of a theft has the right to report the theft to the local police or refer the matter to the Judiciary process. Where theft against the institution is

involved, the college agent with responsibility for the area in which the theft occurred chooses the appropriate course of action.

The College is not liable for personal property lost, stolen, or damaged. It is advised that you protect your belongings with insurance through your family's homeowner or other insurance policy. It is further recommended that you keep doors locked, avoid keeping large sums of money and other valuables in your room, and report any suspicious persons or behavior to residence staff and Safety & Security

Annual Fire Safety Report Campus Fire Safety Right to Know

The Kerry Rose Fire Sprinkler Notification Act of 2013 requires the College provide a written fire safety notification to each student living in a college-owned or operated housing facility, both on and off campus. All resident hall students are provided with a folder in their room that includes a copy of this. Jefferson Community College is committed to providing a healthy and safe educational and working environment for our students, faculty, staff and visitors and provides the following information about our system and the fire safety report in response to the Act.

SUNY Jefferson Community College has a strong history of supporting and developing a campus-wide Fire Safety Program. The residential facilities owned and operated by the Faculty Student Association (FSA) are a high priority, and fire safety is overseen by staff from Safety and Security, Facilities, and Residence Life.

Residential Housing – Fire Safety System

The Residence Hall is equipped with a fully integrated fire and smoke alarm system. Each residential room is equipped with a smoke sensor while common areas are equipped with combination smoke/heat sensors. Each residence has sprinkler systems in a limited number of storage areas. Fire extinguishers are also strategically located throughout the residence halls.

Residential Fire Alarms

The fire alarm system is monitored 24/7/365 by Sonitrol Monitoring Service. The activities of an alarm are received by the monitoring system. The central monitoring service immediately notifies the City of Watertown Fire Department and then notifies Campus Safety and Security personnel to respond to the location. All fires should be immediately reported to Campus Safety and Security at 315-786-2222 and can be reported to the Watertown Fire Department at 911.

Evacuation of the Residence Hall

Upon activation of a fire alarm, all residents must immediately evacuate the residence hall. Occupants are to go to the nearest available safe exit and exit the building. Individuals should then move away from the building and await further instructions. Guidelines are also published in the Student Handbook – Fire Emergency.

Fire Alarm (Drills)

Fire alarm drills are conducted by Campus Safety and Security personnel in the residence hall. Personnel conduct a minimum of two drills per semester in the residence hall. Fire drills are also conducted at times in order to accommodate summer programs or at times when the residence hall is occupied.

Fire Safety Education and Training

Campus Safety and Security, Residence Life Staff and Facilities work closely together to ensure safety. Fire drills are regularly conducted and coordinated with the City of Watertown Fire Department. The New York State Office of Fire Prevention and Control trains Residence Life staff each year. At the beginning of each semester, Residence Life staff is also trained to evacuate their building and manage door access. Floor meetings are held on each floor in the residence hall to review fire safety and evacuation procedures.

Jefferson maintains compliance with New York State Fire Code with respect to our drills. There is a periodic review of fire safety procedures with Resident Assistants and Resident Directors within the residence halls. Residence Life staff periodically inspect rooms for hazardous and dangerous conditions. Trained and competent personnel inspect and test the sprinkler, fire alarm and smoke detection systems as required.

All College employees receive initial fire safety training and are expected to familiarize themselves with evacuation plans for buildings they occupy.

Evacuation procedures are posted in each building. Special procedures are in place for evacuating members of the college community with disabilities.

Students residing in the residence hall are trained to leave the building immediately and not to use elevators.

Staff members are required to assist students as well as Campus Safety and Security personnel and the City of Watertown Fire Department in complying with safety protocols.

In the fall of 2016 and spring of 2016, a total of 4 fire drills were held in East Hall. More information can be found by contacting [Campus Safety and Security Department](#) or at 315-786-2222.

For further information on residence hall rules and regulations, please visit the website which describes [Residence Hall Policies](#).

Prohibited Items

Residence Life prohibits a number of items considered to be of potential hazard in the residence hall rooms. As outlined in the Residence Hall Guide, electrical appliances are prohibited in student rooms. Such items consist of, but are not limited to:

- Candles and Incense
- Space Heaters
- Hot Pots
- Sun Lamps
- Any lamp with a plastic shade or other material which is apparently flammable
- Refrigerators exceeding 5 cubic feet
- Any extension cord not equipped with a surge protector
- Any electrical cooking appliance such as hot pots, Foreman grills, ovens
- Potpourri pots
- Electric coils
- Lava lamps
- Toasters or toaster ovens
- Air conditioners
- Microwave ovens
- Electric blankets
- Electric percolators and drip coffee pots
- Any flammable materials, chemicals including those used in campus laboratories, explosives including fireworks
- Any type of firearm including BB guns and paintball devices and other weapons
- Tapestries or wall hangings made of fabric
- Internal combustion engines
- ***Smoking is not permitted in the Residence Hall.***

Future Improvement for Fire Safety

There are always ways to improve campus fire safety. Education of students and staff is ongoing. The SUNY Jefferson community as a whole is constantly striving to increase the understanding of fire safety and compliance through various avenues, such as annual inspections from the Office of Fire Prevention and Control (OFPC), the continuing training of NYS certified Code Enforcement Officers and interaction with the City of Watertown Fire Department.

OFPC and Facilities personnel make available training which includes fire safety issues at home and work, proper evacuation procedures at home and work and the demonstration of the proper use of both ABC and CO2 fire extinguishers.

Fire Safety

Please note that the crime of arson would also be reported in our criminal statistic section of this report. We define a fire as “*any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*”

Fire Log 2017

Date	Nature of Fire	Time	General Location	Injuries	Value of Propert	Case #

Fire Log 2016

Date	Nature of Fire	Time	General Location	Injuries	Value of Propert	Case #

Fire Log 2015

Date	Nature of Fire	Time	General Location	Injuries	Value of Propert	Case #

- NONE TO REPORT

Falsely activating a fire alarm or tampering in any way with any fire safety equipment is a serious crime and violation of SUNY Jefferson policy.

Enforcement

This section of the SUNY Jefferson Annual Fire Report identifies laws, rules and regulations applicable to faculty, staff and students. These laws, rules and regulations are enforced by the New York State Division of Homeland Security and Emergency Services --- Office of Fire Prevention and Control (through an annual inspection process), Campus Safety and Security, Department of Residential Life, and facilities.

Penal Law of New York State

Article 145 Criminal Tampering

145.14 Criminal Tampering in the third degree

A person is guilty of criminal tampering in the third degree when, having no right to do so nor any reasonable ground to believe that he has such right, he tampers with property of another person with intent to cause substantial inconvenience to such person or to a third person.

Criminal tampering in the third degree is a class "B" misdemeanor.

145.15 Criminal Tampering in the second degree

A person is guilty of criminal tampering in the second degree when, having no right to do so nor any reasonable ground to believe that he has such right, he or she tampers or makes connection

with property of a gas, electric, sewer, stream or water---works corporation, telephone or telegraph, corporation, common carrier, nuclear powered electric generating facility, or public utility operated by a municipality or district; except that in any pro section under this section, it is an affirmative defense that the defendant did not engage in such conduct for a larcenous or otherwise unlawful or wrongful purpose.

Criminal tampering in the second degree is a class "A" misdemeanor.

145.20 Criminal Tampering in the first degree

A person is guilty of criminal tampering in the first degree when, with intent to cause a substantial interruption or impairment of a service rendered to the public, and having no right to do so nor any reasonable ground to believe that he or she has such right, he or she damages or

tampers with property of a gas, electric, sewer, stream or water---works corporation, telephone or telegraph corporation, common carrier, nuclear powered electric generating facility, or public utility operated by a municipality or district, and thereby cause such substantial interruption or impairment of services.

Criminal tampering in the first degree is a class "D" felony.

Article 15 Arson

150.00 Arson definitions

As used in this article,

1. "Building", in addition to its ordinary meaning, includes any structure, vehicle or watercraft used

for the overnight lodging of persons, or used by persons for carrying on business therein. Where a building consists of two or more units separately secured or occupied, each unit shall not be deemed a separate building.

2. "Motor vehicle", includes every vehicle operated or driven upon a public highway which is propelled by any power other than muscular power, except

(a) Electrically---driven invalid chairs being operated or driven by an invalid,

(b) Vehicles which run only upon rails or tracks, and

(c) Snowmobiles as defined in article forty---seven of the vehicle and traffic law.

150.01 Arson in the fifth degree

A person is guilty of arson in the fifth degree when he or she intentionally damages property of another without consent of the owner by intentionally starting a fire or causing an explosion.
Arson in the fifth degree is a class A misdemeanor.

150.05 Arson in the fourth degree.

1. A person is guilty of arson in the fourth degree when he recklessly damages a building or motor vehicle by intentionally starting a fire or causing an explosion.

2. In any prosecution under this section, it is an affirmative defense that no person other than the defendant had a possessory or proprietary interest in the building or motor vehicle.

Arson in the fourth degree is a class E felony.

150.10 Arson in the third degree.

1. A person is guilty of arson in the third degree when he intentionally damages a building or motor vehicle by starting a fire or causing an explosion.

2. In any prosecution under this section, it is an affirmative defense that

(a) No person other than the defendant had a possessory or proprietary interest in the building or motor vehicle, or if other persons had such interest, all of them consented to the defendant's conduct, and

(b) The defendant's sole intent was to destroy or damage the building or motor vehicle for a lawful and proper purpose, and

(c) The defendant had no reasonable ground to believe that his conduct might endanger the life or safety of another person or damage another building or motor vehicle.

Arson in the third degree is a class C felony.

150.15 Arson in the second degree.

A person is guilty of arson in the second degree when he intentionally damages a building or motor vehicle by starting a fire, and when

(a) Another person who is not a participant in the crime is present in such building or motor vehicle at the time, and

(b) The defendant knows that fact or the circumstances are such as to render the presence of such a person therein a reasonable possibility.

Arson in the second degree is a class B felony.

150.20 Arson in the first degree.

1. A person is guilty of arson in the first degree when he intentionally damages a building or motor vehicle by causing an explosion or a fire and when

(a) Such explosion or fire is caused by an incendiary device propelled, thrown or placed inside or near such building or motor vehicle; or when such explosion or fire is caused by an explosive; or when such explosion or fire either

(i) Causes serious physical injury to another person other than the participant; or

(ii) The explosion or fire was caused with the expectation or receipt of financial advantage or pecuniary profit by the actor; and when

(b) Another person who is not a participant in the crime is present in such building or motor vehicle at the time; and

(c) The defendant knows that fact or the circumstances are such as to render the presence of such person therein a reasonable possibility.

2. As used in this section, “incendiary device” means a breakable container designed to explode or produce uncontained combustion upon impact, containing flammable liquid and having a wick or a similar device capable of being ignited.

Arson in the first degree is a class A--I felony.

Article 240 Falsely Reporting an Incident

240.50 Falsely reporting an incident in the third degree

A person is guilty of falsely reporting an incident in the third degree when, knowing the information reported, conveyed or circulated to be false or baseless, he:

1. Initiates or circulated a false report or warning of an alleged occurrence or impending occurrence of a crime, catastrophe or emergency under circumstances in which it is not unlikely that public alarm or inconvenience will result; or

2. Reports, by word or action, to an official or quasi---official agency or organization having the function of dealing with emergencies involving danger to life or property, an alleged occurrence or impending occurrence of a catastrophe or emergency which did not in fact occur or does not in fact exist; or

3. Gratuitously reports to a law enforcement officer or agency (a) the alleged occurrence of an offense or incident which did not in fact occur; or (b) an allegedly impending occurrence of an offense or incident which in fact is not about to occur; or (c) false information relating to an actual offense or incident or to the alleged implication of some person, therein; or

4. Reports, by word or action, an alleged occurrence or condition of child abuse or maltreatment which did not in fact occur or exist to;

(a) The statewide central register of child abuse and maltreatment, as defined in title six of article six of the social services law, or

(b) Any person required to report cases of suspected child abuse or maltreatment pursuant to subdivision one of section four hundred thirteen of the social services law, knowing that the person is required to report such cases, and with the intent that such an alleged occurrence be reported to the statewide central register.

Falsely reporting an incident in the third degree is a class A misdemeanor.

240.55 Falsely reporting an incident in the second degree

A person is guilty of falsely reporting an incident in the second degree when knowing the information reported, conveyed or circulated to be false or baseless, him or her:

1. Initiates or circulates a false report or warning of an alleged occurrence or impending occurrence of a fire, explosion, or the release of a hazardous substance under circumstances in which it is nor unlikely that public alarm or inconvenience will result;

2. Reports by word or action, to any official or quasi---official agency or organization having the function of dealing with emergencies involving danger to life or property, an alleged occurrence or impending occurrence of a fire, explosion, or the release of a hazardous substance which did not in fact occur or does not in fact exist; or

3. Knowing the information reported, conveyed or circulated to be false or baseless and under circumstances in which it is like public alarm or inconvenience will result, he or she initiates or

circulates a report or warning of an alleged occurrence or an impending occurrence of a fire, an explosion, or the release of a hazardous substance upon any private premises.

Falsely reporting an incident in the second degree is a class E felony.

