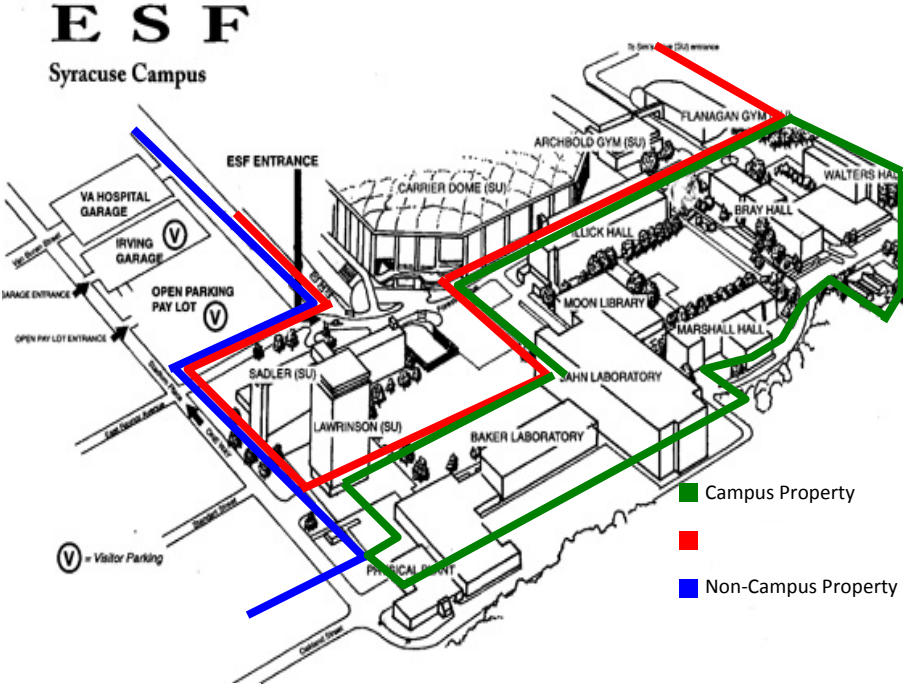




2016

# Campus Security & Fire Safety Report



College of Environmental Science & Forestry  
 University Police Department  
 19 Bray Hall  
 (315) 470-6666  
<http://www.esf.edu/univpolice/>



For Calendar Year 2015

## The SUNY-ESF Campus Security & Fire Report

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. The following information provides a summary of SUNY-ESF’s safety and security policy. Crime and judicial referral statistics gathered for this report are based on information obtained from the offices of University Police and the Dean for Student Affairs.

### General Security & Access Information

In 2015, approximately **3,010\*** full and part-time undergraduate and graduate students were enrolled at SUNY-ESF. (\*Includes **574** Syracuse H.S. students enrolled in ESF Outreach Program). The College employs approximately **547** full-time and part-time faculty and staff. Students, faculty, and employees have access to academic, recreational, and administrative facilities on campus during regular hours of operation. The public can attend cultural and recreational events on campus with their access limited only to the facilities in which these events are held. To report any violations of this or to report suspicious persons, dial campus extension 6666 for the University Police. The University Police Chief is the designated campus security authority for the purposes of this report, and can be reached at (315) 470-6667. ([www.esf.edu/univpolice/contact.htm](http://www.esf.edu/univpolice/contact.htm))

### Reporting Crimes

All members of the campus community are strongly urged to report criminal

activity. The campus emergency number is 6666. 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 activating a campus blue light help phone. Officers are dispatched immediately to the site of the complaint. Incident reports are prepared and kept on file.

Members of the campus community are urged to secure their valuables and be aware of their surroundings. A variety of methods are available to disseminate information about criminal activity in the University Hill area that may affect students or staff at SUNY-ESF: *Crime Alerts* are distributed throughout SUNY-ESF’s student e-mail system and via Campus News. Crime news and prevention tips are published in the SUNY-ESF student newspaper, *The Knothole*, as well as in the SU student newspaper, *The Daily Orange*. Crime prevention materials are available in various areas on the SUNY-ESF and SU campuses.

### Campus Reporting Agents

Crimes may be reported on a voluntary or confidential basis to the following campus offices:

**ESF University Police x 6666**  
19 Bray Hall  
**ESF Chief of Police x 4992**  
06 Bray Hall  
**Dean for Student Affairs x 6660**  
110 Bray Hall  
**Student Support x 6660**  
110 Bray Hall  
**Student Involvement & Leadership  
x 6658**  
14 Bray Hall  
**Human Resources x 6611**  
216 Bray Hall

### Criminal Activity Off-Campus

When a SUNY-ESF student is involved in an off-campus incident, ESF Police may assist with the investigation in cooperation and at the direction of local, state or federal Law enforcement. The Syracuse Police and Syracuse University Public Safety Departments routinely work and communicate with SUNY-ESF Police on any serious incidents occurring on-campus or in the immediate vicinity surrounding the campus. Incidents that present an imminent or continuing threat to the campus community will be publicized via Timely Warnings or Emergency Notifications.

### Confidential Crime Reporting

If you are the victim of a crime and do not want to pursue campus judicial action or criminal prosecution, you may still want to consider making a confidential report. With your permission, the University Police Chief or his designee can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the safety of yourself and others. This information will enable University Police to keep an accurate account of the number of incidents involving students, determine where there is a pattern of crime and alert the campus community to potential danger. These reports will be counted and disclosed in the annual crime statistics for this institution.

