

# Campus Security and Fire Safety Report 2018

(calendar year 2017 prepared September 2018)



Published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (hereinafter referred to as the Campus Security Act).

## Information in This Document

- Missing Students
- Reporting Crimes
- Campus Reporting Agents
- Good Samaritan Policy
- Safety and Security Responsibility
- Emergency Response
- Alcohol and Other Drugs
- Crime Definitions
- Sexual Offender Registration Act
- Campus Map
- Sex Offenses
- Understanding Consent
- Reporting Amnesty
- New York State Crime Definitions
- Students' Rights
- Proceedings for Alleged Dating Violence, Domestic Violence, Sexual Assault and Stalking
- Unfounded Crimes
- Preserving Personal Safety and Awareness Programs
- Crime Statistics 2015, 2016, 2017
- Reportable Fires and Fire Safety Information
- On- and Off-Campus Resources

All members of the campus community are advised to sign up with New York Alert to receive emergency notifications. Go to the University Police Web page and select "Campus Emergency Notification System" for instructions.

## General Campus Information

SUNY Cortland enrolls a full-time student population of over 6,400 and a part-time student population of over 500. Over 2,900 reside in 15 residence halls, another 240 reside at the West Campus Apartment Complex, and up to 11 reside in the Leadership House. The campus employs a full- and part-time workforce of approximately 1,200, excluding undergraduate student workers.

**The Student Right-to-Know and Campus Security Act** was signed into law in November 1990. Title II of this Act was known as the Crime Awareness and Campus Security Act which was amended and renamed in 1998 as the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act, then amended by the Violence Against Women Reauthorization Act (VAWA) effective July 1, 2015. This law mandates that institutions receiving Title IV federal funds disseminate crime statistics for certain serious offenses that occurred on campus and in adjacent areas for the current and previous two calendar years. The purpose of this report is to provide current and prospective faculty, staff, and students with campus safety information including crime statistics and procedures to follow to report a crime. This document was compiled by the Vice President for Student Affairs Office and is also available on the Web at [cortland.edu/offices/university-police-department/reports/monthly-reports.dot](http://cortland.edu/offices/university-police-department/reports/monthly-reports.dot) This reporting responsibility goes beyond "official" reports and must include incidents reported to identified staff even if a victim or student who reports a crime does not want to pursue action and wishes to remain anonymous. All college officials with "**significant responsibility for student and campus activities**" are required to report crimes. These officials include administrative staff, academic deans, Residence Life and Housing staff (including all residence hall directors and all residence hall student staff), the Student Conduct Office, University Police, Athletics (including all full- and part-time coaches), the Title IX Coordinator, and all advisors and coaches to student clubs and organizations. Visit the University Police website, "Crime Statistics/Reports/Forms" link for the suggested reporting format. See page 2 of this document for the "Campus Reporting Agents" and contact information.

## Reporting Locations

This law requires that campus report specific criminal activities that occur on campus property and specific areas around those properties. Note that crimes occur in the community beyond what is required to be reported in this document. Students, employees, and community members are advised to exercise caution in ALL locations.

**On Campus** is defined as any building or property owned or controlled by the 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 this definition that is owned by the institution but controlled by another person and supports institutional purposes (such as a food or other retail vendor). At Cortland, this includes the main campus property, the McDonald Building, Main Street SUNY Cortland (through May 2017), and the Lynne Parks '68 SUNY Cortland Alumni House.

**Non Campus** is defined as 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. Note that in 2017 we were informed that the student organization Alpha Phi controlled the sorority house at 39 Tompkins St., Cortland, NY making it a non-campus property. The campus owns/operates property at the Outdoor Education Center at Raquette Lake in the Adirondacks, Brauer Field Station on the Helderberg Escarpment near Albany, Hoxie Gorge Nature Preserve outside of Cortland, and the Mohawk Valley Graduate Center.

**Public Property** is defined as all public property, including thoroughfares, streets, sidewalks and parking facilities, within the campus or immediately adjacent to and accessible from the campus (see campus map page 6).

## Related Web Sites

<http://www.clerycenter.org/our-history> History of the Campus Security Act (Center for Security on Campus).

[www.cortland.edu/titleix](http://www.cortland.edu/titleix) SUNY Cortland's Title IX website

[www.cortland.edu/student-conduct](http://www.cortland.edu/student-conduct) Code of Student Conduct and Related Policies. Student conduct procedures including student behavior expectations, violation definitions, victims' rights, violator's rights, hearing procedures, potential sanctions.

[www.cortland.edu/upd](http://www.cortland.edu/upd) Crime alert information, crime statistics and prevention, patrol information, emergency blue light phone system, Silent Witness program.

<https://ope.ed.gov/campussafety> US Department of Education campus crime statistics.

## Missing Students

If a member of the University community has reason to believe that a student is missing, they should immediately notify the University Police at 607-753-2111. **Do not wait if you believe a student is missing.**

In addition to registering a general emergency contact, students have the option to identify, confidentially, an individual to be contacted in the event the student is determined to be missing. A student who wishes to identify a **confidential contact** can do so through the myRedDragon portal, select the Student tab, then Banner Web main menu and choose the personal information link, select Update Emergency Contacts and designate the person in the "Relationship" drop down as their "Missing Student" contact. A student's confidential "Missing Student" contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

**On-campus students:** University Police will generate a missing person report and initiate an investigation. University Police will notify all local police agencies pursuant to the Memorandums of Understanding. University Police will notify the student's "Missing Student" emergency contact and the student's parents/guardian if the student is **under 18 years** of age (and not considered emancipated) within 24 hours of the University Police determination that the student is officially "missing."

**Off-campus students:** The investigation will be referred to the proper local law enforcement agency and the University Police will assist said agency.

## Reporting Crimes

In an effort to encourage accurate and prompt reporting, all members of the campus community are urged to report criminal incidents, emergencies and suspicious activity. The campus emergency number is 607-753-2111 or 911. These numbers should be used for all fire, medical, and police emergencies. All reports are classified, logged, and responded to thoroughly. The off-campus emergency number is 911. Crimes in progress and any other emergency on campus can be reported directly by any student or employee to University Police who can also be reached by using the campus emergency blue light phones or the residence hall door phones that have a "red" campus police emergency button. University Police officers are dispatched immediately to the site of the report. Incident reports are prepared and kept on file.

**SUNY Cortland has the authority to pursue student conduct action for incidents occurring off campus that violate College policy including federal, state and/or local laws, statutes, and ordinances.**

### SUNY Cortland's Silent Witness Program

<http://www2.cortland.edu/offices/university-police-department/silent-witness-reporting.dot>

**The College WILL NOT RETALIATE or ALLOW ANY RETALIATION toward a person(s) who reports alleged violations of the Clery Act.**

### Campus Reporting Agents (see footnote<sup>1</sup>) - Clery Reportable Crimes.

These offices and departments allow victims and witnesses to report crimes:

University Police Emergency 607-753-2111

University Police Non Emergency 607-753-2112, Whitaker Hall, Room 110

Vice President for Student Affairs 607-753-4721, Corey Union, Room 407-A

Student Conduct Office 607-753-4725, Corey Union, Room 409

Student Health Service 607-753-4811, Van Hoesen Hall, Room B-26

Residence Life & Housing 607-753-5570, Van Hoesen Hall, Room B-57

Athletic Department 607-753-4953, Park Center, Room E-302

Counseling 607-753-4728, Van Hoesen Hall, Room B-44

Campus Activities/Corey Union 607-753-2321, Corey Union, Room 406

Recreational Sports 607-753-5585, Student Life Center, Room 1201

Student Support Services 607-53-2066, Van Hoesen Hall, Room B-1

Title IX Coordinator Nan Pasquarello 607-753-4550 (office 607-753-2263) Miller Building, Room 404

Outdoor Education 607-753-5488, Professional Studies Building, Room 1131 @ Raquette Lake 315-354-4784

**Campus personnel will assist victims with the on- and off-campus reporting process and provide support.**

**Crime Statistics** are distributed monthly and yearly through e-mail and posted on the University Police Web site.

No matter how safe our community is, the potential for crime exists everywhere, including college campuses. Everyone in the community must do their part to minimize risk whenever possible.

**SUNY Cortland will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, US Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding against a student who is the alleged perpetrator of said crime or offense. If the alleged victim is deceased as a result of said crime or offense, the next of kin of the victim shall be treated as the alleged victim for the purposes of this paragraph.**

<sup>1</sup>Different employees on campus have different abilities to maintain a victim's confidentiality. Our mental health counselors and health care providers acting in their professional capacities can maintain confidentiality. They may, however, encourage (when appropriate) reporting the crime on a voluntary basis for inclusion in the annual disclosure of crime statistics. Other reporting agents can treat information as private, but are required to communicate certain information to appropriate authorities.