240.60 Falsely reporting an incident in the first degree

A person is guilty of falsely reporting an incident in the first degree when he:

1. Commits the crime of falsely reporting an incident in the second degree as defined in section 240.55 of this article, and has previously been convicted of that crime; or
2. Commits the crime of falsely reporting an incident in the third degree as defined subdivisions one and two of section 240.50 of this article or falsely reporting an incident in the second degree as defined in subdivisions one and two of section 240.55 of this article and another person who is an employee or member of any official or quasi---official agency having the function of dealing with emergencies involving danger to life of property; or who is a volunteer firefighter with a fire department, fire company, or any unit thereof as defined in the volunteer firefighters' benefit law; or who is a volunteer ambulance worker with a volunteer corporation or any unit thereof as defined in the volunteer ambulance workers' benefit law suffers serious physical injury or is killed in the performance of his or her official duties in traveling to or working at or returning to a firehouse, police station, quarters or other base facility from the location identified in such report; or
3. Commits the crime of falsely reporting an incident in the third degree as defined in subdivisions one and two of section 240.50 of this article or falsely reporting an incident in the second degree as defined in subdivisions one and two of section 240.55 of this article and another person suffers serious physical injury or is killed as a result of any vehicular or other accident involving any emergency vehicle which is responding to, operating at, or returning from the location identified in such report.
4. An emergency vehicle as referred to in subdivision three of this section shall include any vehicle operated by any employee or member of any official or quasi---official agency having the function of dealing with emergencies involving danger to life or property and shall include, but not necessarily be limited to, an emergency vehicle which is operated by a volunteer ambulance worker with a volunteer ambulance corporation, or any unit thereof as defined in the volunteer ambulance workers' benefits law.
5. Knowing the information reported, conveyed or circulated to be false or baseless and under circumstances in which it is likely public alarm or inconvenience will result, he or she initiates or circulates a report or warning of an alleged occurrence or an impending occurrence of a fire, an explosion, or the release of a hazardous substance upon school grounds and it is likely that persons are present on said grounds.
6. Knowing the information reported, conveyed or circulated to be false or baseless and under circumstances in which it is likely public alarm or inconvenience will result, he or she initiates or circulates a report or warning of an alleged occurrence or impending occurrence of a fire, explosion or the release of a hazardous substance in or upon a sports stadium or arena, mass transportation facility, enclosed shopping mall, any public building or any public place, and it is likely that persons are present. For purposes of this subdivision, the terms "sports stadium or arena, mass transportation facility or enclosed shopping mall" shall have their natural meaning and the term "public building" shall have the meaning set forth in section four hundred one of the executive law.

Falsely reporting an incident in the first degree is a class D felony.

The following offices may receive reports of fire/safety concerns on campus:

- * Campus Safety and Security (315) 786-2222
- * Facilities (315) 786-2405
- * Dean of Students (315) 786-6561
- * Residence Life Staff (315) 755-0411

Off Campus:

- City of Watertown Fire Department (Non---Emergency) (315) 785-7800
- Emergency Dial 911

Emergency Evacuation

SUNY Jefferson Facilities Department in conjunction with members from your department, have developed an evacuation plan for students and staff to use during alarm/emergency situations. Each student and staff member is requested to review the plan and be prepared to properly respond in the event of an emergency situation.

FIRE HAZARDS

An alert and educated student and staff member is SUNY Jefferson's most valuable resource for fire protection. Fire hazards often arise from unsafe conditions and practices. Every person has a responsibility and vested interest in making a concerted effort to correct and improve their living/working conditions and practices.

Fire hazards include, but are not limited to:

SMOKING: This activity is permitted only outside in specifically designated areas.

STAIRWAYS: Never block stairway entrances, even temporarily. No obstructions should be left on steps or landings. Fire doors should always remain closed.

CORRIDORS: Corridors, hallways, and aisles must be kept clear of all obstructions (e.g., office furniture, bicycles, compressed gas cylinders, etc.) which might present a fire hazard and impede escape routes.

STORAGE AREAS: Areas used for storage should be kept clean and orderly. Accumulation of trash, rags, or debris of any type is a hazard and an unsafe condition.

FIRE PROTECTION DEVICES: Fire extinguishers, pull stations, audio visual strobes, sprinkler and smoke detectors should at all times be accessible and not blocked by any storage of items.

EQUIPMENT HAZARDS:

- a. Electrical cords should be placed away from aisles or other pedestrian walkways.
- b. Never use electrical cords that are frayed or have exposed wiring.
- c. Do not overload electrical outlets by using multiple extension cords, etc.
- d. Perform regular maintenance on all equipment. Promptly remove/repair defective equipment.
- e. Understand and use all pertinent safety precautions when using electrical appliances and equipment.
- f. Never use portable electric space heaters in any building on campus.
- g. Only connect portable power taps and extension cords directly into wall receptacles.

- h. The use of candles is prohibited in any Campus building.
- i. Never install replacement bulbs in lamps that exceed the maximum rated wattage.
- j. The use of Halogen lamps is prohibited in any Campus building.

LOADING DOCKS, LOADING AREAS: In Campus facilities, various exits are located near loading docks and/or loading areas. These areas must be kept clear of all obstructions (e.g., pallets, trash, debris, etc.) that may present a fire hazard and impede escape routes.

ALARMS

The majority of College facilities are equipped with sprinkler systems and automated alarm devices. While extremely efficient, these systems do not ensure all emergency/fire situations will be suppressed.

To ensure the safety of all building occupants, the Facilities Department requires the complete evacuation of a facility during an alarm situation. Failure to see fire or smell smoke does not mean a threat to your safety is not present.

Emergency situations could be the result of:

- Fire
- Gas Leaks
- Natural Disasters Hazardous Materials Incidents

Threats of Violence

Explosion

In the event of a fire emergency, students and staff should practice the procedures associated with the acronym “RACE”.

R --- Remain calm, do not panic. Rescue persons in immediate danger.

A --- Alarm: Activate the nearest MANUAL PULL STATION and Call it in! See note!

C --- Contain fire at point of origin by closing all doors and windows.

E --- Evacuate the facility using established procedures.

Note: From a Campus phone, dial 2222 to connect to Campus Safety and Security. Advise Campus Safety and Security personnel that there is a fire/emergency of approximate size and location (building, floor, room #, etc.).

From a cell phone, dial 315-786-2222 to connect to Campus Safety and Security.

EVACUATION GUIDELINES

1. When an alarm sounds prepare to evacuate the building by way of the nearest emergency exit. If close by bring your coat, car keys, purse etc. Walk, do not run. Do not use elevators.
2. Close all doors as you leave. Do not touch any light switches.
3. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.
4. In the event you are unable to exit the building:
 - a. Remain calm; do not panic.
 - b. Remain low; crawl if necessary.
 - c. Place a cloth, wet if possible, over your mouth to serve as a filter.
 - d. Signal for help from a window. Use a towel, clothing, sign etc.

- e. Call 315-786-2222 from a cell or 2222 from a Campus phone for assistance.

The Watertown Fire Department and Rescue Squad is responsible for fire rescue and medical aid in emergency situations on SUNY Jefferson's Campus.

Note: All Faculty must immediately instruct students to evacuate the classroom/laboratory/studio when a fire alarm is activated. Faculty and Building Administrators must also ensure that the students evacuate to the buildings designated assembly areas.

5. Upon exiting the building proceed directly to your assigned assembly area. Do not block any roads, driveways, or parking lots. Fire Department personnel will need unobstructed access to these areas.

6. The normal SUNY Jefferson Campus travel route for fire department access to the various buildings is Rand Drive and Cannoneer Loop (loop road) to a designated fire lane or nearest parking lot in front or to the rear of each building.

7. *For the Residence Hall* at the assigned assembly locations, Resident Directors (RD), Resident Assistants (RA), Building Marshals (BM) should evacuate with the residence hall housing list and communicate with the students to try and ensure no one is left behind in the building. It is the individual student's responsibility to evacuate the building when an alarm sounds, report to their assigned assembly area, and communicate with the RD, RA, and any information that will assist in the evacuation.

For Academic Buildings at the assigned assembly locations, Faculty and Building Administrators should evacuate with the class attendance sheet and communicate with the students to try and ensure no one is left behind in the building. It is the individual student's responsibility to evacuate the building when an alarm sounds, report to the building's assigned assembly area, and communicate with faculty and staff any information that will assist in the evacuation.

Supervisors have the responsibility to account for all staff to make sure everyone has been evacuated. Supervisors shall account for staff on sick time, vacation, and other absences from work. If any students or staff member is found to be missing from the assembly locations, the Fire Department is to be notified immediately by meeting with fire department personnel at the scene.

8. The cessation of an alarm or departure of the Fire Department is not an "all clear" to re--- enter the building as corrective measures may still be in progress. Stay clear of the building until the Fire Department or Campus Safety and Security personnel have advised to re---enter the building or area.

9. Assist visitors during alarm/emergency situations. Visitors may not be aware of exits, alternative exits and the procedures that should be taken during alarm situations. Students and staff should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.

10. Handicapped Evacuees: Special provisions are necessary to evacuate students or visitors with disabilities. During a fire emergency, people with disabilities must be assisted to the appropriate exit. This procedure shall be initiated by the Resident Director, Resident Assistant, Building Administrator, or Campus Safety and Security present. This procedure will also be practiced during fire evacuation training and drills.

11. Elevators: **Do Not** use the elevators during an alarm. When the fire alarm sounds in an emergency situation, occupants should use the stairways to evacuate from the floors above and below the building exits.

BUILDING SPECIFIC FEATURES FOR FIRE SAFETY: AREAS OF REFUGE

An area of refuge is: “an area where persons unable to use stairways can remain temporarily to await instructions or assistance during emergency evacuation.”

The Residence Hall has areas of refuge on all floors, located by the elevator on each floor. The areas contain a two-way communication system that will connect with the Smart Rescue phone on the ground floor, B Wing side entrance. Upon activation, the Smart Rescue phone will ring for approximately 30 seconds for Campus Safety personnel or Residence Life staff located in the Hub to respond. If the Smart Rescue phone goes unanswered, the call will transfer to Campus Safety and Security for fire rescue operations during an emergency.

EVACUATION DUTIES OF THE RESIDENT DIRECTORS AND RESIDENT ASSISTANTS

1. Collect information or verbal reports from occupants as to the cause of the emergency.
2. Notify others of evacuation.
3. Ensure the safe and orderly evacuation of the building. If applicable, ensure handicapped evacuation plan is properly implemented. Make quick assessments during evacuation.
4. As you are exiting the building, and if conditions permit, you should knock on any closed doors in your area after checking for warmth or smoke, and then, open the door to ensure proper evacuation of all occupants. Check bathrooms and common rooms last, and advise occupants in these areas to leave immediately.
5. Note any individuals who do not evacuate. If a problem arises when an area is evacuated, contact the Fire Department responders and advise them of the situation. Evacuate the area and hold all persons out until a representative from the Fire Department has given the “all clear” to re-enter the building. The RA assigned to monitor the exit areas should remain at a safe distance from the facility at all times.
6. Meet the Fire Department personnel at the predetermined assembly area. Inform fire Personnel of any known facts pertaining to the alarm situation. If requested, assist fire department personnel with a walk-through of the facility.
7. Make the decision to call for an evacuation of the building by activating a manual pull station to sound the fire alarm during an emergency if no other alarm has sounded previously. Report all incidents to Campus Safety and Security and Facilities.

EVACUATION DUTIES OF THE BUILDING ADMINISTRATORS AND SUPERVISORS

1. Coordinates appropriate education and training programs on evacuation procedures for all employees.
 2. Orients temporary staff to evacuation procedures.
 3. Ensures employees have a fire and emergency evacuation plan accessible to them.
 4. Contact the Facilities Department if there are any needed changes to the evacuation plan: building modifications, staff, etc.
 5. Assists Facilities Department with yearly review of evacuation plan and safety inspections.
- At all times, when following any fire procedures, ensure that you are out of danger before trying to complete any emergency task. All building occupants are directed to put life safety before any other goal during fire emergencies. If a fire emergency is identified:

1. Pull the nearest fire alarm pull station immediately.

2. Evacuate the building.
3. When you are in a safe location, **Call it in!** From a Campus phone, dial 2222 to connect to the Campus Safety and Security. Advise Campus Safety and Security that there is a fire/emergency of approximate size and location (building, floor, room #, etc.). From a cell phone, dial 315-786-2222 to connect to Campus Safety and Security, or dial 911 and give the appropriate information as noted above.

CONTACT INFORMATION

For more information on the Emergency Evacuation and Fire Safety Plan and procedures, please contact:

- Campus Safety and Security (315) 786-2222
- Facilities Department (315) 786-2405
- Residence Life (315) 755-0411

Emergency Evacuation Drills SUNY Jefferson, Residential Housing Calendar Year 2014

2017* Fire Drill Statistics for Residential Housing

Residential Facilities	Spring 2017	Summer 2017**	Fall 2017
East Hall	2	0	2
Total	2	0	2

**Accidental fire alarms in East Hall 2017 = 32*

*** Building had no residents during summer months.*

2016* Fire Drill Statistics for Residential Housing

Residential Facilities	Spring 2016	Summer 2016**	Fall 2016
East Hall	2	0	2
Total	2	0	2

**Accidental fire alarms in East Hall 2016 = 20*

*** Building had no residents during summer months.*

2015* Fire Drill Statistics for Residential Housing

Residential Facilities	Spring 2015	Summer 2015	Fall 2015**
East Hall	2	0	2
Total	2	0	2

**Accidental fire alarms in East Hall 2015 = 20*

*** Building had no residents during summer months.*

2017 Statistics and Related Information Regarding Fires in Residential Facilities

Residential Facilities	Total Fires in Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Cause by Fire
East Hall	0	N/A	0	0	0

2016 Statistics and Related Information Regarding Fires in Residential Facilities

“Whistleblower” Protection

HEOA states that nothing in the law “... shall be construed to permit an institution to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”

The following table describes fire safety systems located in the Residence Hall facilities on the SUNY Jefferson campus:

Fire Safety Systems

Student Housing Facilities

Building	Assembly Space	Detection Type	Sprinkler System (Y/N)	Fire Suppression System (Y/N)	Fire Alarm Sound	Strobe Lights (Y/N)
East Hall	A - lot	Heat/Smoke & CO	Y-- Fully Integrated fire and smoke alarm systems in place. There are sprinkler systems in place in a limited number of storage areas.	N	Horn	Y-- In Hallways and Common Areas.

