

Campus Security and Fire Safety Report 2017

2017 REPORT

The Student Right-to-Know and Campus Security Act was signed into law in November of 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. 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 our current and prospective students, faculty, and staff with campus safety information including crime statistics and procedures to follow to report a crime. This document was compiled by the Campus Police Office of the college and is also available on the Web at www.tompkinscortland.edu/student/ops.asp

NOTE: The College will not retaliate or allow any retaliation toward a person(s) who reports alleged violations of this act.

Reporting Locations

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

The Director of Campus Police prepares this report to comply with the Clery Act. This report is prepared in cooperation with local law enforcement agencies as well as the Office of Residence Life/Judicial Affairs, and various other college departments and offices. Statistics are compiled in accordance with the Uniform Crime Reporting System of the Department of Justice and the Federal Bureau of Investigation. Campus crime, arrest and referral statistics include those reported to Campus Safety Authorities (CSA's) as well as those reported directly to Campus Police. Crimes are reported that occur on campus, on locations that are contiguous to the campus, and buildings or properties that are either owned or controlled by a campus affiliated entity, including officially recognized student organizations.

General Campus Information

Tompkins Cortland Community College enrolls a student population of 3,300. The campus employs a full- and part-time workforce of 543. Over 800 students reside in seven residence halls.

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 procedures (see *Code of Student Conduct and the Residence Life handbook available on the Web*) as well as residence hall and facilities personnel and other college employees in the performance of duties.

Missing Students

Residence Life Students are encouraged to identify a person who College personnel should contact in the event they are determined to be "missing." Res Life Students enter this information by responding to an email sent by Residence Life staff multiple times each semester, linking them to a survey which is kept confidentially.

Missing students should be reported directly to Campus Police. Do not wait if you believe a student is missing. Federal law states that the campus is required to provide missing person notification to: 1) all local police agencies pursuant to the Memorandums of Understanding; 2) the student's designated contact person if provided; and 3) parents of students

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under 18 years of age. Campus Police conducts an initial investigation, and if after a reasonable period of time (not more than 24 hours) the student has not been located, Campus Police will proceed with the required notifications.

The sooner the investigation begins the better chance of locating the missing person.

Reporting Crimes

All members of the campus community are urged to report criminal incidents, emergencies and suspicious activity. The campus **emergency** number is 911, same as for off-campus emergencies. The Tompkins County Department of Emergency Response (the 911 Center) is always in radio contact with campus police staff. If time permits, also call our office directly at 607.844.6511. These numbers should be used for all fire, medical, and police emergencies. All reports are classified, logged, and responded to thoroughly. Crimes in progress and any other emergency on campus can also be reported directly by any student or employee to Campus Police.

See the “Sexual Offender Notification Registration Act” section later in this document for information on the New York State and campus responsibilities with regard to sexual offenders in the community.

Descriptions of incidents are reported to Campus Police for the purpose of statistics except those reported to Counseling. Campus personnel will assist victims with the on- and off-campus reporting process and provide support.

Campus Reporting Agents

These offices allow victims and witnesses to report crimes on a **VOLUNTARY, CONFIDENTIAL** basis, and there is no formal investigation of the incident unless the victim so chooses.

Campus Police 607.844.6511

Tompkins Cortland Community College designates the following as Campus Security Authorities:

- Athletic Coaches, Trainers, staff
- Counseling, Career, and Transfer Services staff*
- Student Health Center staff
- Multicultural Services staff
- Campus Police
- Residence Life and Judicial Affairs professional staff
- Student Activities staff
- Dean of Student Life
- Student Services Staff
- Club advisors

Crime Prevention

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, posters, brochures, messages from administration, etc., address personal safety including rape/sexual assault, 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 campus police escorts, counseling, mental health services, medical resources, and emergency services.

Examples of Crime Prevention Programs

Opening meetings

review all safety and security protocol

Ride Along program

Ride along with an officer on routine patrol to gain first-hand knowledge of police procedures and operations.

Meet your campus cops

Campus Police folks discuss the professional role they play on campus.

Orientation programs with Campus Police

Interact with officers and review safety and security information

Alcohol/Drug Education programs

RAs offer many programs to assist residents with making better alcohol/drug choices

Operation Be Safe

Demonstrates how easy it is to become the victim of a crime. Students are shown simple steps to take to prevent theft and enhance safety.