### Student Affairs

The Office for Student Affairs fosters an open door policy.

To schedule an appointment, students may call Student Affairs at

315.470.6660, or can e-mail [studenthelp@esf.edu](mailto:studenthelp@esf.edu), or can stop in to make an appointment in person with our secretary.

Student Affairs will strongly encourage the victim of crime to report the incident to police unless it is their express desire to keep the information confidential. Staff will assist victims with the on- and off-campus reporting process and provide support.

### Residence Life & Housing

The Centennial Hall staff is committed to providing a safe environment for students within the residence hall. Students are made aware of safety concerns as well as prevention tactics and personal responsibility through an intensive two day orientation process. The residence hall is supervised by a Community Manager and a live-in Residence Director with the assistance of Resident Advisors.

Residence hall students are educated on security practices in place within the facility; they are issued an electronic access fob and an individual bedroom key (if applicable). All visitors are screened at the front desk after 8PM and must be accompanied by a resident host. Access within and without is controlled via an electronic security system which restricts movement based on an assigned access level. The residence hall is equipped with a fire alarm system that is directly addressable to the Onondaga County 911 Center. The residence hall is also equipped with a video surveillance system.

### Authority & Responsibilities of University Police

The University Police Department has a force of nine sworn police officers with full arrest powers. University Police officers respond to all emergencies on

the campus 24 hours a day, 365 days a year. The mission of University Police is to provide a safe environment for teaching, research, and social endeavors and to protect the lives and property of the students, employees, and visitors of SUNY-ESF. University Police officers have full law enforcement authority on campus grounds and adjoining roadways. They receive specialized training in emergency response, first aid, defensive tactics, diversity issues, ethics, and other topics. Officers meet with students to discuss crime prevention, safety awareness, self-defense, substance abuse, cultural awareness, and other community policing concerns.

### **Daily Log**

University Police maintains a daily log of crimes and incidents that occur on campus that is available to the public to view. This information is recorded by date, time and general location, and disposition of the complaint. This daily log is available at the University Police Department, room 19 Bray Hall. Please note that entries or updates are generally made within two business days after the event occurs. Incidents or situations deemed to pose a threat to the campus community are logged as soon as possible.

While most events are logged, the University Police Chief may determine that an incident be classified as “confidential” in order not to jeopardize a criminal investigation or the identity of a victim.

### **Crime Prevention Activities**

Services available through the University Police Department throughout the year include emergency services, parking information, motorist assistance, and lost

and found. The following is a listing of the University’s crime prevention programs and projects:

#### **Escort Service**

Available 24 hours a day, 7 days a week for anyone to any on-campus location.

#### **Personal Security**

Be sensible, be safe, and be street-wise. As in any metropolitan area, Syracuse has its share of crime and criminals. As a student, you are a prime target, and you need to take advantage of the resources and services available to help you help yourself.

The staff in the Office of University Police at SUNY-ESF are highly-trained professionals whose job is to protect and serve the campus community. You’ll see officers walking through campus buildings, checking on students working late in the classrooms, labs, or studios, and even stopping in at campus events. Feel free to call them for help and information.

#### **Architectural Designs**

The Physical Plant Department maintains campus buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows. For emergencies that occur during non-business hours, please contact University Police.

The College campus is well lit with high intensity, sodium vapor lights on buildings, in parking lots, in areas with dense landscaping and trees, and along pathways frequently traveled by students.

#### **Emergency Telephone**

The University Police communications center is staffed 24 hours a day. There are usually officers on foot and/or vehicle patrol. Officers are in radio contact with the communications center at all times. The communications center has six emergency phone lines that all roll over from one in house line by simply dialing 6666 on-campus or (315) 470-6666 from off-campus phones. The center also answers the emergency phones located in all elevators and the Blue Light “help phones” located at 79 exterior and interior sites throughout the campus. A map of the campus Blue Light System can be found at [www.esf.edu/psc/map.htm](http://www.esf.edu/psc/map.htm)

#### **Facilities Surveys**

A University Police officer serves on the College-wide Personal Safety Committee, and participates in the annual campus Twilight Review. Conducted at dusk, in cooperation with SUNY-ESF’s Personal Safety Committee, the Twilight Review invites faculty and students to accompany University Police officers, Physical Plant, and Environmental Health and Safety personnel on a foot tour of the campus grounds. Its purpose is to invite comment on current safety measures such as lighting, help phones, escort services and the like, in order to recommend modifications and/or improvements.

#### **Rape Awareness**

First-year students receive information during Orientation that educates and draws awareness to topics such as date rape, healthy sexuality, and gender roles.

### **Relationships with Other Police Departments**

The University Hill area in Syracuse consists of a number of facilities that have their own security forces. Those incidents that affect one facility tend to affect us all. To assure the rapid transfer of information and the best usage of available resources, we use the HILL-NET radio system. The HILLNET system links the University Police Department at SUNY-ESF with public safety and police departments at Syracuse University, Veterans Administration Hospital, Crouse-Irving Memorial Hospital, SUNY Upstate Medical University, and the Hutchings Psychiatric Center. Information about criminal activity is immediately broadcast to all HILLNET participants so they can take precautionary measures. Periodic meetings among the HILLNET facilities, area merchant representatives, and the Syracuse Police Department allow for the free flow of information among all concerned groups. SUNY-ESF receives copies of Syracuse Police Department’s daily bulletins to keep abreast of criminal activity in the University Hill area.