Combined Discrimination and Harassment Policies

Nondiscrimination, Discriminatory Harassment & Sexual and Interpersonal Misconduct Policies

Nondiscrimination Policy

All members of the SUNY Jefferson community are valued equally. We are committed to multicultural diversity in our faculty, staff, student body and curriculum. Awareness training for students, faculty and staff is designed to eliminate all forms of unlawful discrimination. Jefferson Community College subscribes fully to all applicable federal and state legislation and regulations (including the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination in Employment Act (ADEA); the Age Discrimination Act of 1975; New York State Human Rights Law; and Part 53, Section 607 of the New York State Educational Law) regarding discrimination, as well as the Drug-Free Workplace Act of 1988. The College does not discriminate against students, faculty, staff, or other beneficiaries on the basis of race, color, predisposing genetic characteristics, gender, gender identity or expression, religion, age, disability, marital status, veteran's status, sexual orientation, or national or ethnic origin, or any other category protected by law or regulation, in admission to, or access to, or treatment, or employment in its programs and activities. Gender identity and expression, while protected under Jefferson Community College policy, may not be protected under all federal, state, or local laws. In addition, pursuant to the Violence Against Women Act, College policy prohibits domestic violence, dating/relationship violence and stalking, where it impacts or has the potential to impact the educational or employment environment of any member of the College community. Retaliatory action of any kind taken by any employee, student, or beneficiary against any other employee, student, or beneficiary as a result of that person's seeking redress under this policy is prohibited. Jefferson Community College is an Affirmative Action/Equal Opportunity Employer.

For further information contact Jefferson Community College's Executive Director of Human Resources or Vice President for Administration and Finance/Treasurer found in the Administration Building.

2. Discriminatory Harassment Policy

It is the policy of Jefferson Community College that all our employees and students should be able to enjoy a work and educational environment free from all forms of unlawful discrimination and discriminatory harassment, including sexual harassment. Jefferson Community College provides for the development of a climate of tolerance and pluralism and prohibits expressive behavior which is demeaning, intimidating or hostile, communicated verbally, physically or with

other communication device, including telephonic or electronic means. It is expressly against College policy for any employee or student to engage in discriminatory harassment.

The College defines discriminatory harassment as verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, religion, ethnic or national origin, gender, age, disability, predisposing genetic characteristics, sexual orientation, gender identity, gender expression, military or veteran's status, marital status or any other characteristic protected by applicable law. Whether harassment has occurred in violation of this policy depends on a consideration of all the circumstances, including the severity of the incident(s), whether the conduct was repeated, whether it was threatening or merely annoying, and the context in which the incident or interaction occurred.

Harassment may be verbal, visual or physical. Merely by way of illustration, harassing acts may include racial, ethnic or religious; name-calling that demeans on the basis of gender, age, disability, sexual orientation or gender identity; unwanted touching of a person's legs or shoulder; physically harming or threatening another due to racial or religious animosity; vulgar pictures or ethnically offensive symbols or writings; or gestures that mimic or mock a person's gender, sexual orientation, disability, race or age. Sexual harassment is one form of harassment. Sexual harassment may consist of sexually charged comments or conduct, including sexually lewd conversation or pictures, repeated, unwelcome requests for dates or romantic interaction; unwelcome physical affection (such as hugs or kisses) or intentional touching of the legs, back, or shoulders.

The fact that a person was personally offended by a statement or incident does not alone constitute a violation of this Policy. The determination is based on a "reasonable person" standard and takes into account the totality of the circumstances. The College considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning community.

In all instances, a key factor is whether the complained-of behavior occurred because of a protected characteristic. If it did not, the behavior is not regulated by this Policy. Similarly, conduct that offends based on a protected characteristic but is not as severe or pervasive as to unreasonably impact an individual's participation in the College's educational program or employment may not violate this Policy. In such cases, however, the College reserves the right to discipline otherwise inappropriate conduct.

Students and employees are strongly encouraged to report instances of discrimination and discriminatory harassment, as well as sexual and interpersonal misconduct (as defined below) to appropriate College officials, as described below. Any employee or student is subject to disciplinary action for violation of this Policy, up to and including termination or expulsion. Discrimination and harassment also may be found to be illegal under both state and federal law. In some cases, it may be susceptible to prosecution under criminal sexual law.

This Policy applies to all College students, faculty, and staff and non-College community members (where the alleged conduct arises out of College programs or activities). This Policy applies to conduct on campus and in connection with any College-sponsored program or activity, regardless of where it occurs. Additionally, off-campus conduct may violate this Policy if the conduct creates a threatening or uncomfortable work or learning environment on the College's campus or within a College program, or if the incident causes concern for the safety or security of the College's campus.[1] Non-community members (*e.g.*, alumni, family of students, vendors, etc.) visiting campus or participating in a College program or activity are expected to abide by the behavioral expectations in this Policy.

This Policy is not intended to proscribe, and should not limit free discussion of, the merits of any issue relating to ethnic, racial, religious or other multicultural difference or open inquiry into any material or issue relevant to the academic content of a course.

3. **Sexual and Interpersonal Misconduct (Sexual Misconduct) Policy**

As part of the above general prohibition of discrimination based on gender (including sexual harassment), and pursuant to its required compliance efforts under Title IX, the Violence Against Women Act, and New York Education Law Section 129-B, this Policy specifically prohibits sexual and certain other types of interpersonal misconduct (*i.e.*, sexual harassment and non-consensual sexual conduct, relationship or dating violence, domestic violence and stalking) which impacts or has the potential to impact the educational or employment environment of any member of the College community (collectively referenced for purposes of this Policy as "Sexual Misconduct"). The College will advise complainants of their Title IX and analogous state law rights, and will take steps to prevent Sexual Misconduct and to correct its discriminatory effects, as appropriate, including when it learns of Sexual Misconduct even in the absence of a formal complaint. This Policy applies to all College students, faculty and staff, and specifically applies regardless of one's race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

While Sexual Misconduct can be a criminal offense under New York State law, a person's conduct may violate the College's prohibition against Sexual Misconduct even if it does not violate State law.

For purposes of this Policy **Sexual Misconduct** includes:

1. **Sexual Harassment**

Harassment, as defined above, based on one's gender, gender identity, gender expression or sexual orientation.

2. Non-Consensual Sexual Conduct

The College expects that any sexual activity (including sexual contact) will be based on mutual, affirmative consent to the specific sexual activity. Sexual activity in the absence of affirmative consent (i.e., “non-consensual sexual activity”) is prohibited. Sexual relationships between students and employees are strongly discouraged.

1. Affirmative Consent

New York State Standard for Affirmative Consent

Sexual misconduct or contact in the absence of affirmative consent violates the College’s policies. Sexual misconduct includes any sexual act perpetrated against someone’s will. Sexual violence includes rape, an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment), dating violence, domestic violence and stalking. All types involve victims who do not consent, or who are unable to consent due to incapacitation.

2. Pursuant to New York State law:

3. 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.
4. *The health and safety of every student at Jefferson Community College are of utmost importance. Jefferson strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of*

domestic violence, dating violence, stalking, or sexual assault to Jefferson's officials or law enforcement will not be subject to Jefferson'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.

5. To review and understand the College's complete policies, procedures, and resources for [sexual misconduct response](#).

Resources and Questions

6. This website offers the College's complete policies, procedures, and resources for [sexual violence response](#). (including resources of the Advocates Programs)

7. **Confidential Resources**

If you wish to report confidentially, in which case your identity will not be revealed to College officials, nor will the College be able to act on your report), contact:

8. *On Campus Confidential Resources*

On Campus - Health and Wellness Center – 315-786-2376/ Building 17 (for Jefferson Community College students only)

9. On Campus – Chaplin's office 315-786-2435 / Building 5-112

10. *Off Campus Confidential Resources*

Victims Assistance Center 315-782-1823 (for all victims)

*Note: Off-campus "safe housing" and Family Court Orders of Protection may be facilitated through Victims Assistance Center.

2. Examples of Non-Consensual Sexual Activity

Any non-consensual sexual activity violates this Policy. Non-consensual sexual activity includes any intentional touching, however slight, for purposes of sexual gratification or with sexual intent, with an object or bodily part, by a person upon another person that is without affirmative consent.

Examples of non-consensual sexual activity include:

Rape:

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim.

Other Sex Offenses:

Any sexual act directed against another person, without the affirmative consent of the victim, including instances where the victim is incapable of giving consent.

A. Fondling--The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

B. Incest--Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. Statutory Rape--Sexual intercourse with a person who is under the statutory age of consent.

Non-consensual sexual activity also includes sexual exploitations, which occurs when, without affirmative consent, one takes sexual advantage of another. Examples of sexual exploitation include (but are not limited to) observing, photographing, or recording others engaged in sexual or private activity (such as undressing or showering) without the affirmative consent of all involved; or taking intimate pictures of another but then distributing the pictures to others without the photographed person's affirmative consent; or exposing one's genitals in non-consensual circumstances.

3. Dating/Relationship Violence

Dating Violence --Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For purposes of this Policy, verbal and/or emotional abuse will also be considered by the College to violate this Policy.

For purposes of this Policy, the "intimate" relationship may be characterized as a series of sexual encounters, dating, "hooking up", or similar interactions.

Examples of abusive actions range from physical acts like hitting, shoving, or restraining to threats designed to control the victim's behavior. Some examples of threatened actions would be turning friends against the victim or committing suicide or hurting pets.

4. Domestic Violence

A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

5. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition—

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For purposes of this Policy, harm to physical, mental, or emotional health, employment status, or property of such person, a member of such person's immediate family, or a third party with whom the person is acquainted could, in the appropriate circumstances, give rise to substantial emotional distress.

4. Reporting

1. Sexual Misconduct

Any College community member who has been the subject of Sexual Misconduct has the right to make a report to Campus Safety or the other Responsible Administrators identified below, local law enforcement, and/or the New York State Police, or to choose not to report. If reported to the College under this Policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from the College.

The College encourages reporting of Sexual Misconduct.

Reports may be made anonymously, but the College's, or anyone else's, ability to respond may necessarily be limited by anonymous reporting.

If you have been subjected to Sexual Misconduct, you should seek immediate help.

1. Resources

1. On Campus Confidential/Private Resources (Students)

1. Health and Counseling Center

If you are a student, you may contact the College's Health and Counseling Center. Discussions with the Center's Counselors are treated confidentially (pursuant to the Health and Counseling Center's confidentiality protocols).

Jefferson Community College Health and Counseling Center 315-786-5392

The Health and Counseling Center can provide assistance and information regarding medical assistance and treatment (including information about sexually transmitted infections, sexual assault forensic examinations, and emergency birth control), resources available through the New York State Office of Victim Services, academic and other campus support options, campus disciplinary proceedings and law enforcement options.

If unsure of where to go, contact the Health and Counseling Center.

Names and contact numbers for individual Advocates are located with the Health and Counseling Center, Safety and Security or the Title IX Office.

Reports of Sexual Misconduct made to either the Health and Counseling Center will NOT be reported to other College officials in any personally identifiable manner (reports made to some of these individuals may result in a report to College officials that an incident occurred, but will not result in the reporting of any personally identifiable information), and as a result you should not expect action to be taken by the College against any alleged perpetrator if you only report to these resources. Similarly, information shared at public awareness and advocacy events does not create an obligation on the part of the College to investigate that information and/or take further action.

2. Off Campus Confidential/Private Resources

Confidential reports of Sexual Misconduct can be made by students and employees to off-campus resources, including

Watertown-Potsdam Hospital 315-265-3300

Victims' Assistance Center may be reach through a 24 hour Hotline: 315-782-1855, Office: 315-782-1823, Toll Free: 866-782-1855. Jill Parker, Executive Director, 120 Arcade Street, Watertown.

Email: jillp@vacjc.com,

In addition, certain support services may be available on a private basis through:

New York State Office of Victim Services

1-800-247-8035

Reports to these Confidential/Private Resources will not result in personally identifiable information being provided to the College and therefore you should not expect as a result of this type of reporting that the College will take any action against an alleged perpetrator.

Reports may be made by the victim, someone on behalf of the victim, or anonymously.

If a **Responsible Administrator** receives a report of Sexual Misconduct, observes Sexual Misconduct firsthand, or learns about it in any other way, s/he is required to report it to the College's Title IX Coordinator. This report will include the name of the victim, the name of the alleged perpetrator(s) if known, any witnesses and any other relevant factors, including the date, time and location of the incident. Before making a report to a Responsible Administrator, you should consider the Responsible Administrator's reporting obligation. You should also consider that Title IX prohibits retaliation for reporting and that the College will not only take steps to prevent retaliation but will take strong responsive action if retaliation occurs. If you wish to ensure maximum confidentiality, you should not report to any of the Responsible Administrators listed in this section but should instead speak to the Confidential Resources identified above. You can also choose to go to local law enforcement, whether or not you report to a Confidential Resource and/or a Responsible Administrator.

While all employees are strongly encouraged to report incidents of Sexual Misconduct that come to their attention, and certain employees may be required to report them, if a complaint is made to anyone other than **Responsible Administrators**, the complainant risks the possibility that it will not come to the attention of the proper College officials and may, therefore, not be acted upon by the College. For this purpose, Faculty generally are not Responsible Administrators and you should not assume that information brought to the attention of a Faculty member will be reported to the College. On the other hand, unless a report is made to a Confidential Resource, you have less assurance of confidentiality.

However, even if reporting to a Responsible Administrator listed in this section, you have the right to **request** that the College maintain this report as confidential (to the extent permitted by law) and/or to request that it not conduct an investigation or that action not be taken against an alleged perpetrator. The College is not required to honor that request, and in appropriate circumstances, may decide to move forward with an investigation and other/or disciplinary processes, even without the consent or cooperation of the reporting individual. In making such a

determination the College must consider its obligation to provide a safe, non-discriminatory environment for all students and employees. The College has designated the Title IX Coordinator as the individual who will evaluate any requests for confidentiality. The Title IX Coordinator will consider a range of factors, including:

- The risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - Whether there have been other Sexual Misconduct complaints about the same alleged perpetrator;
 - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - Whether the incident represents an escalation of past misconduct by the responding party;
 - Whether the responding party threatened further sexual violence or other violence against the victim or others;
 - Whether the Sexual Misconduct was committed by multiple perpetrators;
- Whether the Sexual Misconduct was perpetrated with a weapon or force;
- Whether the victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the Sexual Misconduct (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group
- The overall safety of the campus community (including the reporting individual).

If the College determines that it cannot maintain a complainant's confidentiality, it will inform the complainant prior to starting an investigation and will, to the extent possible, nonetheless maintain information as private and only share information as needed so that the College may respond and act under this Policy.