Safety and Security Responsibility

Campus Police

Campus safety and law enforcement is coordinated by your Campus Police. The office has a force of sworn officers with full arrest powers. The officers must meet the high standards in New York State for law enforcement officers. Officers have successfully completed a basic training program administered by New York State’s Division of Criminal Justice Services. All the officers have completed the NYS DCJS Basic Police Academy at a local regional academy. They also undergo continuous training to upgrade their skills. Officers have also 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 Campus Police objective is to provide a safe environment and protect the lives and property of students, employees and visitors, pursued within the framework of the College’s policies, rules and regulations, and all local, state and federal laws. The investigation of crimes committed on campus falls under the jurisdiction of your campus police. A public log of incidents that occur on campus is available on-line at www.tompkinscortland.edu/student/ops_reports.asp for viewing. 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 Director of Campus Police for safety and security reasons.

Campus Police works closely with our neighboring fellow law enforcement agencies, including the Tompkins and Cortland County Sheriff’s Departments, the Ithaca, Cortland, and Dryden Police Departments, 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. Campus Police have a local Memorandum of Understanding (MOU) with the Tompkins County Sheriff's Office in the event a violent felony or a missing student is reported to campus authorities. Should such a report be received, Campus Police would request assistance from Tompkins County Sheriff's Office and the New York State Police and would conduct a complete investigation.

Health and Safety Committee

The College has established a health and safety committee that serves two purposes. The first is to provide advice and recommendations on matters related to health and safety to the dean of operations and enrollment management, and second is to recommend policy matters through the governance process to the president of the College.

Students who have a health and safety concern can use the committee to address their issues. The committee is comprised of a representative body of faculty, staff, and students, and meets once a month during the fall and spring semesters.

Committee Directives

The committee is to continually assess the quality of personal safety practices and programs by reviewing critical incidents, conducting formal and informal surveys of student and staff opinion, and analyzing crime statistics reported by the Campus Police.

The committee is to review campus personal safety issues to search for creative and educational ways to enhance personal safety through campus academic and student life programs. The committee shall review current campus security policies and procedures and make recommendations for their improvement. It shall specifically review current policies and procedures (1) for educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault prevention information, (2) for educating the campus community about personal safety and crime prevention, (3) for reporting sexual assaults and dealing with victims during investigations, (4) for referring complaints to appropriate authorities, (5) for counseling victims, and (6) for responding to inquiries from concerned people. Members of the committee are charged with the responsibility of keeping their constituent groups informed of the work of the committee. Students can bring issues to the committee via their student representative or see Shari Shapleigh (committee chairperson) in the Student Health Center, Room 118A.

Students of Concern Group

Team Mission

The Students of Concern group's mission is to promote the success and well-being of our students and of our college community.

Purpose

The Students of Concern group provides a central place to manage communication regarding concerns for students' well-being and the safety of the college community, facilitate a timely and appropriate response to these concerns, and provide information to the college community regarding risk issues and resources available.

Membership

The Office of the Dean of Student Life will be the central contact for referrals, response and record keeping for Students of Concern. Directors or coordinators of Access and Equity Services; Campus Police; Counseling, Career, and Transfer Services; Health Center; and Residence Life and Judicial Affairs will be the other core members of the SOC group. Additional College officials will be consulted as appropriate.

Process

NOTE: If the Students of Concern group becomes aware of a situation that threatens the general safety of the College community, the College's Emergency Response Team will be informed and responsibility for action will shift to that group. Anyone in the College community can share concerns about a student. They can contact the Dean of Student Life or any member of the Students of Concern group. They can also email the students of concern group at soc@tompkinscortland.edu.

The SOC group will be responsible for gathering information, assessing the nature and seriousness of the concern, developing a plan of appropriate intervention, implementing the plan or communicating the plan to appropriate other staff members, and monitoring the disposition of the plan.

Records of all Students of Concern communications will be maintained appropriately by the Dean of Student Life office, and will meet FERPA guidelines.

NOTE: Tompkins Cortland Community College is committed to supporting the success of all students including those with mental health challenges. We believe that a student's mental health status is of concern only when it is interfering with the student's success at the College or the educational process of the college community in or outside of the classroom.