Criminal activity at off-campus locations is monitored by the police agency having jurisdiction for that area. Agencies in the Syracuse area share information and assist University Police as needed. Students involved in off-campus situations involving alcohol/drug offenses or other criminal activities may be referred to the campus judicial program.

#### **Memorandums of Understanding**

SUNY-ESF University Police has signed memorandums of understanding

(MOU's) with the Syracuse Police Department and the St. Lawrence County Sheriff's Department. These MOU's define what each department's jurisdiction will be in the investigation of violent felony and missing student cases.

### **Policy on Alcohol & Drugs**

The illegal possession and/or use of marijuana, barbiturates, amphetamines, hallucinogenic compounds, narcotics, and other controlled substances are in violation of state and federal law. (<http://www.esf.edu/au/documents/AlcoholOtherDrugUsePolicy.pdf>). SUNY-ESF 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. (<http://www.esf.edu/au/documents/AlcoholUseDistributionPolicy.pdf>).

### **Weapons on Campus**

Firearms and dangerous weapons of any type are not permitted on campus. Unauthorized use, possession, or sale of firearms or other dangerous weapons by anyone is strictly forbidden and is a violation of state and federal law as well as a violation of the Code of Student Conduct. ([www.esf.edu/students/handbook/](http://www.esf.edu/students/handbook/))

### **Educational Programs**

SUNY-ESF University Police offer Rape Aggression Defense training on a once a semester basis. This program promotes awareness of rape, acquaintance rape, and sex offenses. An advocate of Vera House also provides training in acquaintance violence.

### **Emergency Response Procedures**

SUNY-ESF has developed an all hazards Emergency Response Plan which incorporates the Incident Command System for organizing, coordinating, and directing available resources toward the control of an emergency. The Emergency Response Plan designates University Police as the initial contact for reporting all emergency situations and as the central point of communication during the response and resolution of all emergencies. Upon receiving the initial contact, the University Police Officer in Charge (OIC) will make an initial judgment about the level of response necessary and communicate with the appropriate personnel as outlined in the plan.

### **Emergency Notification**

If an emergency were to occur that impacted SUNY-ESF the campus community would be notified in a number of ways. If the incident poses an imminent threat a "SUNY NY-Alert" would be issued. Commonly known as the New York State All-Hazards Alert and Notification system, once activated it will notify students, faculty, and staff through a number of messaging gateways; email, voice phone, text messaging, or fax. The campus will also utilize Campus email broadcasts, SUNY-ESF Homepage, person to person contact as well as local media coverage to communicate an emergency. The SUNY NY-Alert system is tested periodically via a test group as well as annually campus wide.

### **Timely Warnings**

In the event that a situation arises, either on or off-campus, that, in the judgment of the Chief of University Police, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued to all students, faculty, and staff and depending on severity will be delivered either through campus email or the SUNY NY-ALERT system. SUNY-ESF participates in the New York State All-Hazards Alert and Notification system, commonly called SUNY NY-Alert. In the case of an emergency, the College will use SUNY NY-Alert to notify students, faculty, and staff through one or more of the following messaging gateways: email, voice phone, text messaging, or fax.

Warnings sent will contain incident-specific emergency messages and detailed instructions on how to respond to them. The SUNY NY-Alert system is maintained by the New York State Emergency Management Office that can be found at: [www.semo.state.ny.us](http://www.semo.state.ny.us).

### **Evacuation Procedures**

#### **Authorizing an Evacuation**

University Police, in consultation with the Vice President for Administration, the College President, or officials from the law enforcement or emergency response agencies, will determine when to authorize a campus evacuation. All building and campus evacuations will be conducted in a safe and orderly fashion.

#### **Communication**

While campus communication methods will vary depending on the nature of the emergency, methods of notifying employees, students, and others

of specific evacuation procedures may include NY-Alert (see "Timely Warning Policy"), College-wide e-mail, University Police floor-to-floor notification, or activation of the fire alarm system.

#### **Evacuation Routes**

SUNY-ESF has a limited access roadway system. Presently there are three entrances to campus. One public entrance is located at the intersection of Irving and Raynor Avenues. There is another entrance at the intersection of Forestry and Sims Drive and one located at the intersections of Oakland Street and Stadium Place.

The Carrier Dome, managed by Syracuse University, is a landmark that borders one of our main roadways. This roadway (Forestry Drive) allows traffic to flow in an easterly and westerly direction. Campus Drive provides an alternate exit to both east and west sides of the campus.

There are several alternative routes that can be easily opened to allow traffic to exit from the upper area of campus, in the event the roadway behind Bray and Marshall Halls becomes impassable.

Directly adjacent to the Old M&O Building is a footpath into Oakwood Cemetery that can be utilized without any modifications. It may be difficult to use this footpath during snowy winter conditions.

The other emergency evacuation route is located between Bray and Walters. Oak Leaf Drive flows to the north providing access to Sims and Forestry Drives. The two public entrances as well as the back entrance off of Stadium Place are the other escape routes.

## Drills

Unannounced evacuation drills are coordinated three times a year by the University Police and Environmental Health and Safety (EHS) Departments by activation of individual building fire alarms.

Faculty, staff, and students learn the locations of the emergency exits and general routes to follow. Evacuation routes are posted on each floor of each building.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the event of an emergency.