If the College honors a request for confidentiality, it does not prevent the reporting individual from receiving interim relief and other assistance, but the reporting individual must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against any responding party or to provide remedial assistance, may be limited or otherwise impacted.

Upon receiving a report, the Responsible Administrator to whom the report was made will discuss with the complainant available avenues and options. Options may include disciplinary action against the accused and remedial actions to ameliorate or correct the effects of the sexual misconduct. Other options may include interim no-contact orders, changes in academic, extracurricular, residential, transportation, dining or working arrangements, access to academic, medical, counseling and other support, as appropriate. Reporting to local law enforcement also is an option. The College will review the facts and circumstances of each case, as well the complainant's wishes, in deciding whether and what steps are reasonable and appropriate.

Even when legal confidentiality is not available, Responsible Administrators and other College officials acting under this Policy will maintain privacy to the greatest extent possible. Information provided to a non-confidential/private employee will be relayed only as necessary for the Title IX Coordinator, and those acting under this Policy, to carry out the purposes of this Policy.

Jefferson Community College's Title IX Coordinator is:

- Employees: Kerry Young, Executive Director for Finance and Human Resources, 315-786-2279, kyoung@sunyjefferson.edu.
- Students: Betsy Penrose, Vice President of Students, 315-786-2249, bpenrose@sunyjefferson.edu

4. Law Enforcement

A victim of a crime, including a crime arising from Sexual Misconduct under this Policy, is encouraged to, but is not required to, report the incident to local law enforcement and pursue criminal charges. The criminal process and the College's disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or College complaint or both. In criminal cases, including non-consensual sex offenses, the preservation of evidence is critical and must be done properly and promptly. The Watertown Police Department can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner. Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by a College community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter College property, and the College will abide by a lawfully issued order of protection.

Reporting to criminal authorities may result in some delay in any internal College investigation, so as not to interfere with evidence gathering by law enforcement, but College procedures will resume as soon as possible. In addition, the College will cooperate with any criminal proceedings as permitted by law.

Watertown Police Department 911

New York State Police Hotline 1-844-845-7269

The **Responsible Administrators** can provide assistance to you in reporting to law enforcement.

Reporting individuals should understand that not all Sexual Misconduct under this Policy may be a crime and that the standard law enforcement employs in processing complaints is different than the College's standard under this Policy. Questions about whether incidents violate criminal

laws and how the criminal process works should be directed to law enforcement officials or the Jefferson County (or other relevant) District Attorney.

2. Interim Measures

In appropriate cases, interim relief may be available for either party to a complaint while an investigation and/or review is pending. Relief may include no-contact orders; changes in academic, extracurricular, residential, transportation, dining or working arrangements; access to academic, counseling and other support; as well as safe walks and escorts, and other relief as appropriate. This relief can be secured through the Dean of Students, Title IX Coordinator, Director of Safety and Security or designee as appropriate.

When as a result of a Sexual Misconduct complaint a no-contact order is issued against an individual and that individual and the person protected by the no-contact order observe each other in a public place, unless otherwise provided in the order, it is the responsibility of that individual subject to the no-contact order to leave the area immediately and without directly contacting the person protected.

When a no-contact order is issued, both the person against whom it is issued and the person seeking the no-contact order, will, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of the no-contact order, including potential modification. This request may be made by submitting a written request to the Title IX Coordinator, providing the basis for the request and submitting any evidence in support of the request.

Continued intentional contact in violation of a no-contact order is grounds for additional misconduct charges.

Upon request, an individual may also seek a prompt review of the need for and terms of any other interim measure and accommodation that directly affects him or her, by submitting a written request for review to the Title IX Coordinator, providing the basis for that request and any evidence in support.

When a student accused of Sexual Misconduct is determined to present a continuing threat to the health and safety of the campus community, he or she is subject to interim suspension pending the outcome of any proceedings under this Policy. Both that student as well as the subject of any such Misconduct will, upon written request, be afforded an opportunity for a review of the need for and terms of an interim suspension, including potential modification, by submitting a written request to the Title IX Coordinator, providing the basis for that request and any evidence in support.

When the accused is not a student but is a member of the College community, he or she is subject to interim suspension in accordance with the College's employment policies and practices (including applicable collective bargaining agreements).

3. **Amnesty for Students**

The health and safety of every student at Jefferson is of utmost importance. Jefferson 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. Jefferson strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to Jefferson officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Jefferson's officials or law enforcement will not be subject to charges for violating Jefferson's student 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.

4. **Orders of Protection**

Campus Safety, or other College officials, will provide reasonable assistance to a College campus community member, in connection with prohibited Sexual Misconduct conduct under this Policy in obtaining an order of protection or, if outside of New York State, an equivalent protective or restraining order. This assistance includes providing that person with:

- i. a copy of an order of protection or equivalent when received by the College and providing that person with an opportunity to meet or speak with a College representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- ii. an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
- iii. Assistance from Campus Safety in contacting local law enforcement to effect an arrest for violating such an order.

5. **College Sexual Misconduct Complaint Procedures**

If a report of Sexual Misconduct is made to any **Responsible Administrators**, subject to a determination on a request for confidentiality, a fair, prompt and impartial investigation will be undertaken by the College.

Complaints should be reported as soon as possible. In most cases, a complaint will be considered timely if it has been filed within one year of the alleged misconduct or the cessation of the alleged misconduct, whichever is later. As determined by the Title IX Coordinator, a complaint may be investigated and/or referred to the **Hearing Board**, or otherwise responded to, beyond the one year period (including a complaint filed after a student has separated from the College but which involves conduct occurring while an active student).

Investigatory and resolution procedures that will be followed in the event of a complaint can be found in the Student Handbook under Code of Conduct.

A student's Bill of Rights and an additional statement of Rights in Cases Involving Sexual Assault, Domestic Violence, Dating Violence or Stalking are attached to this Policy as Appendix A.

2. Discrimination Other Than Sexual Misconduct

1. Student Complaints

A student who believes s/he has been the victim of discrimination other than Sexual Misconduct may report it to any of the Responsible Administrators noted above or may speak to her/his academic advisor, chairperson of the Department, any staff member in student life, particularly residence life, or counseling for guidance on how to proceed.

Complaints of such discrimination will be investigated in the same general manner (including timeframes) as Sexual Misconduct complaints made by a student except that where the responding party is a student and the matter involves discriminatory harassment, referral may be made to the Hearing Board, and in all other cases, a final decision may be made by the Vice President and or the Dean of Students. In these types of cases, any advisor must be a non-lawyer active member of the College community and their role is as described in the Sexual Misconduct procedures.

2. Complaint By Other Members of the College Community

A member of the College community who is not a student (*i.e.*, who is an employee) and who believes that s/he is experiencing or has experienced discrimination other than Sexual Misconduct may contact any of the Responsible Administrators, although the employee is urged to report to the Executive Director of Human Resources for Employee Relations.

If the responding party is a student, the procedure and processes for students will apply.

If the responding party is a non-student member of the College Community, these procedures found in the Student Handbook will apply.

If the responding party is not an active member of the College community, the matter will be investigated and handled by the Director of Safety & Security.

When a non-member of the College community believes s/he is experiencing or has experienced discrimination other than Sexual Misconduct, the investigatory and resolution procedures to be followed in the event of a complaint can be found in the Student Handbook.

5. Retaliation

It is a violation of College Policy to retaliate against any person making a report of Sexual Misconduct or other Discrimination or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct (or other Discrimination). The College will not only take steps to prevent retaliation but will take strong responsive action if retaliation occurs and anyone engaging in retaliation is subject to disciplinary action, up to and including expulsion/termination (what action can be taken may depend upon whether the individual engaging in retaliatory conduct is within the jurisdiction of the College). Retaliation includes intimidation, threats, or harassment against any such reporting party or third party. While parties are permitted to discuss their case for the purposes of pursuing or defending a charge, seeking support or working with an advisor, parties should also understand that unnecessary discussions of a charge could be perceived as retaliation. Retaliation should be reported promptly to any Responsible Administrator and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct (or other Discrimination).

6. Recordkeeping

Records generated in connection with reports, investigations and resolutions are maintained in confidential files maintained by an appropriate office, which may be the Title IX Coordinator, the Vice President and or Dean of Students, Human Resources, and/or the Registrar (for records concerning disciplinary outcomes), and only those with a right and need to know are permitted access.

7. Training

Responsible Administrators, persons assigned as investigators and individuals determining violations of this Policy will receive annual training on relevant topics, including discrimination, harassment, sexual assault, stalking, domestic violence and dating violence and how to conduct investigations (including specifically investigations involving sexual assault, domestic and dating violence and stalking), the right during investigatory and adjudicatory proceedings to a presumption of “not responsible” until a finding of responsibility is made, the College’s disciplinary proceedings, protecting the safety of the community, and respectful treatment of all parties.

8. Academic Freedom

Jefferson Community College is an academic institution at which academic freedom is necessary and valued. The College will not construe this Policy to prevent or penalize a statement, opinion, theory, or idea offered within the bounds of legitimate, relevant, and responsible teaching, learning, working, or discussion.

9. Clery Act Compliance

The College is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the College will issue a timely warning to the campus. In such circumstances, the name of the responding party may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

10. Coordination with Other Policies

A particular situation may potentially invoke one or more College policies or processes. The College reserves the right to determine the most applicable policy or process and to utilize that policy or process.

This Policy does not apply to decisions relating to requests for reasonable accommodation due to a disability. Academic disability accommodations are handled by the Disability Services office and pursuant to that office's policies. Work-related disability accommodations are handled by the Human Resources Office and pursuant to that office's policies.

11. Designation of Authority and College Counsel

Any College administrator or official whom this Policy empowers to act may request that the Title IX Coordinator delegate that authority to another appropriate College official, or the Title IX Coordinator in his or her own discretion may delegate that administrator's or official's authority to act to another appropriate person. Delegation of authority may be necessary to avoid conflicts of interest or where time constraints or other obligations prevent a College official named in this Policy from fulfilling his/her designated role.

The Title IX Coordinator may delegate his or her responsibilities and/or authorities under this Policy to any Deputy Title IX Coordinator or other appropriate official.

Any College administrator or official involved in implementing this Policy may seek the advice of the College's legal counsel, to be coordinated through the Title IX Coordinator.

12. Interpretation/Other Issues

Final interpretation of any provision of these policies is vested in the Title IX Coordinator. Issues that are not specifically addressed in these policies may be resolved by the Title IX Coordinator.

13. Policy Compliance

- Any employee with a concern about the College's handling of a particular matter should contact Kerry Young, Executive Director for Finance and Human Resources, 315-786-2279, kyoung@sunyjefferson.edu.
- Any student with a concern about the College's handling of a particular matter should contact Students: Betsy Penrose, Vice President of Students, 315-786-2249, bpenrose@sunyjefferson.edu

The U.S. Department of Education, Office for Civil Rights is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.

Updated to comply with New York State Law August 3, 2015

[1] The College reserves the right to adapt or modify any of the specific procedures provided herein to deal with the unique circumstances presented by the College's various off-campus programs, including specifically its overseas programs.

APPENDIX A

STUDENTS' BILL OF RIGHTS

IN CASES INVOLVING SEXUAL ASSAULT,

DOMESTIC/DATING VIOLENCE AND STALKING

Students' Bill of Rights

The State University of New York and Jefferson Community College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad.

All students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

- 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 outside pressures from the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- 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;
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
- Be free from retaliation by the institution, the accused, and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- 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;
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Options In Brief

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- [Anonymously](#) disclose a crime or violation.
- Confidentially disclose a crime or violation to the College Counselor or Nurse in the Health and Wellness Center, Building 17 at 786-2376.
- Make a report to:
 - Title IX Coordinator Employees: Kerry Young, Executive Director for Finance and Human Resources, 786-2279, kyoung@sunyjefferson.edu
 - Title IX Coordinator Students: Betsy Penrose, Vice President of Students, 315-786-2249, bpenrose@sunyjefferson.edu
 - Campus Security at 315-786-2222, office located in CLC 15-140;
 - Watertown Police Department at 911;
 - NYS dedicated hotline for reporting sexual assaults on college and university campuses at 1-844-845-7269;
 - and/or Family Court or Civil Court.

Investigation and Adjudication Procedures

Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking

The Dean of Students and the Title IX Coordinator serves as Convener of the Sexual Misconduct, Domestic Violence, Dating Violence, Review Board.

Sanctions for sexual violence requires suspension or expulsion. If a student is found responsible of violence and is suspended, expelled, or withdraws with charges pending, New York State law requires colleges to post a notation on student's transcript "violation of student code of conduct."

PROCEDURES UNDER THE NONDISCRIMINATION, DISCRIMINATORY HARASSMENT AND SEXUAL AND INTERPERSONAL MISCONDUCT (SEXUAL MISCONDUCT) POLICIES.

I. Sexual Misconduct Procedures

A. Student Cases

1. Where Both the Reporting Party and the Responding Party are students.

The Title IX Coordinator will assign one or more investigators to investigate allegations of Sexual Misconduct in which both the reporting party and responding party are students. The Title IX Coordinator may designate an external investigator to conduct or assist with investigations as needed. Investigations will begin promptly upon notice to the Title IX Coordinator of a complaint. Investigations will normally be completed within 30 days of receipt of the complaint, and resolution of the case in 60 days. Although that period may be extended by the Title IX Coordinator (for reasons such as the complexity of the matter, the number of witnesses involved, academic break periods, etc.), and the parties will be so advised.

In appropriate cases, the Dean of Students, or designee, as appropriate, may secure interim relief for a party during the pendency of the investigation and review. Such relief may include but are not limited to: no-contact orders, changes in academic, extracurricular, residential, transportation, dining or working arrangements, access to academic, counseling and other support, as well as safe walks and escorts, and other relief as appropriate. The Dean of Students

or designee will periodically check on the effectiveness of any interim relief provided. All parties impacted will have the option to appeal interim measures, as outlined in the [student handbook](#).

Depending on the type of incident reported, the Dean of Students, or designee, may choose to pursue charges through an administrative hearing, rather than a judicial hearing board.