## Unfounded Crimes

A crime can only be unfounded if the report is found to be false or baseless. A crime is not considered unfounded if someone is found not guilty, not arrested, or not charged. Unfounding is an extreme and rare measure to be used when, using a reasonable investigative standard, sworn law enforcement determine that the reported crime did not happen. Only sworn/commissioned law enforcement can unfound a crime. This **does not** include a district attorney.

## Standard Facility Access

Students and employees have access to academic, recreational, and administrative facilities and locations housing cultural and recreational events during scheduled hours. Access to residence halls is limited to students and their guests according to guest procedures (see *Code of Student Conduct* and the Room and Board License and Residence Hall Policies available on the Web) as well as residence hall and facilities personnel in the performance of duties. Access to certain buildings, including residence halls, are restricted to card access

## Safety and Security Responsibility

### University Police

Campus safety and law enforcement is coordinated by the University Police Department that has a force of sworn officers with full arrest powers. SUNY police officers must meet the highest standards in New York State for law enforcement officers. Officers have successfully completed a basic training program administered by the State University at the New York State Police Academy in Albany, New York, or a local regional academy. They also undergo continuous training to upgrade their skills. Officers have been trained in emergency medical procedures and first aid. Foot, bike and vehicle patrols are conducted on campus and in residence hall areas 24 hours per day, 365 days per year. The Department's objective is to provide a safe environment and protect the lives and property of students, employees and visitors, pursued within the framework of the State University of New York rules and regulations and all local, state and federal laws. The investigation of crimes committed on campus falls under the jurisdiction of University Police. A daily log of incidents that occur on campus is kept and is available for the public to view from 8 a.m. – 4 p.m., Monday through Friday or by request by contacting University Police. The log includes the date, time, general location, and disposition of the complaint. Entries are available for review unless they are deemed "confidential" by the Chief of University Police for safety and security reasons.

University Police works closely with the Cortland City Police, the Sheriff's Department and the New York State Police to assist with incidents that occur off campus but may involve campus students or employees. The New York State Campus Security Act requires all public, private, community colleges and universities in New York to have a formal plan that provides for the investigation of missing students and violent felony offenses on campus. This involves written agreements between university and college authorities and the municipal law enforcement agencies having concurrent jurisdiction. SUNY Cortland's University Police has a local Memorandum of Understanding (MOU) with the Cortland City Police Department in the event a violent felony or a missing student is reported to campus authorities. Should such a report be received, University Police may request assistance from this agency as well as the Cortland County Sheriff's Office and the New York State Police as appropriate to conduct a complete investigation.

### Campus Safety Advisory Committee

This Board's responsibilities are: 1) to advise the president and chief of University Police on matters of campus security, public safety (including signage and parking), and personal safety; 2) to review and suggest improvement in safety and education programs; 3) to assess availability of counseling services for crime victims; 4) to review victim referral and

campus response procedures for sexual assault situations; 5) to conduct ongoing assessment of the quality of campus personal safety policies, practices, procedures, and programs; and 6) to conform to the 1990 Amendment to Section 6450 of the Education Law by providing information to incoming students about sexual assault prevention measures, penalties and related security procedures. Annual reports must be filed with the commissioner of education (ref. College Handbook, Section 130.08).

### Behavioral Assessment Team

This team formalizes a process for reporting and addressing specific, alarming behaviors that do not fall within existing reporting procedures such as those established by Counseling and Wellness Services, University Police, Residence Life and Housing, and the Student Conduct Office. Specifically, this team will create a care management system to intervene early with students who are at risk. They will: 1) receive information, both oral and written, from faculty and staff about behavior that may be threatening; 2) stay attuned to escalating behavior or potential physical violence; and 3) develop a plan of action for the student such as contacting parents, referrals to various campus resources, disciplinary action, etc.

### Facilities Operations and Services

The campus Facilities Operations and Services maintains the campus buildings and grounds with a priority of safety and security. Staff inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond immediately to reports of potential safety and security hazards such as broken windows and locks. For concerns about the physical safety of campus buildings and grounds, call the Facilities Operations and Services Office 607-753-2100 8 a.m. – 4:30 p.m., Monday through Friday. Emergencies outside of these hours should be reported to University Police 607-753-2112.

The campus is well lighted, and improvements on lighting are a constant consideration. SUNY Cortland has installed high-intensity lights on buildings, in parking lot areas, in areas with heavy landscaping and trees, and along pathways frequently traveled by students. Outdoor emergency blue light phones and residence hall door phones are connected directly to University Police. In addition, security cameras have been added to areas vulnerable to vandalism and continue to be added as facilities are renovated and improved.

### Residence Life and Housing

Staff are committed to providing a safe environment for students within the residence halls. Students are made aware of safety concerns as well as prevention tactics and personal responsibility through a variety of in-hall mediums. Each residence hall is supervised by a residence hall director who is a professional staff member residing within the hall. Each building is also staffed with a number of trained resident assistants (RAs). There is a designated residence hall director "on duty" 24 hours a day. Each residence hall has an RA "on duty" from 9 p.m. to 8 a.m. Residence hall students are issued a key to their room and use their SUNY Cortland ID card for access to their own residence hall main entrance. Hall entrances are locked 24 hours/day, and a campus-only phone is located at the main entrance.

**Residence hall guest and other policies and procedures are listed in the Room and Board License and Residence Hall Policies available at the Residence Life and Housing Web page.**

[www2.cortland.edu/reslife/](http://www2.cortland.edu/reslife/)

## Emergency Response

The College's leadership is trained in assessing emergency situations, appropriately responding to emergencies, and initiating necessary communication with those immediately impacted by the event and the greater campus community.

The chief of University Police, in consultation with the vice president for Student Affairs, is responsible for determining the level of an incident. In the absence of the chief, the assistant chief, lieutenants, or the officer in charge, respectively, will make appropriate consults and level determination. If there were a serious, immediate threat to the health and safety of the campus community, the emergency response protocol would be enacted as appropriate to the situation. This can include activation of NY Alert telephone and text notification, campus siren, loudspeaker, the large screen messaging system, an alert message in the myRedDragon portal and the SUNY Cortland home page. Notification to the greater campus community is coordinated between University Police and the Public Relations Office pursuant to policies and agreements with local law enforcement agencies and media outlets.



Employees and students should familiarize themselves with the emergency evacuation procedures posted in their buildings. Special attention should be given to the evaluation procedures for persons with disabilities.

SUNY Cortland tests its entire **emergency notification system** two times per year, and its siren and fire alarms three times per year. Pursuant to its procedures, fire drills are not announced. Testing of the other emergency systems may be announced or unannounced. For more information on the emergency notification system, visit [www2.cortland.edu/information/campus-safety/emergency-notification/index.dot](http://www2.cortland.edu/information/campus-safety/emergency-notification/index.dot)

**Timely Warnings** shall be issued whenever a Clery crime that is considered to represent a serious or continuing threat to students and employees is reported to University Police or a local police agency and has occurred within the University's Clery geography. Whenever a Timely Warning is sent it shall be sent to the entire community.



**Emergency Notifications** shall be issued when a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on the campus. As appropriate, emergency notifications may be targeted at only a segment or segments of the campus community that is at risk. Emergency notifications will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

## Alcohol and Other Drugs

Illegal possession and/or use of controlled substances are violations of state and federal law and College policy. SUNY Cortland permits the use of alcoholic beverages on campus by those who comply with state law and who adhere to the guidelines established by the College. Students living in residence halls are allowed to possess and consume alcohol in their rooms in compliance with College regulations. Students and employees should be aware that the campus strictly **enforces its policies with regard to alcohol and other drug violations**, and policy and law violations will be subject to appropriate legal/conduct proceedings. The College's alcohol and other drug policies can be found in the *Code of Student Conduct and Related Policies* [www.cortland.edu/student-conduct](http://www.cortland.edu/student-conduct) and the *College Handbook* [www2.cortland.edu/offices/publications/handbook/index.dot](http://www2.cortland.edu/offices/publications/handbook/index.dot)

Members of the campus community in need of assistance with a question or personal problem related to alcohol or other drugs should contact the Substance Education and Prevention Office, Van Hoesen Hall, Room B-1. A description of alcohol and other drug policies, penalties and support services appears in the campus publication, "Campus Policies for Alcohol and Other Drugs" linked under "Policy Notices" at <http://www2.cortland.edu/offices/student-affairs/>. This office provides leadership in helping students understand the connection between substance abuse and future success, to identify their individual risk factors for chemical dependency, and examine the choices they have made regarding alcohol and other drug use. Toward this goal, they provide the following services (visit <http://www2.cortland.edu/offices/student-development-center/substance-abuse-prevention-and-education/> that include AlcoholEdu online course to help students who have violated alcohol policies make safer, healthier choices, the Judicial Educator online course for marijuana policy violations, and alcohol-free environments and events. Substance education is also included in a required course for new students, "The Cortland Experience." Individual counseling, educational workshops, and information and resources on campus and in the community are also available.