Occasionally, a student may take a voluntary leave of absence related to SOC concerns or interventions. Before returning he/she must contact the Dean of Student Life to discuss readiness. The dean may require a community service provider Re-entry Review form, an internal evaluation, and/or an agreement of expectations, for both accessing supportive services and maintaining behavioral limitations. To accommodate these possibilities, the student should be in contact with the dean at least three weeks before the beginning of the new semester. In the rare case when a mandatory leave of absence is required, the student will be asked to sign a release of information so that the Dean of Student Life can provide factual information



regarding any precipitating incidents to the community service provider(s), and counseling staff can provide community service provider(s) with counseling recommendations. Sharing information is for the purpose of assuring the best possible therapeutic support for the student's future success.

Before a student may return from mandatory leave of absence, he/she must have his/her community service provider(s) submit(s) the college's Re-entry Review form at least one month prior to the start of that semester. Then:

1. The SOC committee will review and recommend whether an internal evaluation is needed. If so, a counselor will meet with the student to provide an evaluation.
2. The Dean of Student Life will make the final decision about readmission.
3. If readmitted, a statement of expectations for both accessing supportive services and maintaining behavioral limitations will be created and signed by the Dean of Student Life (or designee) and the student.

The members of the SOC group and all staff and faculty are committed to helping our students succeed. All interventions and decisions made are in the service of that outcome.

Facilities

The campus Buildings and Grounds and Facilities personnel maintain 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 607.844.8222, Ext 4436, 8 a.m. – 4 p.m., Monday to Friday. Emergencies outside of these hours should be reported to Campus Police 607.844.6511.

The campus is well lighted, and improvements on lighting are a constant consideration. The College has installed high-intensity sodium vapor lights on buildings, in parking lot areas, in areas with heavy landscaping and trees, and along pathways frequently traveled by students. 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

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. Residence halls are supervised by residence directors who are full-time professional staff residing in the halls. 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, every day of the week. There are also two to four RAs on duty 4:45 p.m.– 8 a.m. every day of the week.

Emergency Response

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

The director (or his designee) of Campus Police, in consultation with the Dean of Operations, is responsible for determining the level of an incident. 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 Rave Alert email and text notification, as well as activation of the campus mass notification system (including speakers and strobe lights.) Notification to the greater campus community is coordinated between Campus Police and the External Relations Office pursuant to agreements with local law enforcement agencies and media outlets.

Residence hall guest and other rules and procedures are listed in the Res Life handbook and available at www.tompkinscortland.edu/student/housing.asp.

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

Subsequent to the emergency response and for other non-eminent serious incidents, a "Campus Crime Alert" or "Timely Notification Bulletin" would be prepared and distributed to the campus by Rave alert, campus email and text, and/or the College website. Such reports shall be prepared and distributed within two hours of said determination. Standard notification procedures may be altered if the emergency response authorities determine it would compromise efforts to assist a victim or compromise efforts to contain, respond to or otherwise mitigate the emergency.

The College tests its entire emergency notification system two times per year, and its siren and fire alarms three times per year. Pursuant to its protocol fire drills are not announced. Testing of the other emergency systems may be announced or unannounced.

No matter how safe our community is, the potential for crime exists everywhere, including college campuses. Everyone in the community must do his or her part to keep themselves and others safe. Don't let your behavior put yourself or others at risk.



Alcohol and other Drugs

Alcohol remains the primary drug of choice among college students. Some of the more common date rape drugs are Special K (the street name for ketamine hydrochloride); Rohyponol (roofies, roopies, circles, the forget pills); and GHB (Grievous Bodily Harm), Liquid X, Liquid E, Liquid Ecstasy, Easy Lay, G, Vita G, G-juice, Georgia Home boy, Great Hormones, Somatomax, Bedtime Scoop, Soap, Gook Gamma 10, and Energy Drink). Molly is slang for “molecular” and refers to the pure crystalline powder form of MDMA also known as ecstasy.

Illegal possession and/or use of marijuana, barbiturates, amphetamines, hallucinogenic compounds, narcotics and other controlled substances are violations of state and federal law and College policy. Students and employees are prohibited from possessing or using alcohol or illegal drugs on campus or during any college activity. An exception to the alcohol possession and use rule may be made by direction of the president or his designee in specific circumstances and designated campus areas. Students should be aware that the campus strictly enforces its policies with regard to alcohol and other drug violations.