EHS and University Police observe drills with an eye toward educating evacuees and identifying malfunctioning equipment to appropriate Physical Plant staff for immediate repairs.

## Shelter-In-Place Procedures

The term, **Shelter-In Place**, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. **It is always preferable to evacuate. Shelter-In-Place should only be used when an evacuation is not safe.** In-place sheltering usually lasts no more than a few minutes to a few hours and preparations, made in advance, can ensure that the event is as comfortable as possible. Each department should determine its sheltering location prior to an incident occurring.

The preferred Shelter-In-Place location would be an interior room or hallway, with limited or no windows. The location would have access to restroom facilities as well as drinking water.

## Shelter-In-Place (weather) Recommendations

There may be situations when it's best to stay where you are to avoid any uncertainty outside. There are other circumstances, such as during a tornado or a chemical incident, when specifically **how** and **where** you take shelter is **a matter of survival**.

Determine where you will take shelter if instructed to do so.

1. Storm cellars or basements provide the best protection.
2. If underground shelter is not available (or not advisable due to the situation), go into an interior room or hallway on the lowest floor possible.
3. In a high-rise building, go to an interior stairwell, small interior room, or hallway on the lowest floor possible.
4. Stay away from windows, doors, and outside walls. Go to the center of the room. Stay away from corners because they attract debris.

## Stay in the shelter location until the danger has passed.

## Shelter-In-Place (violent person) Procedures

Upon the recommendation of public safety officials, or when there is a significant security concern, the safest course of action may be to shelter-in-place. Everyone shall stay as calm as possible and follow these procedures:

1. First, ensure your own safety
  - a. Move to the nearest location that can be secured by a locked door .

- b. If a lockable door is not available, move as far away from the threat as is safely possible. Isolate yourself and restrict entry anyway that is possible.
  - c. Remain quiet and do not do anything that will draw attention to you.
2. Notify University Police
    - a. Campus Phone: ext. 6666
    - b. Cell Phone: 315-440-6615
  3. Assist others
    - a. Allow other trusted individuals into your secure location.
    - b. Instruct them to remain calm and quiet
    - c. If you know where the intruder (or source of the security threat) is, contact University Police immediately.

When the security threat is over, University Police will move through the entire building and notify everyone that the threat is gone.

## Missing Persons

It is the policy of the University Police at SUNY-ESF to expeditiously investigate any reports of missing students/ persons on campus and to coordinate and cooperate with any law enforcement agency called in to assist in such investigations. There will be no waiting period to report a person is missing. Missing person incidents are investigated immediately by the SUNY-ESF Police and reported to the Chief of Police as soon as they are received. Once all local investigative options have been exhausted and the person remains missing, SUNY-ESF Police will notify and turn the case over to the Syracuse Police Department.

If a student is under 18 years of age the campus is required to notify a custodial parent or guardian within 24 hours of such student being determined to be missing.

In keeping with the close affiliation shared by Syracuse University and SUNY-ESF, all students may register a Missing Person Contact to be notified in the event of a missing persons report. The Missing Person Contact is confidential and may only be accessed by College officials when appropriate. You may register a Missing Person Contact through your MySlice account.

## Domestic Violence and the Workplace

SUNY-ESF, 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. The complete policy is available at the following link:  
<http://www.esf.edu/au/documents/violence.12.19.13.pdf>

## Violence in the Workplace Policy

The State University of New York College of Environmental Science and Forestry (ESF) is committed to creating and maintaining a working, learning, and social environment that is safe and free from violence.

Civility, understanding and mutual respect toward all members of the SUNY-ESF community are intrinsic to excellence in teaching and learning, to the existence of a safe and healthful work-

culture environment that serves the needs of the many constituencies which support it.

Accordingly, SUNY-ESF prohibits acts of violence or threats of violence in the workplace. This prohibition extends to persons conducting business with or visiting ESF, even though such persons are not directly affiliated with SUNY-ESF.

Any violation of this College policy will be met with the strongest possible action appropriate for the circumstance.

The complete policy is available at the following link:

<http://www.esf.edu/au/documents/ViolenceRevisedSpring2009.pdf>

### Sexual Crimes Information

Rape and sexual assault, such as sexual abuse, constitute crimes. Such behavior is prohibited by New York state law (see Section 130 of the New York State Penal Law) and the Code of Student Conduct. The College also strongly condemns sexual harassment in any form. Allegations of sexual assault or rape should be reported to the University Police Department at (315) 470-6666.

### On/Off Campus Sex Offender Victim Services

**Abused Persons Unit**  
(315) 435-3092

**Rape Crisis & Sexual Assault Services**  
(315) 422-7273

**New York State Domestic & Sexual Violence Hotline**  
(800) 942-6906

**SUNY ESF Counseling Center**  
(315) 470-4716

**SUNY-ESF Office for Student Affairs**  
(315) 470-6660

### Sex Offender Registration

In accordance to the “Campus Sex Crimes Act” of 2000, which amends Wetterling Crimes Against Children and Sexually Violent Offender Registration Act of 1974, the SUNY-ESF University Police Department is providing a link to the New York State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of New York, convicted sex offenders must register with the Sex Offender Registry maintained by the New York State Department of Criminal Justice Services.