Administrative hearings are not available for cases of sexual assault or violence, or in cases where a student is complaining of conduct by an employee who is in a position of authority over that student.)

The investigation will be fair and impartial and will usually involve interviews of witnesses and review of relevant documentation and other information. The reporting party and the responding party will be given an equal opportunity to, separately, present information in the context of the investigation and may request the interview of specific witnesses. The investigator(s) retain(s) discretion to determine how to conduct the investigation and what information is necessary and relevant, subject to the direction of the Title IX Coordinator. Either party may use an advisor, or college assigned advocate, who may be present with the student at any meeting or interview the student is required or eligible to attend, should the student wish. The advisor/advocate's role is to consult with and support the party and the advisor/advocate may not do so in any way which disrupts or distracts from the investigation. The advisor/advocate is not permitted to speak or otherwise make any direct statements to the investigator(s) (or others) during meetings with the investigator(s) (or with others). If the reporting party or the responding party wishes to provide information, s/he must speak on his or her own behalf and not through their advisor/advocate. An advisor/advocate who does not abide by this role may be precluded from further participation in investigatory meetings.

Upon completion of the investigation, the investigator(s) shall submit a written report of the investigation to the JHB and the Title IX Coordinator. The report should contain a review of the information uncovered in the investigation and the investigator(s)' assessment of witnesses (as relevant). Notice that the report has been submitted will be provided to the parties, who may submit a written request to the Dean Students, to review, on campus, the report and/or relevant information in the case file. This information will be subject to appropriate redaction, including as permitted and/or required by law. The JHB will review the investigation report and any timely received statements submitted by the parties as soon as practicable after receipt of the report from the investigator(s). The JHB may speak directly with the investigator(s) as part of its

review, with any party or witness, or may request that the investigator(s) provide and/or obtain additional information. If the JHB decides to speak directly with either party, that party's advisor may be present (as described above). The JHB will submit its written decision, findings of fact and rationale with respect to responsibility, and sanctions if applicable, to the Title IX Coordinator, who will provide a copy to each party. The JHB will make its decision based on a preponderance of the evidence standard. The JHB may consider a student's entire record, including past findings of responsibility in Sexual Misconduct, and other cases in determining an appropriate sanction, but will only be provided this information if a student is found responsible for a violation.

Overall, it is expected that investigation and determination by the JHB will normally be completed within 60 days. The parties will be periodically advised by the Dean of Students about the status of proceedings before the JHB.

Either party may submit, in their own words, a written appeal of the JHB's decision. Unless expressly provided, an appeal does not delay implementation of the JHB's decision. An appeal must be submitted to the Title IX Coordinator within 10 days of receipt of the JHB determination and must identify all information a party wishes to have considered on appeal. The appeal and any response will be considered by the Vice President of Students or his / her designee. Conditions for an appeal of a JHB decision can be found in the [student handbook](#).

Grounds for an appeal are listed in the student code of conduct and are limited to: procedural error, new evidence not reasonably available at the time a response to the investigators' report could have been made, unsupported conclusion or a disproportionate sanction imposed or not imposed.

A decision responding to the written appeal will be issued to the parties and the Title IX Coordinator within a reasonable time, normally 10 business days after receipt of the appeal. The appeal process does not rehear complaints but ensures that students' rights are protected, appropriate procedures are followed, and penalties are reasonable.

2. Where Only the Responding Party is a Student

Where a College Student is charged with Sexual Misconduct by a non-Student member of the College community, or a non-community member, the above process will be followed.

3. Where the Reporting Party is a Student and the Responding Party is an Employee

Where the party charged with Sexual Misconduct by a student is an employee, the Title IX Coordinator and Human Resources will appoint one or more investigators to investigate. (The Title IX Coordinator may designate an external investigator to conduct or assist with investigations as needed.) Investigations will begin promptly upon notice to the Title IX Coordinator of a complaint. Investigations will normally be completed within 30 days of receipt of the complaint with resolution in 60 days, although that period may be extended by the Title IX Coordinator (for reasons such as the complexity of the matter, the number of witnesses involved, academic break periods, etc.), and the parties will be so advised. (On the terms provided above, informal resolution may be considered.)

The investigation will be fair and impartial and will usually involve interviews of witnesses and review of relevant documentation and other information. The reporting party and the responding party will be given an equal opportunity to separately present information in the context of the investigation and may request the interview of specific witnesses. The investigator(s) retain(s) discretion to determine how to conduct the investigation and what information is necessary and relevant, subject to the direction of the Title IX Coordinator and or Human Resources. Either party may use an advisor, who may attend with the advisee any meeting or interview the advisee is required or eligible to attend. The advisor's role is to consult with and support the party and the advisor may not do so in any way which disrupts or distracts from the investigation. The advisor is not permitted to speak or otherwise make any direct statements to the investigator(s) (or others) during meetings with the investigator(s) (or with others). If the reporting party or the responding party wishes to provide information, s/he must speak on his or her own behalf and not through their advisor. An advisor who does not abide by this role may be precluded from further participation in investigation meetings. The advisor may be as in cases of sexual assault, domestic or dating violence or stalking. To avoid actual or potential conflicts of interest, community members involved with the implementation of these procedures (e.g. JHB members, investigators, etc.) are not eligible to serve as advisors, even if not assigned to that case.

Upon completion of the investigation, the investigator(s) shall submit a written report of the investigation to the Title IX Coordinator, the Vice President or other Senior Staff member with oversight of the area in which the charged party works and a Vice President or other Senior Staff

member from another area, as designated by the Title IX Coordinator. The report should contain a review of the information uncovered in the investigation and the investigator(s)' assessment of witnesses (as relevant). Notice that the report has been submitted will be provided to the parties, who may submit a written request to the Title IX Coordinator, to be reviewed, on campus, the report and/or relevant information in the case file (subject to appropriate redaction, including as permitted and/or required by law).

At any point in the process involving a complaint against a tenured faculty member which may involve termination, the Title IX Coordinator will coordinate with Human Resources and will be consistent with the conditions of employment and/or collective bargaining agreement.

The Vice Presidents (or Senior Staff) will review the investigation report and any timely received statements submitted by the parties as soon as practicable after receipt of the report. The Vice Presidents (or Senior Staff) may speak directly with the investigator(s) as part of its review, with any party or witness, or may request that the investigator(s) provide and/or obtain additional information. If the Vice Presidents (or Senior Staff) decide to speak directly with either party, that party's advisor may be present (as described above). The Vice Presidents (or Senior Staff) will submit their written decision, findings of fact and rationale with respect to responsibility, and sanctions if applicable, to the Title IX Coordinator, who will provide a copy to each party. The Vice Presidents (or Senior Staff) will make their decision based on a preponderance of the evidence standard. The Vice Presidents (or Senior Staff) may consider an employee's entire record, including past findings of responsibility in Sexual Misconduct, and other] cases in determining an appropriate sanction. In the event the Vice Presidents (or Senior Staff) cannot agree, the Title IX Coordinator may appoint a third person.

Overall, it is expected that investigation and determination by the Vice Presidents (or Senior Staff) will normally be completed within 60 days. The parties will be periodically advised by the Dean of Students about the status of proceedings.

Either party may submit, in their own words, a written appeal of the Vice Presidents' (or Senior Staff's) decision. (Unless expressly provided, an appeal does not delay implementation of the JHB's decision.) An appeal must be submitted to the Title IX Coordinator and be consistent with the conditions of employment and/or collective bargaining agreement. The determination and must identify all information a party wishes to have considered on appeal. Any appeal statement will be shared with the other party, who will submit a response to the Title IX Coordinator. The appeal and any response will be considered by two disinterested Vice

Presidents (or Senior Staff) appointed by the Title IX Coordinator. In the event they cannot agree, the Title IX Coordinator will add a third member to the appeals panel.

Grounds for an appeal are limited to: significant procedural error, new evidence not reasonably available at the time a response to investigators' report could have been made, or the inappropriateness of any penalty imposed or not imposed.

A decision responding to the written appeal will be issued within a reasonable time, consistent with the conditions of employment and/or collective bargaining agreement. The appeal process does not rehear complaints but ensures that parties' rights are protected, appropriate procedures are followed, and penalties are reasonable.

4. Where the Reporting party Is a Student and the Responding Party is Not an Active Member of the College Community or the Complaint is Made Anonymously

When the responding party is a not a member of the College community, the Title IX Coordinator will appoint one or more investigators. The Title IX Coordinator may designate an external investigator to conduct or assist with investigations as needed. The investigation process will be fair and impartial and allow each party to separately offer relevant evidence and witnesses on an equal basis and allow each party the use of an advisor/advocate (on the same basis as set out above). The same general time periods set out above will apply.

Any investigation process conducted will be impartial and allow each party (if known) to offer separately relevant evidence and witnesses on an equal basis and allow each party the use of an advisor/advocate (as described above) with any final determination to be made by the Vice President and / or Dean of Students, pursuant to a preponderance of the evidence standard. Each party will be notified of the completion of the investigation and upon submission of a written request to the Title IX Coordinator. A copy of that statement will be shared with the other party, who will submit a response to the Title IX Coordinator. A determination, with findings of fact and the rationale for a responsibility finding and, sanctions, if imposed, will be provided. Either party may submit, in their own words, a written appeal to the Title IX Coordinator within 10 days of receipt of the Dean of Students or designees decision. (Unless expressly provided, an appeal does not delay implementation of the decision.) A copy of that appeal will be shared with the other party. The Title IX Coordinator will appoint two disinterested Vice Presidents (or Senior Staff) to hear the appeal. The only grounds for appeal are significant procedural error, newly discovered evidence not available at the time of the parties' response to the

investigator(s)' report, or the inappropriateness of the penalty imposed or not imposed. In the event the two cannot agree, the Title IX Coordinator will appoint a third person.

B. Complaints By Employees

A member of the College community who is not a student (*i.e.*, who is an employee) and who believes that s/he is experiencing or has experienced an incident of Sexual Misconduct, may contact any of the Responsible parties although the employee is urged to report to the Director of Human Resources, the Vice President (and/or Senior Staff) with supervision of the area of the person charged, or the Title IX Coordinator.

If the responding party is a student, the above procedure and processes for students will apply.

When the responding party is a non-student member of the College community, the Title IX Coordinator will appoint one or more investigators. (The Title IX Coordinator may designate an external investigator to conduct or assist with investigations as needed.) The investigation process will be fair and impartial and allow each party to separately offer relevant evidence and witnesses on an equal basis and allow each party the use of an advisor (on the same basis as set out above). The same general time periods set out above will apply.

A written report of the investigation and the investigator(s)' assessment of witnesses (as relevant) will be provided to the Title IX Coordinator, the Vice President (or Senior Staff) with oversight of the area in which the charged party works and a Vice President (or Senior Staff) from another area, as designated by the Title IX Coordinator. The parties will be notified of the completion of the investigation and, upon submission of a written request to the Title IX Coordinator. The Vice Presidents (or Senior Staff) may speak directly with the investigator(s) as part of their review, with any party or witness, or may request that the investigator(s) provide or obtain additional information.

At any point in the process involving a complaint against a tenured faculty member which may involve termination, the Title IX Coordinator will coordinate with Human Resources consistent with the conditions of employment and/or collective bargaining agreement.

The Vice Presidents (or Senior Staff) will provide a written determination to the parties, based on a preponderance of the evidence standard, with findings of fact and a rationale for their responsibility finding and sanctions, if any, of the investigator's report. In the event the Vice

Presidents (or Senior Staff) are unable to agree, the Title IX Coordinator will appoint a third Vice President (or Senior Staff) to participate in the process.

Either party may submit, in their own words, a written appeal within 10 days or consistent with the conditions of employment and/or collective bargaining agreement of that decision to the Title IX Coordinator who will appoint a disinterested Vice President (or Senior Staff) to hear the appeal. (Unless expressly provided, an appeal does not delay implementation of the JHB's decision.) The only grounds for appeal are defined in the Code of Conduct and include procedural error, newly discovered evidence not reasonably available at the time a response to the investigators' report could have been provided, unsupported conclusion or a disproportionate sanction imposed or not imposed. Each party's appeal statement, if any, will be shared with the other party, who will have 48 hours to submit a response.

In appropriate instances, interim relief, including no-contact orders, may be provided through the Title IX Coordinator. Parties directly affected by interim relief may request, in writing submitted to Title IX Coordinator, a review of the need for and terms of that relief, and may submit evidence in support of that request.

If the responding party is not an active member of the College community, the matter will be investigated and handled by the Title IX Coordinator designee, who will make a final determination based on a preponderance of evidence standard. Any investigation process conducted will be fair and impartial, allow each party the use of an advisor (on the terms described above), and generally follow the above timelines. Each party will be notified of the completion of the investigation and can request in writing, directed to the Title IX Coordinator and received within 48 hours of the notice, to review, on campus, the investigation report and /or relevant information in the case file (subject to appropriate redaction, including as permitted and/or required by law). The requesting party will be provided with a 7 day period during which access will be provided to the party (access is limited to the individual party, who may not photocopy or photograph the information provided). Either party may submit a written statement (including a personal impact statement) to the Title IX Coordinator, for consideration during that same 7 day period. A copy of that statement will be shared with the other party, who will have 48 hours to submit a response. The Title IX Coordinator determination will be in writing, include findings of fact and a rationale for the responsibility finding and sanctions, if any, and will generally be provided within 14 days of receipt of the investigator's report. There is no right of appeal.

C. Complaints By Non-Members of the Community

When a non-member of the College Community believes s/he is experiencing or has experienced Sexual Misconduct related to a College program, s/he should report concerns to the Director for Security and Safety or the Title IX Coordinator. Where the report involves Sexual Misconduct allegedly perpetrated by a student, the student procedures, above, will apply. Where the report involves Sexual Misconduct allegedly perpetrated by an employee, the employee procedures, above, will apply. In all other cases, the investigators (including external investigators) as designated by the Title IX Coordinator will conduct an investigation, usually within 10 days of receipt of the complaint. The findings of that investigation will be presented to a Vice President selected by the Title IX Coordinator for a final determination. Access to the investigation report and investigation materials will be permitted to the extent required by law. The Vice President may speak directly with the investigator(s) as part of his/her review, with any party or witness, or may request that the investigator(s) provide or obtain additional information. Any final determination will be based on a preponderance of the evidence standard. In such cases, the Vice President will provide a written determination, with findings of fact and a brief rationale as to the responsibility determination and sanctions, if any, to each party, generally within 10 days of the investigator's report. There is no right of appeal.