**SUNY Cortland's Good Samaritan Policy.** Abuse of alcohol and other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, the College is concerned that those in need receive prompt medical attention. The College cannot guarantee absolute immunity from sanctions associated with violations of the Code of state and federal law. However, efforts will be made to mitigate sanctions associated with alcohol and other drug offenses for "Good Samaritans." These considerations apply only to the individual(s) who may have contributed or participated in the use and abuse of alcohol or other drugs, but summoned aid. For information on **Alcohol and/or Other Drug Use Amnesty in Sexual and Interpersonal Violence Cases** see page 7.

## Crime Definitions (Federal)

The Campus Security Act also delineates what violations need to be reported. The offense definitions are excerpted from the Uniform Crime Reporting Handbook. The definitions of sex offenses are excerpted from the national incident-based reporting edition of the Uniform Crime Reporting Handbook (FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) definitions).

**Robbery:** taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** an unlawful attack by one person upon another to inflict severe or aggravated bodily injury. This is usually accompanied by the use of a weapon or by means likely to produce great bodily harm or death, although it is not necessary that injury result when a weapon is used.

**Liquor Law Violations:** violations and attempted violations of laws or ordinances prohibiting manufacturing, selling, transporting, furnishing, or possessing intoxicating liquor including, but not limited to, maintaining unlawful drinking places; furnishing liquor to minor or intoxicated person; and drinking on a common carrier.

**Arson:** willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, personal property of another, etc.

**Criminal Homicide, Manslaughter by Negligence:** the killing of another person through gross negligence.

**Criminal Homicide, Murder and Non-Negligent Manslaughter:** the willful killing of one human being by another.

**Burglary:** unlawful entry of a structure to commit a crime including, but not limited to, larceny, arson, sexual assault, criminal mischief, and all attempts to do so.

**Motor Vehicle Theft:** The taking (or attempt) or use of a motor vehicle by persons not having full access.

**Drug Abuse Violations:** Violations of state and local laws related to possession, sale, use, growing or manufacturing of narcotic drugs, marijuana, or other controlled substance.

**Weapon Law Violations:** Violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale or possession of deadly weapons and all attempts to commit any of the aforementioned.

**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 (age of consent in NYS is 17) or because of his/her temporary or permanent mental incapacity.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent (age of consent in NYS is 17).



### Hate Crimes

The Campus Security Act also requires crimes (see page 16) to be identified as hate crimes when a person is victimized intentionally because of their actual or perceived race, religion, gender, gender identify, sexual orientation, national origin, ethnicity or disability. The SUNY Cortland Community does not tolerate bias-related activities. The online bias-related incident reporting form is linked to the following address:

<http://www2.cortland.edu/about/diversity/>

### Weapons Policy

**Firearms and dangerous weapons of any type are not permitted on campus. Intentional use, possession or sale of firearms or other dangerous weapons by anyone is a violation of state law and College policy.**

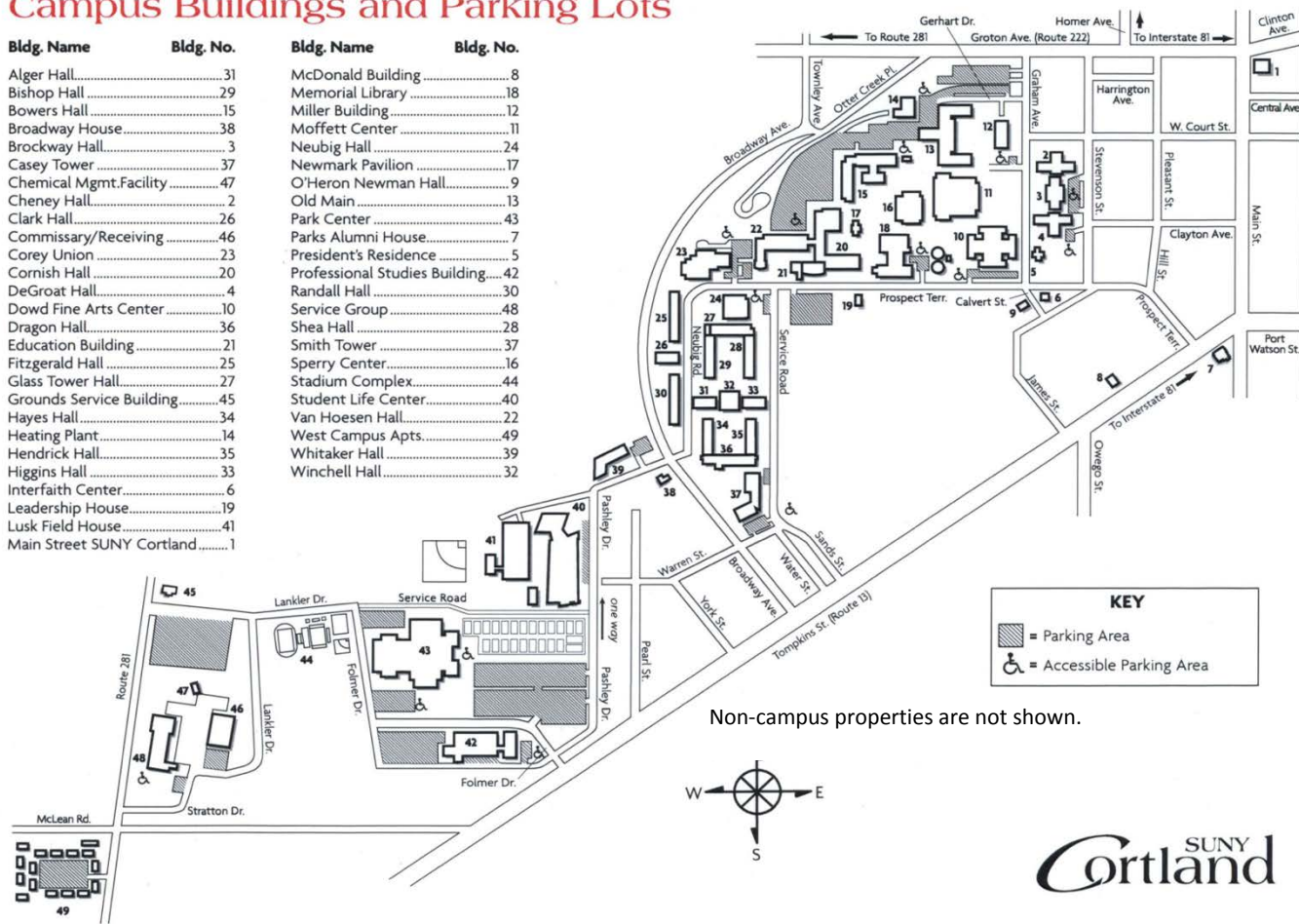
### Sexual Offender Registration Act

This act requires the Division of Criminal Justice (DCJS) to maintain a Sex Offender Registry that provides New Yorkers information about sex offenders living in their communities. The Registry can be accessed online [www.criminaljustice.ny.gov/nsor/](http://www.criminaljustice.ny.gov/nsor/). Sex offenders in New York are required to notify the Registry of any institution of higher education at which they are, or expect to be, whether for compensation or not, enrolled, attending or employed and whether such offender resides or expects to reside in a facility operated by the institution. Changes in status at the institution of higher education must also be reported to the Registry no later than ten days after such change.