The Sex Offender Registration Act (SORA) is available via Internet pursuant to New York State Correction Law Article 168. Registry information provided under this section shall be used for the purposes of the administration of criminal justice or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for the purposes of intimidating or harassing another is prohibited and intentional violation shall be punishable as a Class B Misdemeanor.

The New York State Sex Offender Registry can be accessed by the following link:  
<http://www.criminaljustice.ny.gov/nsor/>

### Sexual Assault Information (Aid to Victims of Violence)

Allegations of sexual assault or rape occurring off-campus should be reported to the Syracuse City Police. Efforts will be made to ensure the confidentiality of all reports, except as necessary and required to investigate the alleged offenses. College authorities may issue a safety alert to those areas of the College community affected by the crime. The issuance of this alert will depend on the particular circumstances of the crime.

Victims can provide information to University Police and choose criminal prosecution and/or a referral to the on-campus discipline system administered by the Office of Student Affairs. Procedures and possible sanctions related to on-campus discipline are discussed in the Code of Student Conduct. [www.esf.edu/students/handbook/judicialhandbk.doc](http://www.esf.edu/students/handbook/judicialhandbk.doc)

Victims of sex crimes as well as domestic violence, dating violence or stalking should contact the Office of Student Affairs (ext. 6660) for additional information. It is important to note that the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any campus disciplinary action including the sanction to be imposed. Such sanctions can include suspension and expulsion from the institution.

### Statement of Victims' Rights

- Victims have the right to choose counseling and medical treatment, and to prosecute and report their case through the campus judicial system and/or the off-campus court system. They also have the right to refuse all these options without reproach from any campus personnel.

- Victims have the right to be treated with dignity and seriousness by campus personnel.
- Victims of crimes against an individual have the right to be reasonably free from intimidation and harm.
- Campus personnel are encouraged to inform all victims that victims are not responsible for crimes committed against them; victims should always report the crime, despite the possibility of adverse publicity for the College.
- Victims will be made aware of appropriate student services, including counseling.
- Victims are entitled to the same support opportunities available to the accused in a campus disciplinary proceeding.
- If the accused is prohibited from contacting the victim or entering the victim's residence, the victim will be notified that the ban is in effect.
- Any victim who does not wish to remain in his/her present residence hall or class section may be granted a transfer to other housing or another class section if available.
- The victim has the right to information regarding the status of his/her case.

### What is Title IX?

Title IX is the federal anti-discrimination law that states: *No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid.* (Title IX 1972 Education Amendments).

-in all programs and activities including, but not limited to, academic and athletic programs, financial aid and student records and accounts, health and counseling services, and housing and residence life programs.

Title IX also prohibits sexual harassment, including sexual violence, which is a crime.

All students, employees and visitors should be aware these people have key Title IX responsibilities at SUNY-ESF:

### **Name/Title/Contact Information**

#### ***Joseph Rufo***

*Vice President for Administration and Title IX Coordinator*

**Oversees Title IX issues and reporting for the campus**

208 Bray Hall

(315) 470-6622

[jlruf@esf.edu](mailto:jlruf@esf.edu)

#### ***Thomas LeRoy***

*Chief of University Police*

**Law enforcement and Criminal complaints**

19 Bray Hall

(315) 470-4992 (or x6667)

[tjleroy@esf.edu](mailto:tjleroy@esf.edu)

#### ***Anne Lombard***

*Vice Provost and Dean for Student Affairs*

**Complaints of student-to-student violations of Code of Student Conduct**

110 Bray Hall

(315) 470-6660

[aelombard@esf.edu](mailto:aelombard@esf.edu)

#### ***Marcia Barber***

*Director of Human Resources*

**Discrimination-related complaints including sexual harassment (employee against another employee or employee against a student)**

216 Bray Hall

(315) 470-6611

[mabarber@esf.edu](mailto:mabarber@esf.edu)

#### ***Anne Lombard***

*Vice Provost and Dean for Student Affairs*

**Athletics equity complaints**

110 Bray Hall

(315) 470-6660

[aelombard@esf.edu](mailto:aelombard@esf.edu)

### **Reporting an Incident**

#### **Complaint Process**

1. If you experience or observe an incident of sexual discrimination, harassment, violence, or exploitation on or off-campus, report the incident to:

University Police (24/7) at 315-470-6666; University Police officers have received specialized training to attend to the needs and concerns of victims of sexual offenses and relationship violence.

OR one of the individuals responsible for Title IX that may be reached during College business hours, Monday through Friday, 8am-4:30pm .

2. You will be asked to make a written acknowledgement describing (1) the College employee or representative who spoke to or worked with you as well as the date; (2) which options you would like to pursue, if any including the criminal justice system and the student judicial

system; and (3) that you received information about resources (medical, counseling, environmental relief).

3. If you file a complaint, you have a right to adequate, reliable, and impartial investigation of your complaint, the right to present evidence and witnesses, and the right to appeal the conclusions of investigators or hearing officers. If you do not file a complaint, the College is obligated by federal mandate to investigate the incident in order to seek further understanding for the protection of recurrences.

4. The College will issue a “No Contact” order to the accused (with a copy to you) that prohibits any contact – personal, written, electronic – by the accused or his/her associates acting on behalf of the accused with or without their knowledge.

5. The College can address conditions in your living, learning, or working environment to reduce the level of hostility in your environment, such as room assignment changes, class changes, work location changes, or limits on access for the accused.

6. You will be notified of the time frame within which the College will conduct a full investigation related to the report or complaint.