II. Procedure for Discrimination Other Than Sexual Misconduct

A. Student Complaints

A student who believes s/he has been the victim of discrimination other than Sexual Misconduct may report it to any of the Responsible parties or may speak to her/his academic advisor, chairperson of the Department, any staff member in student life, particularly Dean of Students, residence life, or counseling for guidance on how to proceed.

Complaints of such discrimination will be investigated in the same general manner (including timeframes) as outlined above for Sexual Misconduct complaints made by a student, see section I. paragraph A above, except that where the responding party is a student and the matter involves discriminatory harassment, referral may be made to the Administrative Board, and in all other cases, a final decision may be made by the Vice President and / or Dean of Students. In these types of cases, any advisor may be the same as in all listed misconduct cases.

Complaints By Employees

A member of the College community who is not a student (*i.e.*, who is an employee) and who believes that s/he is experiencing or has experienced discrimination other than Sexual Misconduct may contact any of the Responsible Administrators, although the employee is urged to report to the Human Resources the Vice President (or Senior Staff) with supervision of the area of the person charged, or the **Vice President for Administration and Finance/Treasurer**.

If the responding party is a student, the above procedure and processes for students will apply.

When the responding party is a non-student member of the College community, once a complaint has been reported, it will be promptly investigated by the Director for Security and Safety and/or one or more Deputy Title IX Coordinators, as determined by the Title IX Coordinator. The investigation process will be impartial and allow each party to separately offer relevant evidence and witnesses on an equal basis and allow each party the use of an advisor (on the same basis as set out in the Sexual Misconduct policy).

A written report of the investigation, the investigator(s) assessment of witnesses (as relevant) will be provided to the Title IX Coordinator, the Vice President (or Senior Staff) with oversight of the area in which the charged party works and a Vice President (or Senior Staff) from another area, as designated by the Title IX Coordinator. The Vice Presidents (or Senior Staff) may speak directly with the investigator(s) as part of their review, with any party or witness, or may request that the investigator(s) provide or obtain additional information.

At any point in the process involving a complaint against a tenured faculty member which may involve termination, the Title IX Coordinator will coordinate with Human Resources consistent with the conditions of employment and/or collective bargaining agreement.

The Vice Presidents (or Senior Staff) will provide a written determination, based on a preponderance of the evidence standard, with a brief rationale, to each party, generally within 30 days of receipt of the investigator's report. (In the event the Vice Presidents (or Senior Staff) are unable to agree, the Title IX Coordinator will appoint a third Vice President (or Senior Staff) to participate in the process.)

Either party may submit a written appeal within 10 days of that decision to the Title IX Coordinator who will appoint a disinterested Vice President (or Senior Staff) to hear the appeal.

The only grounds for appeal are procedural error, newly discovered evidence not reasonably available at the time of the investigators' report, or the inappropriateness of the penalty imposed or not imposed.

In all appropriate instances, interim relief may be provided, as explained above.

If the responding party is not an active member of the College community, the matter will be investigated and handled by the Director for Safety & Security, who will make a final determination.

B. Complaints By Non-Members of the Community

When a non-member of the College Community believes s/he is experiencing or has experienced discrimination, other than Sexual Misconduct, s/he should report concerns to the Director for Safety & Security or Human Resources. Where the report involves conduct allegedly perpetrated by a student, the above procedures for students shall apply. Where the report involves conduct allegedly perpetrated by an employee, the above procedures for employees shall apply. In all other cases, the Director for Safety & Security and/or one or more Deputy Title IX Coordinators will conduct an investigation, usually within 30 days of receipt of the complaint. The findings of that investigation will be presented to a Vice President selected by the Title IX Coordinator for a final determination. The Vice President may speak directly with the investigator(s) as part of his/her review, with any party or witness, or may request that the investigator(s) provide or obtain additional information. Any final determination will be based on a preponderance of the evidence standard. In such cases, the Vice President will provide a written determination, with a brief rationale, to each party. There is no right of appeal.

III. Common Provisions

A. Rights of the Reporting party.

The reporting party under these procedures has:

- (1) The right to provide a personal statement before any sanction is imposed;
- (2) The right to make his/her statement without directly confronting the party charged;
- (3) The right to be notified in advance, in writing (including electronically) of any meeting they are required or eligible to attend and the reason for that meeting;

(4) The right not to have his or her past sexual history with the other party considered, unless determined to be directly relevant to the matter at hand, and the right to not have their prior sexual history with other persons considered as part of a responsibility determination;

(5) The right to ask that witnesses relevant to the case be interviewed as part of the investigation and to submit other evidence for consideration; however, the investigator(s) may establish a reasonable limit on the number of witnesses and to also place reasonable restrictions on the consideration of any proffered information;

(6) The right to appeal a decision to the extent provided for in this policy;

(7) The right to ask one member of the JHB (or other board if applicable) to recuse himself/herself, to be replaced by another member and to raise any issues of conflict of interest;

(8) The right to decline to answer a question during the investigation and/or review process. However, the investigation and review proceeds based on the information provided;

(9) The right to have their own mental health diagnoses and/or treatment excluded during any responsibility determination.

B. Rights of the Responding party.

The responding party under these procedures has:

(1) The right to be informed of the factual allegations concerning any alleged violation, the date, time and place of the alleged violation; a reference to the Policy provisions violated and possible sanctions;

(2) In the course of the investigation and adjudicatory process, the right to be presumed not responsible for a violation until a finding of responsibility has been made;

(3) The right to provide a personal statement before any sanction is imposed;

(4) The right to be notified in advance in writing (including electronically) of any meeting they are required or eligible to attend and the purpose of the meeting;

(5) The right to make his/her statement without directly confronting the complaining party

(6) The right not to have his or her past sexual history with the other party considered, unless determined to be directly relevant to the matter at hand, and the right to not have their prior sexual history with other persons considered as part of a responsibility determination (prior findings and sexual assault, domestic violence, dating violence and stalking may be considered in determining a sanction, as may other aspects of the respondent's overall record);

(7) The right to ask that witnesses relevant to the case be interviewed as part of the investigation and to submit other evidence for consideration. However, the investigator(s) may

establish a reasonable limit on the number of witnesses and to also place reasonable restrictions on the consideration of any proffered information;

(8) The right to appeal a decision to the extent provided for in this policy;

(9) The right to ask one member of the JHB (or other board if applicable) to recuse himself/herself, to be replaced by another member and to raise any issues of conflict of interest;

(10) The right to decline to answer a question during the investigation and/or review process. However, the investigation and review proceeds based on the information provided;

(11) The right to have their own mental health diagnoses and/or treatment excluded during any responsibility determination.

C. Interim Suspensions

In those cases where, in the opinion of the College, the continued presence of an individual on campus constitutes a threat of danger or injury to themselves or others, or a threat of disruption of the educational or living environment, that individual may be immediately suspended from the College and/or otherwise prohibited from access to campus, or other appropriate interim action taken.

In the case of the suspension, either the party suspended or an individual impacted by the alleged misconduct shall be afforded a prompt review of the need for and term of any interim suspension by submitting a request in writing to the Title IX Coordinator or Dean of Students, which shall be accompanied by any evidence in support of that request.

D. Sanctions/Discipline

A student found to have engaged in Discrimination, including Sexual Misconduct, is subject to a range of sanctions depending on the circumstances of each situation. Those sanctions can be found at [student handbook](#) and can take into account a student's prior disciplinary record.

Students who violate sanctions imposed under these procedures by the Vice President of Students and / or Dean of Students shall be subject to further disciplinary action up to and including expulsion from the College which discipline can be imposed directly by the Vice President of Students and / or Dean of Students, provided the student is first given the opportunity to meet with the Vice President and / or Dean.

The President of the College is informed by the Vice President and / or Dean of Students of all cases resulting in suspension or expulsion of a student. The President is also informed of all decisions to restrict membership or remove recognition from a student group or organization.

Any College employee found to have engaged in Discrimination, including Sexual Misconduct, is subject to a range of discipline depending on the circumstances of each case. That discipline can include termination and can take into account the employee's prior employment record.

E. Transcript Notation

In the event any student is found responsible for conduct that constitutes a crime of violence that must be reported under the Clery Act (including aggravated assault and sexual violence) and is suspended or expelled as a result, his/her transcript will note that they were suspended or expelled, as appropriate, for a finding of responsibility for a code of conduct violation (or words to that effect). A student who withdraws with such charges pending and does not participate through completion in any College process will have noted on his/her transcript that he/she withdrew with charges pending. (The College may, in its discretion, pursue charges to completion, and impose a sanction, notwithstanding a student's withdrawal.) Pursuant to the College's policy on transcript notations, a student who has been suspended may be eligible to seek to have the notation removed, but not sooner than one year following completion of the suspension.

IV. Complaints Involving Multiple Reporting party's/Respondents/Claims

In cases where there are multiple reporting party's and/or multiple respondents, the College reserves the right to handle the cases individually or jointly. Further, in cases where there are allegations of a violation of this Policy and collateral allegations of other policy violations (e.g., an allegation of a non-consensual sexual contact and minor property damage), the College reserves the right to have allegation(s) of violations of this Policy and the collateral allegation(s) investigated and adjudicated pursuant to this Policy. In cases where the individual has more than one status with the College (such as a student who is also employed with the College, or any employee who takes courses at the College), the College will determine in its discretion which status is primary; in such a situation, sanctions imposed may include both sanctions related to each status.

V. Time Limits

The Title IX Coordinator may extend any time limits provided for in these procedures for good reason.

VI. Records

No investigation meeting shall be recorded in any way other than the individual notes taken by those present and the reports detailed above or listed in the Student Code of Conduct. All records are maintained in confidential files maintained by the Title IX Coordinator (for at least 7 years) or designee and only those with a right and need to know are permitted access, unless otherwise provided in these procedures.

VII. Cooperation

Failure to cooperate with investigation requests by either party or persons acting on a party's behalf may be dealt with by appropriate disciplinary action and may be considered in the resolution of any complaint.

VIII. Interpretation/Other Issues

Interpretation of these procedures is vested in the Title IX Coordinator. Issues that are not specifically addressed in the above may be resolved by the Title IX Coordinator.

IX. Designation of Authority and College Counsel

Any College administrator or official whom this policy empowers to act may request that the Title IX Coordinator delegate that authority to another appropriate College official, or the Title IX Coordinator in his or her own discretion may delegate that administrator's or official's authority to act to another appropriate person. Delegation of authority may be necessary to avoid conflicts of interest or where time constraints or other obligations prevent a College official named in this policy from fulfilling his/her designated role.

The Title IX Coordinator may delegate his or her authority and/or responsibilities under these procedures to any Deputy Title IX Coordinator or other appropriate official.

Any College administrator or official involved in implementing this policy may seek the advice of the College's legal counsel, to be coordinated through the Title IX Coordinator.

Rights in Sexual Misconduct Cases

RIGHTS IN CASES INVOLVING SEXUAL ASSAULT, DOMESTIC/DATING VIOLENCE AND STALKING

Anyone reporting an incident of sexual assault, domestic or dating violence or stalking has the right to:

A. Emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual and who can provide information, including:

(i) Options to proceed, including the right to make a report to Campus Safety (reports to Campus Safety are reported to the Title IX Coordinator), Local Law Enforcement, and/or the New York State Police or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College, as set out in the Jefferson Community College Discrimination and Harassment [Policy](#).

(ii) Where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;

(iii) That the criminal justice process utilizes different standards of proof and evidence than the College's misconduct procedures and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney;

(iv) Whether the person they are reporting to is authorized to offer the confidentiality or privacy; and

(v) Any other reporting options.

B. If they are a student, to contact the College's Health and Wellness Center, whether they may be offered confidential resources pursuant to applicable laws and can be assisted in obtaining services for reporting individuals; if they are not a student but are otherwise a member of the College community, to contact non-College confidential resources, including:

(i) Safety & Security, 315-786-2222

(ii) Title IX Coordinator for Employees Kerry Young, Executive Director for Finance and Human Resources, 786-2279, kyoung@sunyjefferson.edu.

Title IX Coordinator for Students: Betsy Penrose, Vice President of Students, 315-786-2249, bpenrose@sunyjefferson.edu

- C. Disclose confidentially the incident and obtain services from the state or local government;
- D. Disclose the incident to the College's Responsible parties who can offer privacy or, appropriate cases determined by the Title IX Coordinator, confidentiality, subject the College's Discrimination and Harassment [Policy](#) and can assist in obtaining resources for reporting individuals;
- E. File a report of sexual assault, domestic violence, dating violence, and/or stalking and consult the Title IX Coordinator and other appropriate College personnel for information and assistance. Reports shall be investigated in accordance with College policy. A reporting individual's identity shall remain private if that is what the reporting individual wishes, however privacy is not the same as confidentiality and private information can be shared as necessary to implement and fulfill the College's obligations under the law and its Discrimination and Harassment Policy and related Procedures;
- F. Disclose, if the responding party is a College employee of the institution, the incident to Human Resources or to request that a private employee assist in reporting to Human Resources; and
- G. Receive assistance from appropriate College representatives if interested in initiating legal proceedings in family court or civil court, such assistance to consist of facilitation in contacting appropriate local agencies (e.g., Victim's Assistance), who can provide direct assistance with court proceedings.
- H. Withdraw a complaint or involvement from the College processes at any time, with the understanding that in appropriate cases, the College may nonetheless be required to proceed even if the reporting individual does not wish to do so.
- Information about available resources, including intervention, mental health counseling and medical services that might be available to anyone [reporting an incident](#). In addition, information on sexually transmitted infections and sexual assault forensic examinations can be obtained from the Health and Wellness Center, if a student, or from Samaritan Medical Center Address: 830 Washington St, Watertown, NY 13601 - Phone: (315) 785-4000, if an employee. Certain resources are also available to victims of crimes through the [New York State Office of Victim](#).