# Campus Buildings and Parking Lots

Bldg. Name	Bldg. No.	Bldg. Name	Bldg. No.
Alger Hall.....	31	McDonald Building.....	8
Bishop Hall.....	29	Memorial Library.....	18
Bowers Hall.....	15	Miller Building.....	12
Broadway House.....	38	Moffett Center.....	11
Brockway Hall.....	3	Neubig Hall.....	24
Casey Tower.....	37	Newmark Pavilion.....	17
Chemical Mgmt. Facility.....	47	O'Heron Newman Hall.....	9
Cheney Hall.....	2	Old Main.....	13
Clark Hall.....	26	Park Center.....	43
Commissary/Receiving.....	46	Parks Alumni House.....	7
Corey Union.....	23	President's Residence.....	5
Cornish Hall.....	20	Professional Studies Building.....	42
DeGroat Hall.....	4	Randall Hall.....	30
Dowd Fine Arts Center.....	10	Service Group.....	48
Dragon Hall.....	36	Shea Hall.....	28
Education Building.....	21	Smith Tower.....	37
Fitzgerald Hall.....	25	Sperry Center.....	16
Glass Tower Hall.....	27	Stadium Complex.....	44
Grounds Service Building.....	45	Student Life Center.....	40
Hayes Hall.....	34	Van Hoesen Hall.....	22
Heating Plant.....	14	West Campus Apts.....	49
Hendrick Hall.....	35	Whitaker Hall.....	39
Higgins Hall.....	33	Winchell Hall.....	32
Interfaith Center.....	6		
Leadership House.....	19		
Lusk Field House.....	41		
Main Street SUNY Cortland.....	1		



## Sex Offenses

SUNY Cortland is committed to creating and maintaining an educational environment free from all forms of sex discrimination including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, SUNY strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation, work with State and local law enforcement if appropriate, supporting the victim/survivor, and imposing sanctions on the accused pending adjudication of the incident. Sexual assault or other victims of assault should be treated by medical personnel as soon as possible. It is recommended NOT to shower, wash, change clothes, comb hair, drink or eat, or do anything to alter physical appearance until after a physical examination has been completed. It is also recommended NOT to disturb the area where the crime occurred until a police investigation can take place. **Preserve all physical evidence.** If clothing has already been changed, save all of what was worn during the assault and do not wash items. Place each item in a separate paper bag, if possible. It is not recommended to use plastic bag.

### Crimes of Sexual Misconduct -- Confidentiality, Reporting Protocol, Applicability

(including dating violence, domestic violence, sexual assault and stalking)

SUNY Cortland prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber stalking. Please refer to the definitions pages 14-16 herein and the *Code of Student Conduct* for a complete list of terms and prohibited acts. SUNY Cortland strongly encourages accurate and prompt reporting of these crimes. There are, however, options available for students who wish to maintain confidentiality while getting the support they need. *\*Different employees on campus have different abilities to maintain a victim's confidentiality. Mental health counselors, health care providers, pastoral counselors acting in their professional capacities can maintain confidentiality.* Other reporting agents can treat information as private, but are required to communicate information to the Title IX Coordinator. Visit [www.cortland.edu/titleix](http://www.cortland.edu/titleix) for "Reporting Options." Note that SUNY Cortland does not employ pastoral counselors. **Reporting a crime to the police or to a campus office does not obligate the victim to pursue criminal prosecution.** For students, in addition to criminal charges, sexual misconduct is prohibited conduct as specified in the SUNY Cortland *Code of Student Conduct* found at [www.cortland.edu/student-conduct](http://www.cortland.edu/student-conduct). Both the reporting individual and the accused are afforded equitable rights during the investigative and adjudication process.

**All personally identifiable information about a victim will be purposely and intentionally omitted from any publicly available record, including Clery Act reporting and disclosures.**

## **Crimes of Sexual Misconduct – Confidentiality, Reporting Protocol, Applicability continued. . .**

These policies also apply to all members of the SUNY Cortland community including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct that occurs on the college/university campus which includes any building or property owned or controlled by SUNY Cortland and used in direct support of or in a manner related to the school's educational purposes including residence halls, dining halls, and public property within or immediately adjacent to and accessible from campus. This also includes any building or property owned or controlled by a student organization that is officially recognized by the college that supports or relates to the school's educational purposes and is frequently used by students. This policy also covers conduct that takes place off-campus that may have a nexus to the college community. This applies to all educational, extracurricular, athletic, or other campus programs, all school-related activities including, but not limited to, student organizations (academic, Greek, multicultural, religious, service, social and support, sports and recreational), community organizations with students and/or faculty participation, and all other educational or extracurricular events hosted by or at the College.

These policies also apply to incidents occurring between individuals in varying types of relationships – students, faculty, staff, visitor, contracted employee, supervisor, subordinate, coach, student athlete or any combination thereof. These acts may be committed against an individual or against a group or organization and by a stranger, acquaintance, or someone with whom the victim has a social, romantic or intimate relationship. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity or expression.

## **Understanding “Consent”**

New York State has clarified what is considered “consent” with regard to sexual activity. Sexual activity requires “affirmative consent” by all parties involved.

### **Definition of Affirmative Consent**

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 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.

- 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.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- 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 upon the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and, therefore, unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

**In the eyes of the law and College policy, AFFIRMATIVE CONSENT must be given by all parties in order to engage in sexual activity. A person who is incapacitated or underage CANNOT consent to sexual activity. The age of consent in New York is 17 years old.**

### **Alcohol and/or Other Drug Use Amnesty in Sexual and Interpersonal Violence Cases**

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Cortland 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. SUNY Cortland strongly encourages students to report incidents of domestic violence, dating violence, stalking or sexual assault to institutional officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking or sexual assault to College officials or law enforcement will not be subject to SUNY Cortland'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.

## **Students' Rights**

### **Definitions:**

**Complainant** - any person or persons who have filed Student Conduct charges against a student.

**Accused Student** – any student who has been initially identified as a person who has allegedly violated the *Code of Student Conduct*.

**Reporting Individual** – encompasses the term victim/survivor related to cases of rape, sexual assault, domestic violence, dating violence and stalking.

**Respondent** – an accused student once the conduct process is engaged and charges have been filed.

**Proceeding** – for the purposes herein, the *Code of Student Conduct* processes for adjudicating student policy violations.

## Students' Bill of Rights

The State University of New York and SUNY College at Cortland 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-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:

1. Make a report to local law enforcement 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 pressures from 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 institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
8. 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;
9. Access to at least one level of appeal of a determination which shall be considered by a panel, not a single person;
10. 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; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial 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;
- Confidentiality or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy visit [www.cortland.edu/titleix/confidential](http://www.cortland.edu/titleix/confidential))
- Make a report to:
  - An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or a Human Resources employee;
  - University Police;
  - Local law enforcement; and/or
  - Family Court or Civil Court.

**Institutions are obligated to comply with a student's reasonable request for a living and/or academic situation change following an incident of sexual or interpersonal violence.** Pending resolution of the complaint, the accused student may be prohibited from contacting the reporting person and placed on interim suspension or otherwise denied access to the campus. The College may change the course schedule or residence assignment of the accused student (ref. *Code of Student Conduct* Section Thirteen Interim Sanctions). In the case of a non-student, the accused may be declared Persona-Non-Grata denying them access to the campus and campus activities otherwise afforded to the public.

A student who has reported an act of sexual misconduct may request an academic accommodation or change in residence and will receive an appropriate and reasonable accommodation. These include a change in academic or work schedule, withdraw from or retake a class without penalty, access to tutoring services, and change in residence hall assignment. Off-campus students may be offered on-campus accommodations.

The students and the college will need time to prepare for hearings. The College will conduct a timely review of all complaints of rape, sexual assault, domestic violence, dating violence or stalking, where a review and resolution can generally be expected to take place within sixty (60) calendar days from receipt of the complaint. See the *Code of Student Conduct*, Section Eight.

**Compliance with the provisions herein and in the *Code of Student Conduct* in no way violates the Family Educational Rights and Privacy Act of 1974 (FERPA) (Section 444 of the General Education Provisions Act (20 U.S.C. 1232g)).**



### **Due Process Rights – Code of Student Conduct**

For student conduct proceedings, students should expect that these proceedings will be handled fairly. All SUNY Cortland students accused of violating the Code shall be granted the following due process rights. The right to:

- A hearing by an unbiased student conduct body;
- Have an advisor present at the hearing;
- Written notice of the charges which indicates the time and place of the hearing. Proper written notification shall be defined as delivery of mail to a student's on-campus mailbox, hand-delivered by campus staff, delivery of information via electronic message to a student's assigned campus e-mail account, or delivered by the U.S. Post Office to a student's local address. Students shall be held responsible for the contents of mail for which they have refused receipt;
- Receive a copy of the written report or narrative stating the circumstances and allegations involved. This information may be requested by the student in writing or in person at the Student Conduct Office. In instances where a student has requested a hearing following an Incident Review Meeting or Residence Hall Director Meeting, the report shall generally be given to the student at the same time they receive notification of time and place of their requested hearing;
- Object to a Board/Panel member or Hearing Officer who is serving in the capacity of the student conduct body. The Student Conduct Hearing Advisor will determine the validity of the objection;
- Not present information against themselves;
- Request a continuance of no more than 5 business days. The Director of Student Conduct will determine the validity of the request.
- Hear and respond to all information presented against them. This includes the right to question all parties through the student conduct body.
- Present information and witnesses in their own behalf;
- Written notification of the results of a hearing no later than ten school days after the hearing; and
- Appeal the outcome of a hearing as described in section 14 of the *Code* except in cases of accepted Residence Hall director decisions. A student must be informed of their right to appeal and the process by which to do so.