7. The College will decide outcomes of the complaint, the sanctions imposed upon the accused, and all aspects of the complaint that relate to you and may affect your learning, living, or working environment.

8. You will be notified of the outcome of a complaint that you submit and any conditions of the outcome that may affect you.

9. If you or your witnesses are subjected to retaliation (pressure, intimidation, or coercion by the accuser or his/her associates, with or without the accuser’s knowledge), you should immediately report the incident so the College can investigate and take action.

10. You may opt for a voluntary informal method of resolving the complaint (i.e., mediation, alternative dispute resolution, etc.) if the College deems the incident to warrant an informal approach. You may choose to end such informal resolution methods at any time and choose to proceed with formal stages of this complaint process.

### **Reporting a Sexual Assault**

#### **Steps To Take If You or a Friend are the Victim of Sexual Assault**

1. It is recommended that you DO NOT:
  - change clothing, comb hair or brush teeth;
  - disturb the area where the crime occurred until medical or police investigation can be accomplished.
2. If you want to report the crime, notify the police immediately at 315-470-6666 or call 911. Reporting the crime can help you regain a sense of personal control and can also help to ensure the safety of other potential victims.
3. Call a friend, family member, or someone else you trust and ask her or him to stay with you.
4. Preserve all physical evidence of the assault. Do not shower, bathe, douche, or brush your teeth. Save all of the clothing you were wearing at the time of the

assault and do not wash it. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not disturb anything in the area where the assault occurred.

5. Go to a hospital emergency department for medical care and evidence gathering. You or University Police can contact SUNY ESF Counseling Center at 315-470-4716 for a sexual assault advocate to meet you at the hospital emergency room. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted diseases and the possibility of pregnancy resulting from the sexual assault. The Crouse Hospital Health Center can also provide follow up health care and support.

6. If you suspect that you may have been given a date rape/predatory drug, ask the hospital or clinic where you receive medical care to take a urine sample immediately. Date rape/predatory drugs, such as Rohypnol, GHB, and Ketamine are more likely to be detected in the urine than in the blood.

7. Write down as much as you can remember about the circumstances of the assault, including a physical description of the assailant.

8. Talk with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault. You can contact the SUNY ESF Counseling Center at 315-470-4716 for help and support.

### **How to Avoid Unwanted Sexual Contact**

- Know your values and personal limits related to consensual sex and communicate them properly.
- Trust your instincts about situations and people.
- Be clear and responsible in your communications with others.
- Be firm and assertive.
- Remember, silence is not consent. Say no loudly and repeatedly.
- Accept the idea that you may have to make noise, yell, physically defend yourself, or be rude to remove yourself from a possible bad situation.
- Alcohol and other drugs affect your judgment and control. Over 90% of sexual assault cases involve the use of alcohol on both parties' part.
- Watch your beverages and other foods to insure that no tampering has occurred.
- Do not assume that if you are with a friend or an acquaintance, nothing bad will happen. In over 90% of cases of sexual assault, the victim knew the assailant.
- Devise an action plan in advance in case you are in a situation of possible sexual violence.
- Remove yourself from the area at the first sign that you feel uncomfortable or unsafe.

### **Sexual Discrimination, Exploitation, Harassment, or Sexual Violence and the Law**

New York State Education Law and Penal Law contain the following legal provisions defining the crimes related to sexual harassment and violence: NYS Education Law Article 129-A

Section 6432 - Sexual Assault Prevention Information. Each college shall inform incoming students about sexual assault prevention measures and available resources and services.

NYS Penal Law Article 130

### **Encouraging Prompt Reporting**

Campus policy encourages every member of the campus community to report a crime promptly to UPD if the victim wants to or is unable to report.

### **Institutional Response to Reports of VAWA Crimes**

The institution has programs to prevent domestic violence, dating violence, sexual assault, and stalking. When an incident of domestic violence, dating violence, sexual assault, or stalking is reported, the College will provide victims with written notice of available options, remedies, and services. If the accused individual is a student, the standard of evidence used in an institutional disciplinary hearing will be preponderance of the evidence.

### **Education Programs Regarding VAWA Crimes**

The College has education programs to promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. These education programs include primary prevention and awareness programs for all incoming students and new employees. These education programs will include: A statement that these crimes are prohibited at the College; definitions of consent, domestic violence, dating violence, sexual assault, and stalking in the College's jurisdiction; safe and positive

bystander intervention when there's a risk of one of those incidents; information on risk reduction to recognize warning signs of abusive behavior and avoiding potential attacks; and information about the institutional disciplinary procedures.

### **Sanctions for VAWA Crimes**

Following a final determination of an institutional disciplinary procedure for cases of rape, acquaintance rape, dating violence, domestic violence, sexual assault, or stalking, the following sanctions or protective measures may be imposed: for example: suspension, expulsion, education programs, community restitution, probation, and/or No Contact order.

### **Procedures for Survivors of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

Survivors/victims of these crimes will be provided written information about evidence preservation, how and to whom to report these crimes, options about involvement of law enforcement and campus authorities, and assistance in notifying law enforcement if the victim chooses, as well as the option to decline to notify authorities. Victims will also be provided information in writing about rights and institutional responsibilities regarding No Contact orders, orders of protection, or other available applicable options.

**Evidence preservation:** In order to best preserve evidence, victims should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.