Resources and Questions

This website offers the College's complete policies, procedures, and resources for [sexual violence](#).

Confidential Resources

If you wish to report confidentially, in which case your identity will not be revealed to College officials, nor will the College be able to act on your report), contact:

On Campus Confidential Resources

Health and Wellness Center, 315-786-2376/ Building 17 (for Jefferson Community College students only)

Chaplain's Office, 315-786-2435 (for Jefferson Community College students only)

Off Campus Confidential Resources

Victims Assistance Center 315-782-1823 (for all victims)

*Note: Off-campus "safe housing" and Family Court Orders of Protection may be facilitated through Victim's Assistance Center.

NYS Crime Victim's Board, 800-247-8035 (for all victims)

· Employee Assistance Program **800-327-2255** (for Jefferson Community College employees)

· Samaritan Medical Center Address: 830 Washington St, Watertown, NY 13601 - Phone: (315) 785-4000

On Campus Official Resources

If you wish to report officially (whether formally seeking an investigation) or informally (seeking other resolution) or with other questions, contact:

Security: 315-786-2222 (always available, 24/7)

Off-campus Official Resources

You have the right to file a report with local law enforcement, the Watertown Police Department (315-786-2601 or 911) or the New York State Police Sexual Assault Hotline (844) 845-7269). Campus Safety can assist you in contacting law enforcement. While you are not required to report instances of sexual assault to law enforcement, you are encouraged to do so.

If you are the survivor of sexual violence:

- Go to a safe place—your own room, a friend’s room, or anywhere you will feel safe.

Call someone you trust. No matter how late it is, you should not be alone.

You can also contact a counselor. Counselors are *confidential* resources who can help you sort through your immediate needs, provide emotional support, and help you to connect with other emergency resources. On Campus - Health and Wellness Center – 315-786-2376/ Building 17.

Student Bill of Rights

STUDENTS’ BILL OF RIGHTS IN CASES INVOLVING SEXUAL ASSAULT, DOMESTIC/DATING VIOLENCE AND STALKING

Members of the Jefferson community—students, employees and guests—should expect to be free from sexual misconduct, behavior that is inherently abusive of the humanity that each of us brings to the campus community. Sexual misconduct is against College policy and will not be tolerated at Jefferson. Pursuant to New York Law, all students have the 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 reporting party 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, 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.

New York State Standard for Affirmative Consent

Sexual misconduct or contact in the absence of affirmative consent violates the College's policies. Sexual misconduct includes any sexual act perpetrated against someone's will. Sexual violence includes rape, an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment), dating violence, domestic violence and stalking. All types involve victims who do not consent, or who are unable to consent due to incapacitation.

Pursuant to New York State law:

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.

The health and safety of every student at Jefferson Community College are of utmost importance. Jefferson strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Jefferson's officials or law enforcement will not be subject to Jefferson'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.

To review and understand the College's complete policies, procedures, and resources for [sexual misconduct](#) response.

Resources and Questions

This website offers the College's complete policies, procedures, and resources for [sexual violence response](#). (including resources of the Advocates Programs)

Confidential Resources

If you wish to report confidentially, in which case your identity will not be revealed to College officials, nor will the College be able to act on your report), contact:

On Campus Confidential Resources

On Campus - Health and Wellness Center, 315-786-2376/ Building 17 (for Jefferson Community College students only)

On Campus – Chaplin's office 315-786-2435 / Building 5-112

Off Campus Confidential Resources

Victims Assistance Center 315-782-1823 (for all victims)

*Note: Off-campus "safe housing" and Family Court Orders of Protection may be facilitated through Victims Assistance Center.

NYS Crime Victim's Board 800-247-8035 (for all victims)

Employee Assistance Program [800-327-2255](tel:800-327-2255) (for Jefferson Community College employees)

Samaritan Medical Center Address: 830 Washington St, Watertown, NY 13601 - Phone: (315) 785-4000

On Campus Official Resources

If you wish to report officially (whether formally seeking an investigation) or informally (seeking other resolution) or with other questions, contact:

Security: 315-786-2222 (always available, 24/7)

Kerry Young

Title IX Coordinator, Employees

kyoung@sunyjefferson.edu

315-786-2279

Betsy Pensrose

Title IX Coordinator, Students

bpenrose@sunyjefferson.edu

315-786-2249

Off-campus Official Resources

You have the right to file a report with local law enforcement, the Watertown Police Department (315-786-2601 or 911] or the New York State Police Sexual Assault Hotline (844) 845-7269). Campus Safety can assist you in contacting law enforcement. While you are not required to report instances of sexual assault to law enforcement, you are encouraged to do so.

If you are the survivor of sexual violence:

- Go to a safe place—your own room, a friend's room, or anywhere you will feel safe.
- Call someone you trust. No matter how late it is, you should not be alone.

To discuss confidentially:

- If you wish to maintain your confidentiality at this point, call a close friend, your roommate. You can also contact a counselor. Counselors are *confidential* resources who can help you sort through your immediate needs, provide emotional support, and help you to connect with other emergency resources.

What is Sexual Consent?

What is Consent? A Guide to Sex and Relationships

Consent should be discussed whenever you're thinking about a possible sexual encounter.

In fact, consent should be the basis for every sexual encounter. Engaging in a sexual act without the other person's consent is considered sexual assault or rape.

Every act requires consent. Even if you have been kissing, that does not mean you have agreed to do anything more, or you have consent from your partner to do more.

Consent means that both people in a sexual encounter must agree to it, and must be clear-headed and capable of giving such agreement. Either person may decide at any time that you no longer consent and want to stop the activity.

Consenting to one behavior **does not** obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion.

Consenting means only that at this particular time, you would like to engage in this particular sexual behavior.

Consent is affirmative.

II. Missing Student Policy

To report a missing student, call Safety & Security at 315-786-2222 immediately.

In compliance with the Higher Education Opportunity Act, it is the policy of Jefferson Community College to actively investigate any report of a missing resident who is enrolled at Jefferson Community College and residing in College-owned housing. Each resident will be notified of the Missing Student Notification Policy and Procedures through the Student Handbook.

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Each resident is offered an opportunity to identify a Confidential contact and number of the individual(s) who are a primary contact to be notified in case that resident is reported missing. This Confidential Contact is separate from the emergency contact and will be used first in

notification of a missing student. This list of Confidential Contacts is kept in the office of Safety and Security and is not shared with any other entities on campus. The contact information provided by the student will be kept confidential. The Director of Safety and Security will immediately notify the student's confidential contact as provided by the student. In the event the student is under the age of 18 and is not emancipated, the College is required to have the primary emergency contact be a custodial parent or guardian and they will be contacted immediately should the student be reported missing.

If a member of the College community has reason to believe that a student is missing, the Office of Safety & Security should immediately be notified. Safety & Security and/or Residence Life will make reasonable efforts to locate the student to determine his or her state of health and well-being. The student's cell phone or campus phone will be the first contact. Additional efforts may include checking the resident's room, access control card history and campus wide account usage, class schedule, on campus vehicle, friends, coaches, confidential contact and parents.

If all the above attempts to locate or establish contact with the missing student are unsuccessful, the College will contact the City of Watertown Police Department immediately and report the student as a missing person. The Vice President and Dean of Students is contacted and notified of the missing student report.

Student residents planning to be absent from the campus for an extended period of time should be sure to notify friends and family with information about their whereabouts. Student residents are also cautioned to regularly check their on-campus mailbox as uncollected mail, in conjunction with other information, may cause concern that a student is missing.

Weapons Policy

The New York State Legislature adopted the following legislation regarding firearms on campus:

Section 265.01(3): *“Any person who knowingly has in his possession a rifle, shotgun or firearm in or upon a building or the grounds, used for educational purposes, of any school, college or College without the written authorization of such educational institution, is guilty of a Class A Misdemeanor, and is guilty of a Class D Felony if he has previously been convicted of any crime.”*

Section 265.06: *“It shall be unlawful for any person age sixteen or older to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or co2 cartridge in or upon a building or grounds, used for educational purposes, of any school, college or College, without the written authorization of such educational institution.”*

In accordance with this law, rifles, shotguns, BB guns, pellet guns, hunting bows, knives, swords, martial arts weapons, sling shots, and other weapons, as well as ammunition associated with these weapons, are prohibited on campus. Unusual or special exceptions are made only with the permission of the director of Safety & Security. Violations result in referral to the

Judiciary Board, confiscation and possible loss of item in violation, and may be suspect to arrest in accordance with Section 265.01(3) or Section 265.06 as described above.

Drug Policy

A. Use

Jefferson Community College prohibits the use and possession of controlled substances/illegal drugs and/or marijuana. Jefferson Community College campus is not a sanctuary, and College authorities will cooperate fully with law enforcement agencies.

The possession, use, sale, or transfer of controlled substances/illegal drugs and/or marijuana, as defined under New York State Penal Law, is incompatible with the College expectations of student responsibility and is therefore prohibited.

Any student found to be in violation of the above is subject to the decision of the Jefferson Community College Student Judiciary Board and/or the vice president and Dean of Students.

Present New York State statutes referent to illegal drugs states in part:

1. Use and possession of controlled substances/illegal drugs is a misdemeanor and/or a felony and is therefore prohibited.
2. Possession of small quantities of marijuana is a violation and punishable by a fine.
3. Sale and/or gift of marijuana is a misdemeanor and punishable by not more than 3 months in jail or a fine.
4. Possession of larger amounts of marijuana is punishable by possible jail sentences.

B. Sales

Students who sell or otherwise make illegal drugs available adversely affect the lives of those around them. When the vice president and Dean of Students has reason to believe a student is selling or otherwise making available to others illegal drugs, she/he may immediately suspend that student. The case may then be reviewed by the Student Judiciary Board within 30 days of the date of suspension or be referred to civil authority.

Drug-Free Workplace Policy

The following policy was established in 1990, and re-issued in 2001, in accordance with the Federal Drug-Free Workplace Act (Pub. L. No. 100-690, 5151-5160). This policy applies to all Jefferson Community College employees.

BACKGROUND

As Jefferson Community College is a federal grant recipient and/or a federal contractor within the meaning of the Drug-Free Workplace Act (The Act), the College is required to take steps toward maintaining, and to certify to contracting and granting federal agencies that it maintains, a drug-free workplace. In compliance with "The Act," the College adopts the following plan.

I. Policy: The College is committed to the development and maintenance of a drug-free environment. In accordance with the Drug-Free Workplace Act, the College will not tolerate the unlawful possession and use of controlled substances * (drugs) on its premises. The College

prohibits all employees including employees engaged in the performance of work under the provisions of a federal grant or federal contract, from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.

II. Guidelines:

- A. Compliance as a Condition of Employment: Compliance with the provisions of this policy shall be a condition of employment at Jefferson Community College.
- B. Penalties for Non-Compliance: Any employee engaged in such prohibited conduct, or convicted of a workplace drug violation, shall be subject to discipline up to and including discharge in accordance with existing laws, including where applicable under collective bargaining agreements. The College will weigh all relevant facts and circumstances in reaching a decision to discipline. The College shall retain, without regard to and independent of its decision to impose discipline, the right to require such employee to participate in and successfully complete a drug abuse assistance or rehabilitation program. Refusal to participate in, or failure to successfully complete the program, may itself be grounds for discipline.
- C. Employee Obligation for Notification of Conviction: In compliance with, and as a condition of continued employment under federal contract or federal grant, any faculty, administrative, secretarial/clerical, support or service employee convicted of any criminal drug statute violation is required to notify the College within five (5) calendar days following such violation. (The term "conviction" means a finding of guilt, including a plea of nolo contendere, or imposition of sentence or both, by any judicial body charged with responsibility to determine violations of state or federal criminal drug statutes).
- D. Establishment and Maintenance of a Drug-Free Workplace: Good faith efforts on the part of the College to establish and maintain a drug-free workplace will include making drug awareness educational programs available and dissemination of drug awareness information for all members of the College community, as well as implementation and enforcement of this policy. In addition, the College will apprise and review with covered employees relevant services available through the College's Employee Assistance Program (EAP).

III. Procedures:

- A. All employees, including faculty, administrative, secretarial/clerical, support, and service employees, will be notified of this policy with emphasis on the obligation for compliance as a condition of employment.
- B. Application of the College's corrective discipline policy for violations of this policy and any other related questions should be directed to the office of Human Resources.
- C. All employees, including faculty, administrative, secretarial/clerical, support, or service employees, convicted of any criminal drug statute violation shall provide his or her supervisor, in writing, notice of such conviction within five (5) days of conviction.
- D. The supervisor having knowledge or receiving notification of a conviction shall immediately provide, in writing, notice to Human Resources, so that proper notice can be sent to appropriate federal contracting agencies.
- E. The College's Office of Human Resources through the Employee Assistance Program Office will provide assistance for employees regarding drug education and drug information.

Alcohol Policy

The Jefferson Community College Aims and Objectives statement is the basis for understanding the goals and philosophy of the College policy for alcohol and other drugs. These objectives include “commitment to the students’ intellectual development, viewing students as whole persons, providing an environment that encourages the students’ physical and emotional well-being, and providing opportunities for ethical, social and spiritual, and aesthetic growth.”

The Jefferson Community College alcohol policy is designed to maintain a residential environment that facilitates the achievement of educational goals. The policy considers the requirements of the law, the legal obligations of individuals and the College, the quality of residential life, and the aims and objectives of Jefferson Community College. The College provides an environment that supports student development and autonomy. However, autonomy and freedom of choice exist with the expectation that students will obey New York State law and City of Watertown ordinances, and will respect the intellectual, physical and emotional health of self and others. Accordingly, students of legal drinking age may not consume alcoholic beverages on campus, concurrence with the policies in the Jefferson Community College Student Handbook.

These goals in conjunction with New York State law and City of Watertown ordinances provide the foundation from which the following policies are derived.