### **Rights of the Reporting Individual**

SUNY Cortland also provides the following rights to reporting individual related to our conduct process. A victim has the right:

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the SUNY Cortland Code of Student Conduct (<http://www2.cortland.edu/offices/judaffairs/code-of-conduct.dot>) as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
  - The same opportunity to be accompanied by an advisor of their choice who may assist and advise parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking;
  - The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest;
  - The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions;
  - The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay;
  - The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by the College);
  - The right to present evidence and testimony at a hearing, where appropriate;
  - The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition;
  - The right to exclude prior sexual history with persons other than the other party in the conduct process or their own past mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past sexual violence findings may be admissible in the disciplinary stage that determines sanction;
  - The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present;
  - The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions;
  - The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanction, and the rationale for the decision and any sanctions;
  - The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal; (continued next page)

- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest;
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years. Student Conduct Office, SUNY Cortland, Corey Union 409-B, PO Box 2000, Cortland, NY 13045-0900 607-753-4725;
- The right to choose whether to disclose or discuss the outcome of a conduct hearing;
- The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

When a member of the SUNY Cortland community has been the victim of an alleged act of misconduct that violates the physical and/or mental welfare of an individual, they should expect that the student conduct system shall respond in a caring, sensitive manner that allows them to utilize the student conduct process unimpeded while still maintaining the rights of the accused student. In cases including, but not limited to, sexual assault, physical assault, hazing and harassment, the Student Conduct Office will review each case and will inform individuals when “victim status” has been assigned to a reporting individual. The following rights shall be provided to victims of alleged offenses:

- A. The right to be treated with dignity and compassion by the student conduct body, and by all persons involved in the disciplinary process;
- B. The right to information pertaining to the campus student conduct process and appropriate referrals for information on the criminal process;
- C. The right to information pertaining to available counseling assistance;
- D. A victim has the right to expect to be free from intimidation and harassment throughout the student conduct process;
- E. A victim has the right to request that campus personnel take the necessary steps reasonably available to prevent unwanted contact or proximity with the alleged assailant(s). This could include modification of living arrangements and/or class schedule.

**Students and employees have the right to assistance from the University Police or other college officials in initiating legal proceedings in family court, civil court, or criminal court, including, but not limited to, obtaining and Order of Protection or, if outside of New York State, and equivalent protective or restraining order. Once obtained, Orders of Protection are kept on file in University Police.**

## **Proceedings for alleged dating violence, domestic violence, sexual assault or stalking.**

SUNY Cortland employees who handle the intake of reports from students, employees, or others who report being victims of dating violence, domestic violence, sexual assault or stalking, provide the reporting individuals with written resources including their rights and options regardless of whether the offense occurred on campus. The written resources include information on counseling, health/medical, mental health, victim advocacy, legal assistance, and other services as needed for both victims within the institution and in the community. Also provided through the intake process is verbal and written information on protections and accommodations such as the availability of changes to academic, living, transportation and work situations, regardless of whether the individual chooses to report to law enforcement. Additionally, the Title IX website contains detailed information on resources, protections and accommodations.

### **Employees**

For the Domestic Violence in the Workplace Policy and Procedures, visit <http://www2.cortland.edu/dotAsset/113302.pdf>. Excerpt below.

Through Human Resources, “The College, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligation or collective bargaining agreements, will take all appropriate actions to promote safety in the workplace and respond effectively to the needs of victims of domestic violence.” This policy is posted annually and the assistant director of Human Resources/Affirmative Action Officer and all personnel designated to provide support for those in need of assistance shall complete SUNY System Office for the Prevention of Domestic Violence’s (OPDV) training.

### **Students**

Alleged incidents of dating violence, domestic violence, sexual assault or stalking may be reported to a number of offices on campus including the Title IX Coordinator and/or the Student Conduct Office. Reports to the Student Conduct Office will be processed in accordance with the *Code of Student Conduct*. If the accused is a student, cases will be adjudicated through an Incident Review Meeting or a Student Conduct Hearing.

- 1) Incident reports can be filed with the Student Conduct Office, University Police, residence hall staff, and the Cortland City Police. These reports are reviewed and determined based on the seriousness of the alleged violation whether it will be handled by an Incident Review Meeting or student conduct hearing, both procedures are conducted by the Director or Associate Director of Student Conduct whose professional responsibilities include up-to-date training in VAWA, Clery, and Title IX.
- 2) Students are notified in writing at least three school days before the scheduled Incident Review Meeting using campus email informing them of the date and time along with the charges. If the conduct officer and student agree on the substantive facts and sanctions, a conduct agreement is signed. If facts or sanctions cannot be agreed upon, the case will be referred to a conduct hearing. Failure to attend an Incident Review Meeting may result in a decision being made in the student’s absence.

- 3) For cases referred to one of three conduct boards, the director or associate director of Student Conduct, in consultation with immediate supervisors as needed, identifies which board is appropriate.
  - Student Conduct Board composed of one student justice, two faculty and/or staff justices, and a conduct advisor.
  - College Hearing Panel composed of three student justices, two faculty and/or staff and a conduct advisor.
  - Administrative Hearing held at either the Student Conduct Board or College Hearing Panel levels at the discretion of the Student Conduct Officer. The Administrative Hearing Officer shall be a faculty or staff trained justice assigned by the Student Conduct Officer.
- 4) SUNY Cortland's student conduct process uses a "**preponderance of evidence**" standard for in-violation finding meaning it is more likely than not that the student violated the student *Code*.

**Sanctions** for *Code* violations can include: provisional probation; deferred residence hall suspension; residence hall suspension; residence hall dismissal; disciplinary probation; restrictive disciplinary probation; deferred suspension; disciplinary suspension; disciplinary dismissal; loss of privileges; restitution; mandated room reassignment; mandated counseling assessment; and/or discretionary sanctions such as community service, letters of apology, essay or research paper on assigned topic; disqualification from future housing selection process, program presentation, substance education program (ref. Code of Student Conduct, Section Twelve). In cases of sexual misconduct including sexual assault and rape, the College will impose a minimum sanction of suspension. See Section Twelve G of the *Code* for available sanctions in the case of sexual assault, rape, dating violence, domestic violence, and stalking.

**Interim Sanctions** In certain circumstances, the vice president for student affairs and/or their designee may impose a disciplinary suspension or other restrictions prior to the hearing: to ensure the safety and well-being of members of the community or preservation of College property; to ensure the student's own physical or emotional safety and well being; or if the student poses a definite threat of disruption or interference with the normal operations of the College. Both the accused or respondent and the reporting individual shall, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim sanction, including potential modification, and shall be allowed to submit evidence in support of his or her request. In certain circumstances, the director of residence life and housing or their designee may impose a residence hall suspension, mandate room reassignment or other restrictions prior to the hearing.

**Holds and Transcript Notations** When a student is dismissed for behavioral reasons, the notation "dismissed after a finding of responsibility for a *Code of Conduct* violation" will automatically be placed on the student's academic transcript and remain there indefinitely. Likewise, when a student has been suspended, the notation "suspended after a finding of responsibility for a *Code of Conduct* violation" will be placed on their transcript. This notation is permanent for crimes of violence, hazing or other serious violations. For others, a request for the notation to be removed may be made after the period of suspension plus one year (ref. *Code of Conduct and Related Policies*, "College Record Notation Policy – Non-Academic Discipline.")

For students who withdraw or leave SUNY Cortland prior to disposition of alleged policy violations, a Banner Hold (student record hold) can be implemented and annotation of "withdrew with conduct charges pending" will appear on the transcript.

## **Preserving Personal Safety and Awareness**

SUNY Cortland is committed to raising awareness and knowledge about personal safety and responsibility on campus and to that end, takes a multifaceted approach to educating and empowering its community. We offer awareness programs to raise the level of understanding of related topics, we provide ongoing prevention and awareness campaigns – a series of initiatives educating on those topics, primary prevention programs aimed at helping avert personal injury before it occurs, and risk reduction efforts to help identify and reduce at-risk behavior and scenarios that put one in harm's way. We also offer bystander intervention education and training to empower people to get involved in preventing an at-risk or harmful situation from happening to someone else.

### **Bystander Intervention**

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene with safe and positive options before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to their car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting an RA, EMS, campus police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, e.g., counseling center, RA, Dean).

### **Crime Prevention/Risk Reduction**

To help prevent crimes, it is important to secure valuable belongings and be aware of one's surroundings. To emphasize crime prevention awareness, campus educational programs, seminars, videos, posters, brochures, student newspaper articles, messages from administration, etc., address personal safety including rape/sexual assault, stalking, dating violence, domestic violence, substance use/abuse, importance of locking doors and windows, "buddy" system, etc., and fire and property safety. This information also includes safety services such as the Late-Night Campus Shuttle, the Friday and Saturday Downtown Shuttle, counseling, mental health services, medical resources, and emergency services.