**Reporting:** Victims should report to - Anne Lombard Vice Provost and Dean for Student Affairs (315) 470-6660 aelombard@esf.edu

**Notifying Law Enforcement:** Victims have the right to notify law enforcement, and the campus can assist in notifying law enforcement if victims choose. Victims may also choose to decline to notify authorities.

### **Institutional Disciplinary Procedures in Cases of Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

The institutional disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to VAWA crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability.

Parties are entitled to the same opportunities to have an advisor of their choice present at any hearing and related meetings. There is no limit to the choice of an advisor; however, the parties are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee during the proceeding, and cannot present evidence or cross-question witnesses. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals.

The disciplinary processes available for victims of domestic violence, dating violence, sexual assault, and stalking are

the campus student conduct disciplinary procedures. The standard of evidence in these cases is preponderance of the evidence. Following an allegation or report of one of these crimes, the institution may offer available protective measures such as a No Contact order; alteration of living, academic, and work situations; and/or a personal safety plan.

### **Confidentiality**

The institution will maintain as confidential any accommodations or protective measures provided to the victims so long as it does not impair the ability to provide such measures. Personally identifiable information about victims will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics.

### **Written Notifications to Students, Employees, and Victims of VAWA Crimes**

#### **For Students and Employees:**

The College will provide written notification to students and employees about existing and available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in the community and on campus to victims of dating violence, domestic violence, sexual assault, and stalking. The College will also provide information about these services in writing to victims of domestic violence, dating violence, sexual assault, and stalking.

#### **For Survivors/Victims:**

The College will provide written notification to victims regarding rights and options, including: available and existing on- and off-campus services such as victim advocacy, counseling, health, mental health, legal assistance, visa

and immigration assistance; available and applicable institutional disciplinary procedures, and an explanation of those procedures; confidentiality in protective measures and Clery reporting and disclosure; and reasonable and available options and assistance with changing academic, living, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

### **Offense Definitions**

The definitions for murder, robbery, aggravated assault, burglary, arson, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the *Uniform Crime Reporting Handbook*. The definitions of forcible and non-forcible sex offenses are excerpted from the national incident-based reporting edition of the *Uniform Crime Reporting Handbook*.

#### **Murder and Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, suicides, accidental deaths and justifiable homicides are excluded.

**Manslaughter by Negligence** The killing of another person through gross negligence.

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

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

(It is not necessary that injury resulting from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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

**Motor Vehicle Theft** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

**Weapon Law Violations** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivative (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol,

methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing or intoxicating liquor; maintaining unlawful drinking places; bootlegging, operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

#### **Sex Offenses (Forcible)**

Any sexual act directed against another person, forcibly and/or against a person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible Rape** The carnal knowledge of a person, forcibly and/or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Sexual Assault with an Object** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will

where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### **Sex Offenses (Non-Forcible)**

Unlawful, non-forcible sexual intercourse.

**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.

The following are New York State definitions for select laws determined to be of importance to the campus community.

**Dating violence** The term "dating violence" means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (i) The length of the relationship.
  - (ii) The type of relationship.
  - (iii) The frequency of interaction between the persons involved in the relationship.

**Domestic violence** The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant

monies, or 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.

**Stalking** The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to;

- (A) Fear for his or her safety or the safety of others, or
- (B) Suffer substantial emotional distress.

**Sexual assault** Offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation

#### **Hate Crimes**

When a person is victimized intentionally because of his/her actual or perceived race, gender, sexual orientation, ethnicity, or disability as well as national origin and gender identity.

When a hate crime is reported, it will be labeled with the following categories of prejudice: Race, Gender, Religion, Sexual Orientation, and/or Ethnicity, National Origin, Gender Identity. In addition to the above categories, the following crimes need to be reported if they are hate crimes: larceny-theft; simple assault; intimidation; destruction, damage, vandalism of property, domestic violence, dating violence, stalking or any other crime involving bodily injury.

- For Calendar year **2013** there were no reported Hate Crimes.
- For Calendar year **2014** there were no reported Hate Crimes.
- For Calendar year **2015** there were no reported Hate Crimes.

#### **Campus Crime Statistics**

In accordance with recent updates to the "Clery Act," the following data are presented to review crime activity both on campus and on streets adjacent to campus property. Reported on-campus offenses include all offenses reported on campus property and in campus buildings.

Two other categories are presented in this chart: "Non-campus buildings or property" and "public property."

The first category, non-campus buildings or property, includes properties owned by student organizations officially recognized by the institution, properties owned by the College Foundation and those owned or controlled by the university outside the campus boundaries. "Public property" includes thoroughfares, streets, sidewalks and parking facilities immediately adjacent to the campus.

This section on campus crime statistics also includes arrests and disciplinary referrals made to campus authorities for alcohol, drugs, and weapons possession. As defined by the Campus Safety Act, a disciplinary referral is an instance when a student is formally reported in writing to a university officer for possible sanction.

As required by the Campus Safety Act, SUNY-ESF is required to report hate crimes in this report. A hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. The crimes presented are based on reports filed with the following offices: Chief of University Police and Dean for Student Affairs. Formal requests for crime statistics for areas defined as "public property" and "non-campus buildings and property" are made with the Syracuse Police Department and the Onondaga County Sheriff's Department.