Members of the campus community in need of assistance with a question or personal problem related to alcohol or other drugs should contact the Student Health Center or Counseling. A complete description of alcohol and other drug policies and support services appears on line at various locations, including the Health Center’s link, www.tompkinscortland.edu/student/health_center.asp

Date rape 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!

Sexual Crimes and Assistance for Victims

Victims of sexual assault should immediately report the incident to Campus Police 607.844.6511 if it occurred on campus or to an off-campus police agency (911) if it occurred off campus. Reporting a crime to the police or to a campus office does not obligate the victim to pursue criminal prosecution.

In addition to criminal definitions, Sexual Assault and Rape are prohibited conduct as specified in the Code of Student Conduct found at www.tompkinscortland.edu/catalog/pp_rights_responsibilities.asp

Hospital Emergency Room

If the assault involved sexual penetration or other physical injuries, the victim should be treated as soon as possible by medical personnel. The victim should not wash, change clothing or otherwise “clean up.” Evidence can be collected several hours after an attack, but its value may be diminished. Victims should bring a full change of clothes because the clothes worn during the assault may be kept as evidence.

Support and Referral Resources

Victims should contact at least one of the reporting agents (listed previously) regardless of where the assault occurred.

Follow up Medical Care

Victims may need tests for sexually transmitted diseases and pregnancy. This care is critically important.

Victim’s Rights

When a member of the College community has been the victim of an alleged act of misconduct that violates the physical and/or mental welfare of an individual, the victim should expect that the student conduct system shall respond in a caring, sensitive manner that allows the victim 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 Office of Judicial Affairs will review each case for alleged victims and will inform individuals when victim status has been assigned.

The following rights shall be provided to victims of alleged offenses:

- A. A victim has the right to be treated with dignity and compassion by the Office of Judicial Affairs, and by all persons involved in the disciplinary process.
- B. A victim has the right to information pertaining to the campus student conduct process and appropriate referrals for information on the criminal process.
- C. A victim has the right to information pertaining to counseling assistance available to her/him on and off campus.
- D. A victim has the right to assistance throughout the student conduct process, including the right to have an advisor/support person present at all proceedings.
- E. A victim has the right to due process protections, including the right to written notification of a hearing, the right to hear all information presented, the right to present information and witnesses, and the right to notification of the final results of a hearing (for victims of crimes of violence or non-forcible sexual offenses).
- F. A victim has the right to testify from another location as long as it does not infringe upon the rights of the accused student to have a fair hearing.
- G. A victim has the right to have any unrelated past behavior excluded from the hearing process. The Office of Judicial Affairs shall determine what constitutes unrelated behavior.
- H. A victim has the right to submit a written impact statement to the Office of Judicial Affairs, which will be considered only in sanctioning, should there be a finding of violation against the accused student. The victim impact statement will remain a part of the record through all levels of appeal.
- I. A victim has the right to not have her/his identity released by the College throughout the student conduct process in relation to campus and other media, and from all other uninvolved parties.
- J. A victim has the right to expect to be free from intimidation and harassment throughout the student conduct process.
- K. 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.
- L. In cases where the victim is a victim of sexual harassment, sexual assault, rape and/or sexual violence only, the victim has the right to appeal the finding or sanction as described in the Right of Appeal section.1. The incident is documented.

Right of Appeal

The student in violation (or the victim in a sexual harassment, sexual assault, rape and/or sexual violence case) may appeal the hearing officer's decision within (10) days of receipt of the findings notification.

All appeals should be filed in the Office of Residence Life and Judicial Affairs. If the original decision was made by the Director of Residence Life and Judicial Affairs, the appeal will be heard by the Vice President for Global Initiatives and Judicial Affairs. In all other cases, the appeal will be heard by the Director of Residence Life and Judicial Affairs. All appeals must be filed within ten (10) days of receipt of findings notification.

The appeal must be in writing, setting forth the reasons the decision of the hearing officer should not be carried out and specifically setting forth the grounds for such appeal.

Requirements for the appeal can be found in General Information Related To All Grievance And Conduct Violation Procedures on page 6. The appeal officer shall make a final adjudication and determination in the matter and notify the student of the final decision in writing within two (2) weeks.