Rape-facilitating drugs can be difficult or impossible to detect. Don't drink what you don't open yourself and don't share drinks. Bring your own, get your own drink or go with someone who is getting it for you. Don't leave your drink unattended, and don't drink anything that has an unusual taste or appearance (e.g., salty taste, excessive foam, unexplained residue). Don't mix alcohol with other drugs and **WATCH OUT FOR YOUR FRIENDS!**

The College provides information regarding sexual assault awareness, stalking, dating violence and domestic violence to all incoming, first-year students during Orientation. The College also provides these awareness programs open to the entire campus community at the beginning of each school year. Awareness programs discuss the definition of **affirmative consent**, prohibited behaviors, options and resources for reporting individuals, amnesty policy, the Students' Bill of Rights, grievance procedures and bystander intervention.

In addition, Human Resources provides a policy statement and list of Resources for Domestic Violence in the Workplace to all employees. The College, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations or collective bargaining agreements, will take all appropriate actions to promote safety in the workplace and respond effectively to the needs of victims of domestic violence ( <http://www2.cortland.edu/offices/hr/Policies-and-Procedures/> then Health and Safety). In accordance with the NYS Governor's Executive Order 19, SUNY Cortland employees are required to complete "Preventing Sexual Misconduct" training.

### **Here are some specific examples of what we do.**

**Domestic Violence and the Workplace Policy and Procedures** -- This document can be found on the Human Resources web page under Policies and Procedures. Topics are covered during Workplace Violence portion of new employee orientation.

**Domestic Violence Education – Programs** have included workshops by community partner domestic violence professionals and One Love Foundation Escalation Workshops.

**One Love Foundation Escalation Workshops** – are provided for staff and students to learn recognize the signs of and prevent abusive personal relationships.

**Silent Witness Program** – A place on the University Police homepage where people can anonymously report a crime [www2.cortland.edu/offices/university-police-department/silent-witness-reporting.dot](http://www2.cortland.edu/offices/university-police-department/silent-witness-reporting.dot)

**Operation Lockout** – An anti-theft program in the residence halls that shows students how easy it is to become a victim of crime and simple steps to help preserve safety.

**RAD "Rape Aggression Defense"** teaches realistic defense tactics and techniques taught by nationally certified RAD instructors.

**SAFER** (Students Active for Ending Rape) – A student organization committed to educating the campus and raising awareness of and preventing sexual assault.

**Take Back the Night March** – Held in the fall and in the spring, this march against sexual assault also features a "speak out" against sexual assault.

**AVV (YWCA's Aid to Victims of Violence)** - A crisis hotline and other resources for victims of sexual assault/rape, domestic, dating and other violence. Also produced a consent brochure distributed on campus as well as signed a MOU with SUNY Cortland and has a representative on the It's On Us Action Team.

**Off-Campus Jurisdiction** – SUNY Cortland's policy allows for pursuing student conduct action against students who are involved in off-campus incidents that also violate College policy and/or federal, state, and/or local laws, statutes, or ordinances. Typically the campus reserves this prerogative for more serious or repeated misconduct.

**Suspension/Dismissal** – Students who are suspended or dismissed are NOT ALLOWED to be on campus or campus-sponsored events for any reason unless prior permission is given by the vice president for student affairs.

**Persona Non Grata (PNG)** – An order of exclusion from campus to non-students who have demonstrated that their presence on campus would be a threat to the campus and/or campus members. Violators can be arrested for criminal trespass.

**Evening and weekend shuttles** <http://www2.cortland.edu/bus/> including extended hours on the weekends with an evening shuttle from Main St. to campus.

**Green Dot** – A bystander intervention program provided for students and staff to learn how to help prevent incidents of sexual assault, relationship or domestic violence, stalking, and sexual harassment. The Green Dot Committee provides oversight for the implementation of Green Dot training for students, faculty, and staff as well as presentations in COR 101 classes, to student groups, and academic departments. We have a total of 158 students trained through our 6 hour training program.

**It's On Us Action Team** – A representative group bringing the It's On Us national campaign to the Cortland campus. Students, faculty, and staff organize the sexual assault awareness programs, including Speak Out Stand Up video presentation in COR 101 classes, panel presentations examining the rape culture, awareness activities and tabling for Domestic Violence Awareness month, Sexual Assault Awareness Week, stall stickers (in bathrooms) including sexual violence, stalking and sexual harassment resource information, Safe Spring Break Fair among others. Kristen Parks from Green Dot, etc., Inc. was the Fall 2016 opening featured speaker as was Alberto Lorenzo for Fall 2017.

<http://www2.cortland.edu/offices/title-IX/its-on-us.dot> links the social media channels promoting awareness on facebook, Twitter, Instagram, and YouTube and includes a video created and shared by Cortland students.

**Sexual Assault Awareness Month** – Residence hall programs, campus-wide pledge campaign, and campus-wide programming such as Take Back the Night March focus on sexual violence education. This included Jessica Luther and panel discussing sexual assault and sport culture; "It's on Us" photo and tabling where people could take an online pledge and take a photo with the It's on Us Logo for the College website. Consent brochures were also distributed. RAD training offered.

**New Student Orientation** - Includes presentations and programs on dating violence, sexual assault, stalking, domestic violence, and personal safety. It is an expectation that all new students attend a summer or fall new student orientation program. Included this year was "Tea and Consent" video (clean version) taking the sensitive topic of sexual consent and likening it to serving tea – an entertaining way to have a conversation about this subject from Blue Seats Studio (YouTube).

**Blue Light Phone** program – attached to a light pole or building, picking up the receiver automatically rings to University Police.

**Crime Alerts** (Timely Notification) – issued when there has been a crime on campus or in other areas of the community impacting students.

**Campus Safety Advisory Committee** (formerly University Police Advisory Board) – **Charged** with advising the president and chief of police on matters of campus security, public safety, and personal safety; review and suggest improvement in safety education programs; assess availability of counseling service for crime **victims**; review victim referral and campus response procedures for **sexual assault situations**; conduct ongoing assessment of the quality of campus personnel safety policies, practices, procedures and programs; and provide information to incoming students about sexual assault prevention measures, penalties, and related security procedures.

**Sexual Assault Prevention Education** – a series of online courses, offered to new and continuing students at both the undergraduate and graduate level, which; emphasizes how to contribute to positive, productive, and safe campus community; reinforces critical lessons on how to prevent and respond to sexual assault, stalking, sexual harassment, and relationship violence among students; and covers topics including (but not limited to) building and maintaining healthy relationships, affirmative consent, bystander intervention, and available resources. We contracted for a faculty/staff module beginning Fall 2017.

**AlcoholEDU** - An interactive online program providing students with insightful information regarding the use, misuse, and abuse of alcohol. This training provides education on myths and misperceptions, alcohol volume, blood alcohol concentration, key strategies for drinkers and non-drinkers, alcohol related laws and policies, and bystander intervention skills. The course also provides students with an opportunity to reflect on and consider changing their drinking habits.

**New Student Planner** – given at Orientation includes information on Title IX (including information on prohibited behaviors and referral to the comprehensive Title IX website), Student Conduct, Counseling, University Police and more.

**Title IX Coordinator** is a full-time position. The Title IX Coordinator offers training to faculty, staff and student groups, developed a campus-wide handout, maintains the Title IX website, including a link to many campus and community resources including SUNY's "Sexual Assault & Violence Resources (SAVR) web based tools designed to support college students and all New Yorkers looking for help. The College President distributed Title IX information to all students, faculty, and staff through campus-wide e-mail distribution. In 2016, all employees were mandated to complete an online Title IX/Title VII education module. In addition, the campus is hiring a Deputy Title IX Coordinator for Investigations and Training.

**Message from the President** – A letter and informational handout mailed to parents/guardians of all new students regarding alcohol use and its potential impact on their student's success and how parents/guardians can support their student making healthy choices.

**Residence Hall Resident Assistant Training** topics include: conflict mediation; fire safety and evacuation protocol; sexual assault, domestic violence, sexual harassment, and stalking response and reporting; active shooter protocol; alcohol/other drugs safety and emergency protocol; mental health crisis protocols; Title IX, VAWA, Title II, and FERPA.

**Online Communities Program** offered by University Police that shows the importance of protecting privacy while using social media networking Internet sites.

**Civilian Ride Along** program with a University Police Officer on routine patrol to gain first-hand knowledge of police procedures and operations.

**Fatal Vision Program** that demonstrates how quickly impairment can turn into potentially devastating consequences for anyone who drives while impaired by alcohol or other drugs. We have now obtained the pedal carts in addition to the goggles.