1. New York State Penal Law Guidelines

- **Legal Minimum Age:** No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverages to any person, actually or apparently, under the legal age of purchase (21 years old). This is a Class B Misdemeanor. Anyone under 21 is prohibited from possessing alcohol if they intend to consume it.
- **Selling or Giving Alcohol to an Intoxicated Person:** No person shall sell, deliver, give away, permit, or procure to be sold, delivered or given away, any alcoholic beverages to any intoxicated person or any person under the influence of alcohol. Violators may be faced with a fine or a jail sentence, or both.

Dram Shop Liability: Any person who shall be injured in person, property, means of support, or otherwise by an intoxicated person, or by reason of the intoxication of any person, whether resulting in his death or not, shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for such intoxicated person, have caused or contributed to such intoxication; and in any such action such person shall have a right to recover actual and exemplary damages.

- **Social Host Liability:** Creates civil liability for anyone who knowingly furnishes alcoholic beverages to any intoxicated person under the legal age of purchase if the intoxication results in injury or damages to a third party.
- **Using or Possession of False Identification (ID):** Any person under the legal age of purchase who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase alcoholic beverages may be assigned probation for a period of one year and assessed a substantial fine.

• New York State Alcoholic Beverage Control Board: In accordance with New York State law, it is illegal to sell alcoholic beverages or to accept donations at any event where alcoholic beverages are served without obtaining the appropriate license through the New York State Alcoholic Beverage Control Board.

Division for Student Life Notification

Repeated intoxication, antisocial behavior or an inability to pursue one's own education may result from problem drinking and may indicate chemical dependency. Students are encouraged and may be required to resolve their drug or alcohol problems with a professional counselor on or off campus. **The vice president and Dean of Students or his/her designee may notify the parents or guardian of a student's alcohol or drug problem.** In some instances, a student may be required to withdraw from school and will not be permitted to return until successful resolution of the substance problem is documented to the satisfaction of the College.

A student who is transported to the hospital for endangerment due to alcohol intake will be required to attend an alcohol intervention meeting. A summary of the incident may be sent to the student's parents or guardian.

Jefferson Community College Student Alcohol Policy

A. General Regulations

1. Intoxication: Intoxication and/or alcohol misuse (including drinking contests, such as but not limited to Flip Cup, Beer Pong, Kings, Funnels, Stump, Card games which promote high risk drinking, and all related materials associated with drinking games or contests such as tables, cups, etc. being used as a component of a drinking game/contests) are prohibited and do not constitute an excuse for irresponsible behavior or misconduct. Disorderly conduct, property destruction, intimidation or other infringements on the rights of others as a result of alcohol are prohibited.
2. Kegs, Bars, and Mini Kegs: Kegs, bars, and mini kegs are not permitted on or in College property or in the possession of recognized College organizations except when used by licensed caterers operating with proper College authorization.
3. Funding: No Jefferson Community College organization may use organizational funds to purchase alcoholic beverages.
4. Medical Attention (Good Samaritan): The health and safety of students is a top priority. No punitive or disciplinary action will be taken against students as a result of them seeking treatment or other medical attention for themselves or for another student who takes ill as a result of alcohol consumption.

B. Alcohol in Residential Areas

1. Is prohibited at all times.

C. Academic, Administrative Buildings, Athletic Facilities (on & off campus), Dining Facilities, Libraries, Student Center, and Campus Grounds

1. The possession or consumption of alcoholic beverages is prohibited at all times in and around any academic, administrative building, athletic facility (on & off campus), dining facilities, libraries, or student center (unless part of a College sanctioned event approved by the President of the College).

E. Enforcement

1. **Administration:** Primary responsibility for administration of the College Alcohol Policy rests with the Residence Life staff, residential assistants, security, and the vice president and Dean of Students although all students and members of the Jefferson Community College community have a responsibility to support New York State laws, City of Watertown ordinances and College policy.

2. **Violations:** A violation of the College's alcohol policy will be referred to the Residence Life office. Or if on campus and involving a non-resident, the Dean of Students will assign judicial.

Crime Reporting – Campus Security Authorities

The College Safety & Security Department is required to report “statistics concerning the occurrence on campus of the following criminal offenses reported to local police agencies, or to any official of the institution who has significant responsibility for students, campus activities, the dean of students, residence life and student housing, student center, and student co-curricular activities, director of athletics, team coaches, faculty member, or a faculty advisor to a student group: larceny, robbery, arson, criminal homicide, manslaughter by negligence, criminal homicide, murder and non-negligent manslaughter, sex offenses, aggravated assault or simple assault, burglary, larceny, intimidation and motor vehicle theft.”

According to a federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, our school is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’”

The law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An example would be a dean of students who oversees student housing, a student center, or student extra-curricular activities and has significant responsibility for student and campus activities.

Jefferson Community College – Designated Campus Security Authorities/Responsible Employees

Responsible Employees/Campus Security Authorities

The following employees have been designated as "responsible employees/campus security authorities" for the purposes of Title IX compliance and required crime reporting. They have an obligation to report to the College if they hear about or are told of a sexual assault or specified Clery Act crimes. They also can direct students to appropriate resources.

Clery Core Campus Map



Crime Definitions from the Handbook for Campus Safety and Security Reporting 2016 Edition

Aggravated Assault - Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson - Arson is 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.

Burglary - Burglary is the unlawful entry of a structure to commit a felony or a theft.

Dating Violence – Is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence – Is defined as a felony or misdemeanor crime of violence committed, by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Criminal Homicide - Manslaughter by Negligence - The killing of another person through gross negligence.

Criminal Homicide - Murder and Nonnegligent Manslaughter - The willful (nonnegligent) killing of one human being by another.

Hate Crime - A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in

traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny/Theft- The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle or any self-propelled vehicle, such as: sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts, and motorized wheel chairs.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Simple Assault - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking – Engaging in a course of conduct directed at a specific person that cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Vandalism of Property Destruction/Damage - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Weapon Law Violations - Are defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations - Are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations - Are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Sex Offenses: Definitions

Sexual Assault – An offense that meets the definitions of rape, fondling, incest or statutory rape as used in the FBI UCR program.

Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape**-The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling**-The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.
- **Incest**-Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**-Sexual intercourse with a person who is under the statutory age of consent.

New York Crime Definitions

The Violence Against Women Act and its proposed regulations require the inclusion of certain New York State definitions in a campus's Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. Definitions required include: consent; dating violence; domestic violence; sexual assault; and stalking.

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 development 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 participating to engage in specific sexual activity.

DATING VIOLENCE: New York State does not specifically define dating violence. However, dating violence would include the crimes listed elsewhere in this document when committed by a person in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or threat of abuse. It does not include acts covered under the definition of domestic violence.

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 or 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: Person's related by consanguinity or affinity; Persons legally married to one another; Person 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.

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

New York Crime Definitions

SEXUAL ASSAULT: New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

SEX OFFENSES; LACK OF CONSENT: Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was 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 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 persons 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 one of the above mentioned crimes or any offense defined in this article, of which the commission or attempted commissions 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.

New York Crime Definitions

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 or rectum 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.

COURSE OF SEXUAL CONDUCT AGAINST A CHILD IN THE SECOND DEGREE: When over a period of time, not less than three months, a person: (1) Engages in two or more acts of sexual conduct with a child less than 11 years old; or (2) being 18 years old or more engages in

two or more acts of sexual conduct with a child less than 13 years old. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charges offense occurred outside of the time period charged under this section.

COURSE OF SEXUAL CONDUCT AGAINST A CHILD IN THE FIRST DEGREE: When a person over a period of time, not less than three months in duration, a person: (1) Engages in two or more acts of sexual conduct, or aggravated sexual contact with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact with a child less than 13 years old.

FACILITATING A SEX OFFENSE WITH A CONTROLLED SUBSTANCE: A person is guilty of facilitating a sex offense with a controlled substance when he or she: (1) knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and (2) commits or attempts to commit such conduct constituting a felony defined in this article.

INCEST IN THE THIRD DEGREE: A person is guilty of incest in the third degree when he or she marries or engages in sexual intercourse, oral sexual conduct or anal sexual conduct with a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

INCEST IN THE SECOND DEGREE: A person is guilty of incest in the second degree when he or she commits the crime of rape in the second degree, or criminal sexual act in the second degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

INCEST IN THE FIRST DEGREE: A person is guilty of incest in the first degree when he or she commits the crime of rape in the first degree, or criminal sexual act in the first degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or half blood, uncle, aunt, nephew or niece.

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 or 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, sandclub, sligshot, shirken, "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 five 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 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.

Crime Location Definitions for campus, non-campus building or property and public property:

Clery Core Campus Map



The definitions for campus, non-campus building or property and public property are excerpted from the Handbook for Campus Safety and Security Reporting 2016 Edition.

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On Campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Non-campus building or property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Source for definitions:

The Handbook for Campus Safety and Security Reporting 2016 Edition
U.S. Department of Education
Office of Postsecondary Education Crime Statistics

The following statistics for the calendar years of 2014, 2015 and 2016 were reported to the Safety & Security Department or other College officials. The statistics reflect crimes which occur not only on campus, but also at non-campus property, public property and specifically in residential facilities.

Jefferson Community College has an Advocates Program, an inclusive campus-wide effort aimed at Education and Outreach, Community Coordination, Prevention, and Advocacy. Services include crisis intervention; the 24-hour Sexual Violence Hotline (1-800-942-6906); hospital, court, and judicial proceeding accompaniment; support groups; and safety planning. Thanks to Advocates, the Jefferson community is highly sensitive to the issues of sexual violence that occur in any community, and students, faculty and staff work together to raise awareness of the issues. Therefore, our statistics reflect the open and communicative culture that we encourage.

Criminal Offenses - On Campus		2015	2016	2017
Murder/Non-Negligent Manslaughter		0	0	0
Negligent Manslaughter		0	0	0
Sex Offenses - Forcible		0	0	0
Rape		3	2	1
Fondling		0	1	4
Sex Offenses - Non-Forcible		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Robbery		0	0	0
Aggravated Assault		0	0	0
Burglary		1	0	0
Motor Vehicle Theft		0	0	0
Arson		0	0	0

Criminal Offenses - On Campus Student Housing Facilities		2015	2016	2017
Murder/Non-Negligent Manslaughter		0	0	0
Negligent Manslaughter		0	0	0
Sex Offenses - Forcible		0	0	0
Rape		3	2	1
Fondling		0	1	4
Sex Offenses - Non-Forcible		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Robbery		0	0	0
Aggravated Assault		0	0	0
Burglary		0	0	0
Motor Vehicle Theft		0	0	0
Arson		0	0	0

Criminal Offenses - Non Campus		2015	2016	2017
Murder/Non-Negligent Manslaughter		0	0	0
Negligent Manslaughter		0	0	0
Sex Offenses - Forcible		0	0	0
Rape		0	0	0
Fondling		0	0	0
Sex Offenses - Non-Forcible		0	0	0
Incest		0	0	0

Criminal Offenses - Non Campus		2015	2016	2017
Statutory Rape		0	0	0
Robbery		0	0	0
Aggravated Assault		0	0	0
Burglary		0	0	0
Motor Vehicle Theft		0	0	0
Arson		0	0	0

Criminal Offenses - Public Property		2015	2016	2017
Murder/Non-Negligent Manslaughter		0	0	0
Negligent Manslaughter		0	0	0
Sex Offenses - Forcible		0	0	0
Rape		0	0	0
Fondling		0	0	0
Sex Offenses - Non-Forcible		0	0	0
Incest		0	0	0
Statutory Rape		0	0	0
Robbery		0	0	0
Aggravated Assault		0	0	0
Burglary		0	0	0
Motor Vehicle Theft		0	0	0
Arson		0	0	0

Hate Crimes – On Campus

Criminal Offenses - Hate Crimes - On Campus	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	Natural Origin
2017 Total								
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2	0	0	0	0	0	0	0

Hate Crimes – On Campus

Criminal Offenses - Hate Crimes - On Campus 2016 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0

Hate Crimes – On Campus

Criminal Offenses - Hate Crimes - On Campus 2015 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facility

Criminal Offenses - Hate Crimes - On Campus 2017 Total – Student Housing Facilities	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facility

Criminal Offenses - Hate Crimes - On Campus 2016 Total – Student Housing Facilities	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facility

Criminal Offenses - Hate Crimes - On Campus Student Housing Facilities - 2015 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

Hate Crimes – Non-Campus

Criminal Offenses - Hate Crimes - Non Campus 2017 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0

Hate Crimes – Non-Campus

Criminal Offenses - Hate Crimes - Non Campus 2016 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0

Hate Crimes – Non-Campus

Criminal Offenses - Hate Crimes - Non Campus 2015 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

Hate Crimes – Public Property

Criminal Offenses Hate Crimes Public Property 2017 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0

Hate Crimes – Public Property

Criminal Offenses Hate Crimes Public Property 2016 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0

Hate Crimes – Public Property

Criminal Offenses - Hate Crimes - Public Property 2015 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity Natural Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

VAWA Offenses – On Campus

Crime	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	2	6	4
Stalking	3	0	2

VAWA Offenses – On Campus Student Housing Facilities

Crime	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	2	6	3
Stalking	2	0	0

VAWA Offenses – Non-campus

Crime	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offenses – Public Property

Crime	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests - On Campus	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	1	0	0
Drug Abuse Violations	5	0	3
Liquor Law Violations	3	1	0
Arrests - On Campus - Student Housing Facilities	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	5	0	3
Liquor Law Violations	3	1	0
Arrests - On Campus - Non-Campus	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests - On Campus - Public Property	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0

Arrests - On Campus	2015	2016	2017
Liquor Law Violations	0	0	0

Disciplinary Actions - On Campus	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	6	1	1
Drug Abuse Violations	28	81	58
Liquor Law Violations	84	82	30
Disciplinary Actions - On Campus	2015	2016	2017
Student Housing Facilities			
Weapons: Carrying, Possessing, Etc.	3	1	1
Drug Abuse Violations	20	73	49
Liquor Law Violations	83	76	30
Disciplinary Actions - Non Campus	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions - Public Property	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Unfounded Crimes

	2015	2016	2017
Total unfounded crimes	0	0	0

New York State Sex Offender Registry Website

To obtain information about [registered sex offenders](#)