## Crime Statistics

Crime Statistics Offense	Year	Residential Facilities	On Campus Property	Non Campus Property	Public Property	#Total
Murder/Non-negligent	2013	0	0	0	0	0
Manslaughter	2014	0	0	0	0	0
	2015	0	0	0	0	0
Manslaughter by	2013	0	0	0	0	0
Negligence	2014	0	0	0	0	0
	2015	0	0	0	0	0
Sex Offenses( Forcible)	2013	1*	1	0	0	1*
Rape (changed from Sex offenses Forcible in 2014 )	2014	0	0	1	0	1
	2015	0	0	0	1	1
Non-Forcible Sex Offenses	2013	0	0	0	0	0
Fondling ( changed from Non-Forcible Sex Offenses in 2014)	2014	0	0	0	0	0
	2015	0	0	0	0	0
Robbery	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Aggravated Assault	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Burglary	2013	0	1	0	0	1
*By regulation Residential totals must be counted twice. Total reflects accurate information	2014	0	1	0	0	1
	2015	0	0	0	0	0
Arson	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Weapons Possession Arrests	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0

## Crime Statistics

Crime Statistics Offense	Year	Residential Facilities	On Campus Property	Non Campus Property	Public Property	#Total
Drug Law Arrests	2013	1*	8*	0	3	11*
*By regulation Residen- tial totals must be counted twice.	2014	1*	6*	0	1	7*
Total reflects accurate information.	2015	0	1	0	0	1
Liquor Law Arrests	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Weapons Possession Referrals	2013	0	0	0	0	0
	2014	0	0	0	1	1
	2015	0	0	0	0	0
Drug Law Referrals	2013	21*	24*	2	0	26*
*By regulation Residen- tial totals must be counted twice..	2014	43*	48*	0	0	48*
Total reflects accurate information	2015	37*	41*	3	0	44*
Liquor Law Referrals	2013	65*	65*	0	0	65*
*By regulation Residen- tial totals must be counted twice.	2014	90*	90*	0	3	93*
Total reflects accurate information.	2015	92*	92*	2	5	99*
<b>Violence Against Women Act (VAWA)</b>						
Domestic Violence	2014	0	0	0	0	0
	2015	0	0	0	0	0
Dating Violence	2014	0	0	0	0	0
	2015	0	0	0	0	0
Stalking	2014	0	0	0	0	0
	2015	0	0	0	0	0

## SUNY-ESF Clery Act Fire Safety Policies & Fire Statistics for Student Housing

SUNY-ESF's "Fire Log" is maintained and available by contacting the Community Manager of Centennial Hall. The below attached chart is a "Fire Log" of fires that occurred at campus student housing.

Entries into the "Fire Log" will be made within two days of the receipt of the information. The log will be open to public inspection at the Centennial Hall office and the Environmental Health & Safety Office during normal business hours, and submitted to the campus community annually.

The following is a description of each on-campus student housing facility fire safety system:

- Centennial Hall alarm system—Edwards EST-3: 1 main fire alarm control panel; 1 remote enunciator panel; 1 dialer/connection to monitoring; 11 booster power supplies; 25 pull stations; 582 smokes; 4 heat; 9 duct detectors; 5 carbon monoxide detectors; 7 supervisory switches; elevator recalls; audio visual devices, including smoke detector sounder bases; 1 tamper switch; 1 flow switch; 22 batteries.
- Centennial Hall sprinkler system - Reliable 4 inch main wet system with pump

The number of fire drills held at on-campus student housing in the previous calendar years was 4.

For the safety of all residents, use or possession of the following appliances is not allowed in any student housing:

- Heaters
- Sun lamps
- Halogen lamps
- Multi-headed lamps

- Extension cords that do not possess a 15 amp circuit breaker
- Cooking appliances with open heating sources not located in a designated kitchen area
- Coffee pots with an open heating plate

Smoking is not permitted in or within 25 feet of any campus building. Candles or incense of any type, or any type of open flame are not permitted in any campus building due to the fire risk.

In all campus buildings, all occupants including students must evacuate the building immediately after the alarm is activated. Occupants are instructed not to use elevators during an alarm. Staff members and other occupants are asked to report to Centennial Hall staff or the Fire Department any important information or special needs observed while evacuating. Centennial Hall building occupants are to assemble outside the ESF Physical Plant to relay such information and to confirm complete evacuation.

All faculty, staff, and students are expected to familiarize themselves with the evacuation routes of the buildings they occupy. At the beginning of the fall semester, new staff and students are instructed in evacuation and fire safety procedures, receive a room safety inspection, and practice fire drill evacuation. Problems occurring during fire drills are discussed with all occupants, and prohibited items are confiscated during inspections. Students that repeatedly violate safety procedures are referred to the Office of Student Affairs.

Centennial Hall maintenance staff complete a fire safety inspection report that includes monthly check of extinguishers, exit signs, emergency lights, and carbon monoxide detectors. Needed corrective action is taken by the maintenance staff.

All faculty, staff, and students should report fires to the Fire Department and:

Centennial Hall  
142 Oakland Street  
Syracuse, NY 13210

- Centennial Hall staff: 315-741-3067

Any plans for future improvements in fire safety will be added to this plan.

### SUNY-ESF Fire Log for Student Housing

Date/Time	Location	Type/Cause	Number of Related Injuries Treated at Medical Facility	Related Deaths	Property Damage	Value of Damaged Property
11/23/2016 7:40 am	Roof	Coil in rooftop unit overheated	0	0	Yes-wiring and fan	Approximately \$3,000.00