**Stop Theft ID** computer identification program. An anti-theft and recovery program designed mainly for laptop computers.

**Meet the University Police.** University Police personnel discuss the professional role University Police Officers play on campus.

Additional programs and information are available through the Title IX Office, SAFER (Students Active for Ending Rape), the It's On Us Action Team (c/o Vice President for Student Affairs Office), the YWCA AVV, and University Police.

## **Violence Against Women Act (VAWA) Offenses**

**Dating violence** is violence committed by a person who is or who 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 the purposes of this definition, dating violence includes, but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic violence** is 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.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional distress. 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.

**Sexual assault** is included in the Federal crime definitions (see page 5: Rape, Fondling, Incest, Statutory Rape).

## Crime Definitions – New York State

**Dating Violence:** New York State does not specifically define “dating violence.” However, under New York Law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime listed elsewhere in this document and is committed by a person in an “intimate relationship” which the victim. See “Family or Household Member” for definition of intimate relationship.

**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 16, 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. Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were, or are in an intimate relationship.

**Parent:** Natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.

**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.

**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.

**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 purpose of this next section, conduct performed for a 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.

**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.

**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.

**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, slingshot, slungshot, 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 person 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.

**What follows are charts indicating the Clery Reportable Crimes for 2015, 2016, 2017. There are no unfounded crimes to report in this section.**

Clery Reportable Crimes (including hate crimes).												
Violence Against Women Act (VAWA) Crimes	On Campus (includes residence halls)			On-campus Student Housing Only			Non-Campus Buildings			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Domestic Violence	0	0	0	0	0	0	0	0	0	1	0	0
Dating Violence	7	9	13	6	5	6	0	0	0	0	0	0
Stalking	3	2	6	0	1	1	0	0	0	0	0	0

Clery Reportable Crimes (Including hate crimes).												
Criminal Offense	On Campus (includes residence halls)			On-Campus Student Housing Only			Non-Campus Buildings			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	8	2	11	7	2	11	0	0	0	0	0	0
Fondling	5	3	7	5	3	7	0	0	1	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	1	0	0	0	0	0
Burglary	6	6	10	4	6	8	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	1	0	0
Arson	1	1	0	1	1	0	0	0	0	0	0	0

When a hate crime is reported, it will be labeled with the following categories of prejudice: R=race; G=gender; REL=religion; SO=sexual orientation; GI=gender identify; NO=National Origin, E=ethnicity; and/or D=disability. In addition to the criminal offenses listed on the chart, the following crimes need to be reported if they are hate crimes: larceny-theft; simple assault; intimidation; destruction, damage, vandalism of property, making graffiti, or any other crime involving bodily injury. In 2015, 2016, and 2017 there were no crimes identified as hate crimes.



Reportable Law Violations Under the Clery Act															
	On-campus Arrests (includes on-campus student housing)			Arrests – On-campus Student Housing Only			Student Conduct Referrals On Campus			Student Conduct Referrals On-campus Student Housing			Student Conduct Referrals Non Campus		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor Law Violations (does not include DWI)	14	2	7	10	0	3	320	261	307	320	257	302	0	0	0
Drug Law Violations	40	16	52 <sup>2</sup>	29	7	32	68	54	68	62	36	52	0	0	0
Illegal Weapons possession	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0

	Student Conduct Referrals Public Property			Arrests – Non Campus			Arrests – Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor Law Violations (does not include DWI)	1	0	0	0	0	0	4	4	10
Drug Law Violations	5	0	0	0	0	0	6	5	11
Illegal Weapons possession	0	0	0	0	0	0	0	1	0

### Campus Fire Safety

SUNY Cortland's fire log is maintained and available by contacting University Police. What follows is a chart of Department of Education reportable fires in the residence halls for 2015, 2016, and 2017 including an abbreviation key. Cases of arson would also be reported in the crime section of this document.

NRF=No reportable fires; C=Cooking (burnt popcorn is not a reportable fire); MACH=Machinery; OF=Open Flames; SM=Smoking materials; HE=Heating equipment; HM=Hazardous materials; N=Natural; O=Other; EL=Electrical; AR=Arson.												
Residence Hall	2015				2016				2017			
	Type/Cause	Related injuries treated at medical facility	Related deaths	Property damage	Type/Cause	Related injuries treated at medical facility	Related deaths	Property damage	Type/Cause	Related injuries treated at medical facility	Related deaths	Property damage
(Note *Whitaker Hall ceased being a residence hall in May 2016)												
Alger Hall	NRF				NRF				NRF			
Bishop Hall	NRF				NRF				NRF			
Casey Tower	NRF				NRF				NRF			
Cheney Hall	C	0	0	\$0	NRF				NRF			
Clark Hall	NRF				NRF				NRF			
DeGroat Hall	NRF				NRF				NRF			
Dragon Hall	NRF				MECH	0	0	<\$50	NRF			
Fitzgerald Hall	C/MECH	0/0	0/0	<\$50/<\$50	NRF				NRF			
Glass Tower	NRF				NRF				NRF			
Hayes Hall	AR	0	0	\$0	NRF				NRF			
Hendrick Hall	NRF				NRF				NRF			
Higgins Hall	NRF				NRF				NRF			
Leadership House	NRF				NRF				NRF			
Randall Hall	NRF				NRF				NRF			
Shea Hall	NRF				EL	0	0	<\$50	NRF			
Smith Tower	NRF				NRF				NRF			
*Whitaker Hall	NRF				NRF				No longer a residence hall			
West Campus	NRF				C	0	0	<\$50	NRF			

<sup>2</sup> This increase is because of targeted patrols and increased calls to University Police for drug use.

## Fire Safety Policies

Firearms (including BB, pellet and paintball), weapons, ammunition, firecrackers, explosives, harmful chemicals or any other type of flammable materials are not to be stored or used in or around the residence halls. Internal combustion engines are prohibited within the buildings.

No combustible materials are permitted in the residence halls.

Each campus room is permitted one refrigerator that must be UL-approved with three-pronged plus, tight fitting door gasket and unfrayed feeder line. The maximum size for student refrigerators is 5.0 cubic feet. Microfridge units, either available for rent from the Auxiliary Services Corporation (ASC) or personally owned, combine a refrigerator, freezer and microwave in one unit and are the only microwave units approved for use in student rooms. Refrigerators must be inspected by a staff member as students check into their residence hall.

SUNY Cortland became tobacco free in January 2013. There are no longer any designated smoking areas.

Fire code door decoration requirements allow two 4-inch by 6-inch photos, two door tags, one dry erase board (tripled rooms may have three photos and three door tags).

Candles or incense of any type are not permitted in student rooms or apartments due to the potential fire threat they post to all students living in the community. This includes any decorative or fragrant candles. Because of the danger of fire, candles and any kind of open flame (including charcoal, propane, grills, stoves and incense) cannot be allowed in the residence halls. The use of candles for religious observance may be permitted under controlled circumstances through the director of Residence Life and Housing.

For the safety of all residence, use and/or possession of these appliances/items will not be allowed in any of the residence halls: wall tapestries, curtains, heaters, hot pots, sun lamps, any lamps with plastic shades, i.e., "octopus" lights, refrigerators exceeding five cubic feet, any other electrical appliance used for cooking or preparing food (Foreman grills/ovens, propane grills), hot plates, potpourri pots, electric coils, lava lamps, toaster ovens, air conditioners, microwave ovens, electric blankets, electric percolators and drip coffee pots. Students can have UL approved coffee pots with build-in automatic shut offs and cool air vaporizers. All extension chords used at SUNY Cortland must have a surge protector. Regular extension cords/zip cords/adapters/3-way taps/orange heavy chords/damaged cords or wires are prohibited.

## Fire Safety Systems – Student Housing Facilities


Building	Assembly Space	Detection Type	Sprinkler or Fire Suppression (Y/N)	Fire Alarm Sound	Strobe Lights (Y/N)
Alger Hall	Front of Higgins near Shea	Heat/Smoke	Y	Voice	Y
Bishop Hall	Quad area near Shea	Heat/Smoke	Y	Bell	Y
Casey Tower	West side of bldg. near Broadway	Heat/Smoke	Y	Bell	N
Cheney Hall	Front lawn of Brockway	Smoke	Y	Bell	N
Clark Hall	Behind Fitzgerald	Heat/Smoke	Y	Voice	Y
DeGroat Hall	Front lawn of Brockway	Heat/Smoke	Y	Voice	Y
Dragon Hall	West side or Quad near Bishop	Heat/Smoke	Y	Voice	Y
Fitzgerald Hall	Behind Fitzgerald	Heat/Smoke	Y	Bell	Y
Glass Tower	Neubig lawn	Heat/Smoke	Y	Bell	Y
Hayes Hall	Quad area near Hendrick	Heat/Smoke	Y	Bell	Y
Hendrick Hall	Quad area near Hayes	Heat/Smoke	Y	Voice	Y
Higgins Hall	Front of Alger near Bishop	Heat/Smoke	Y	Voice	Y
Leadership House	Water Street near Neubig	Smoke	Y	Horn	Y
Randall Hall	South and southwest lawns	Heat/Smoke	Y	Bell	N
Shea Hall	Quad area near Bishop	Heat/Smoke	Y	Bell	Y
Smith Tower	West side of bldg. near Broadway	Heat/Smoke	Y	Bell	N
West Campus	Recreation Building or bus stop depending on building location	Smoke	In common area of apartments to provide egress	Bell	Y

In addition, SUNY Cortland has student sleeping quarters at Campus Huntington and Antlers (the Raquette Lake facilities), and the Brauer Field Station in Albany. All sleeping quarters are equipped with First Alert smoke detectors, either battery or hardwired. There are fire extinguishers in every building, and strict fire safety/evacuation procedures re part of the mandatory orientation for all facility users. There are also carbon monoxide detectors in all of the residence halls.

As residence halls are rehabilitated, special attention is given to fire safety systems including sprinkler systems. SUNY Cortland is also incorporating Safe-T-element™ upgrades (electrical coil stovetops) and Safe-T-sensor™ devices (for microwave ovens) as they upgrade appliances. Blue Light Phones and residence hall door phones are connected directly to University Police.

All fires need to be reported to the County 911 Center or University Police 607-753-2111. Dialing 911 from a campus phone will ring into University Police.

### Emergency Evacuation – Student Housing



In 2017, a total of 166 fire drills were held on campus.

Evacuation procedures and assembly spaces for each building are provided in SUNY Cortland’s Emergency Action Plans. This document can be retrieved at the Environmental Health and Safety Office Web page

[http://www2.cortland.edu/information/campus-safety/environmental\\_health/](http://www2.cortland.edu/information/campus-safety/environmental_health/) “Programs, Policies and Procedures.”

Special procedures are in place for evacuating students with disabilities. These procedures are disseminated via campus-wide email each semester and posted in each building. In the residence halls, students are expected to leave the facility immediately after the fire alarm is activated. They are instructed to not use elevators and particular stairwells (center stairwells in low rise halls). Staff members are expected to leave at the time of the alarm and make

cursorry checks of floors and wings as they progress down to the mail floor of a hall. Moreover, staff members assume responsibilities such as calling the elevators to the ground floor and securing the outside doors to prohibit students from reentering the hall as they wait for the fire department to determine the cause of the alarm activation. Staff members report to University Police and the local fire department any special needs or issues they observe while evacuating the facility. Once the facility is deemed safe, staff members check rooms to verify that evacuation protocol has been observed by students. Specific evacuation procedures and staff responses are outlined in the Residence Life and Housing Staff manual.

### Responsibilities

The **Environmental Health and Safety Office** has the following responsibilities under Emergency Action Plans: 1) reviewing and updating the safety standard; 2) evaluating the standard’s effectiveness; 3) providing or coordinating Emergency Action Plan training; 4) reporting fires, emergencies and related issues to the appropriate agencies; 5) providing information about this standard and specific responsibilities to employees; and 6) responding to or assisting with other campus emergencies.

**Supervisors** will assist with efforts to provide Emergency Action Plans training to employees.

**Students** have responsibility for reporting fires and other emergencies, correcting or reporting unsafe conditions and observing evacuation procedures and protocol for other campus emergencies.

**University Police** has responsibility for assisting with fire drills and emergency evacuations, reporting fires and emergencies to appropriate agencies, and responding or assisting with other campus emergencies.

**Employees** have responsibility for reporting fires and other emergencies, correcting or reporting unsafe conditions, and observing evacuation procedures and protocol for other campus emergencies.

**Visitors** have responsibility for observing evacuation procedures and protocol for other campus emergencies.

### Fire Safety Education and Training

All faculty, staff and students are expected to familiarize themselves with the evacuation plan for the buildings in which they occupy including the identified assembly places. Evacuation routes are posted in the hallways on every floor. In the residence halls, students are instructed at the opening meeting and other floor/wing meetings on evacuation procedures.

Programs re also presented in the residence halls on various safety issues including fire safety. Students are reminded about fire evacuation procedures during hall meetings, floor meetings, or after problems occur during fire drills and accidental activations of the alarm. In addition, all first-year students receive a fire safety brochure, and some first-year students receive a fire safety presentation component in a COR 101 class.

The resident assistant (RA) on duty each Sunday completes a Fire Safety Report that includes inspections of fire extinguishers, exit signs, detectors, doors, pull stations, and emergency lights within their residence halls. Work requests are subsequently submitted to address items that require corrective action. In addition, student rooms re thoroughly inspected during Thanksgiving, winter, and spring breaks. Incidentals such as misuse of extension cords, candles, and small appliances with automatic shut-off devices are scrutinized. Any “illegal” item found during an inspection is confiscated and, in some instances, students may be referred to the Student Conduct Office.

Employees receive Emergency Action Plans training when they are initially assigned to a position and annually thereafter. Employees also receive training when certain responsibilities and aspects of this plan change. This training will include protocol for reporting fires, procedures for evacuating a building, use of fire extinguishers, and how to respond to other emergencies. Students receive this training during the beginning of the fall semester or orientation sessions.

Copies of the Emergency Action Plan and the SUNY Fire Safety Report are available through SUNY Cortland’s Environmental Health and Safety Office Web page.

## Resources

### CORTLAND, NY COMMUNITY RESOURCES

**Aid to Victims of Violence Hotline 607-756-6363 (24 hours)**  
**Cortland Prevention Resources/LGBT Resource Center** 165 Main St., 607-756-8970  
**Al-Anon Family Groups** (recovery from another's drinking) 1-888-425-2666  
**Alcohol Services** (specializing in adolescents and families) 17 Main St., 607-756-4167  
**Family Counseling Services** 165 Main St., Suiter A, 607-753-0234  
**Legal Aid** 607-428-8400  
**City of Cortland Police** 25 Court St., 607-756-2811 (24 hours) Emergency 911  
**Cortland Regional Medical Center** 134 Homer Ave. 607-753-3500 or  
**Emergency Room** 607-753-3740 (24 hours)  
**Women's Health Center** 60 Central Ave., 607-753-5027  
**Rape/Sexual Violence Hotline** 1-800-656-HOPE (4673) (24 hours)  
**Cortland County Sheriff** 54 Greenbush St. 607-756-5599 (24 hours) Emergency 911

### CAMPUS RESOURCES

**Title IX Coordinator**  
President's Office, Miller Bldg. Room 404  
607-753-4550 or 607-753-2263

**SUNY Sexual Assault & Violence Response (SAVR) Resources** <https://www.suny.edu/violence-response/>

**Counseling Center** (Counseling and Wellness Services), Van Hoesen Hall, Room B-44, 607-753-4728

**University Police** Non emergency **607-753-2112**; Emergency **607-753-2111 or 911**

**Employee Assistance Program** 24 hour answering machine 607-753-5777

**Affirmative Action Officer, Human Resources Office**, Miller Bldg, Room 301, 607-753-2302

**Student Health Service**, Van Hoesen Hall, Room B-26, 607-753-4811

**Student Affairs Office**, Corey Union, Room 407-A, 607-753-4721

**Student Conduct Office**, Corey Union, Room 409-B, 607-753-4725

**Health Promotion**, Van Hoesen Hall, Room B-38, 607-753-2066

**Substance Abuse Prevention and Education**, Van Hoesen Hall, Room B-1, 607-753-2066

**Disability Resources**, Van Hoesen Hall, B-1, 607-753-2967

**Residence Life and Housing**, Van Hoesen Hall, Room B033, 607-753-4724

**Residence Hall Director On Duty**, 607-745-8792

### Residence Hall Staff Offices

Alger Hall 607-753-2624  
Bishop Hall 607-753-2616  
Casey Tower 607-753-5475  
Cheney Hall 607-753-2617  
Clark Hall 607-753-2929  
DeGroat Hall 607-753-2618  
Dragon Hall 607-753-2177  
Fitzgerald Hall 607-753-2619  
Glass Tower 607-753-2631  
Hayes Hall 607-753-2620  
Hendrick Hall 607-753-2621  
Higgins Hall 607-753-2625  
Leadership House 607-756-0329  
Randall Hall 607-753-2622  
Shea Hall 607-753-2623  
Smith Tower 607-753-2615  
West Campus 607-753-2630