2. The documentation is forwarded to the Director of Residence Life and Judicial Affairs (or other appropriate administrative hearing officer) who will determine if the student should be charged with the alleged violation(s) of the student conduct code.
3. When a student is charged, the student will be notified in writing by the Director of Residence Life and Judicial Affairs or other appropriate administrative hearing officer. This written notice will include the section(s) of the Non-Academic Code of Conduct and/or Residence Life Handbook allegedly violated; a brief description of the incident and the date of occurrence, if available; and an appointed time to meet with the designated hearing officer. The letter will include instructions for rescheduling the meeting should the student have a conflict with the scheduled time. The letter will include a statement indicating that if the student fails to appear for the meeting, that student waives the student's right to this administrative hearing process and a decision regarding responsibility and sanction will be assessed based on the available evidence. This judicial charge notice must be received by the student at least 48 hours before an administrative hearing is convened to consider the matter.
4. Students who fail to appear at the appointed time or fail to reschedule prior to the time of the original appointment waive their right to a hearing and may be assessed an appropriate sanction by the judicial hearing officer if responsibility is determined based on the evidence available.
5. The administrative hearing is a one on one meeting between the student and the judicial hearing officer. The presence of an attorney, or any other individual requested by the student, and/or written materials submitted by an attorney in representation of his/her student client is permitted. Any other individual who attends, however, is not permitted to make statements, only to consult with the student. In the administrative hearing with the judicial hearing officer, the administrative procedures and charges will be explained, documentation and evidence will be reviewed, and the student will be provided the opportunity to have all pertinent questions answered. At the hearing the student and the judicial hearing officer will discuss the relevant information from the incident as well as any other information that the student or the judicial hearing officer deems appropriate. The student may bring witnesses or witness statements relevant to the incident.
6. This hearing will result in one of the following possible outcomes:
 - a. The hearing officer may dismiss the charge(s).
 - b. The student may accept responsibility for the violation or may be found responsible by the hearing officer based on a preponderance of the evidence. A sanction will be sent to the student in a findings notification within two (2) weeks.
 - c. In the event that a judicial hearing officer determines that additional information or further investigation is required in order to reach a decision, the outcome of the hearing will be delayed pending this investigation. The judicial hearing officer will follow up with the student to arrange any additional needed meeting(s) and/or to apprise the student of the investigations in progress. The process will conclude with a final decision regarding the hearing.
7. In determining a sanction, the judicial hearing officer will consider a student's previous judicial violations as well as engagement in his or her academic program
8. The student who has been charged may, at the conclusion of the administrative hearing process, choose to accept the decision/sanction or choose to appeal the case to the next level hearing officer. If a case involves a graduating student, the decision of the judicial hearing officer is final unless the decision/sanction involves withholding of a transcript or diploma, suspension, or expulsion. A decision/sanction involving withholding of a transcript or diploma, suspension, or expulsion may be appealed through the procedures set out on the following website: www.tompkinscortland.edu/catalog/pp_hearing_process.asp

Any sanction imposed by the original hearing officer will be in effect as stated in the sanction letter throughout the period of time that a final appeal is being considered.

Due Process Rights – Code of Student Conduct Violations

Non-Academic Code of Conduct Violation Hearing Process

The entire process, including appeals, can be found at www.tompkinscortland.edu/catalog/pp_hearing_process.asp When a nonacademic incident occurs involving a Tompkins Cortland Community College student's alleged violation of any rule or regulation outlined in the Student Conduct Code policies or in the residence life handbook, the matter will be handled according to the following procedures unless the incident occurs at the end of an academic year and involves a graduating student. For an incident involving a graduating student, the College shall be permitted to modify the steps in the hearing procedure to allow for resolution of the matter prior to commencement.

The College 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 or ordinances.

Campus penalties for students found responsible for sex offenses are determined for each individual case but have included suspension and permanent dismissal. For more information on victims' rights and/or the rights of the accused, contact Judicial Affairs or Campus Police.

Sexual Offender Registration Act

This act requires the Division of Criminal Justice Services (DCJS) to maintain a Sex Offender Registry. The Registry contains information on sex offenders classified according to their risk of re-offending as follows:

Low Risk = Level 1

Moderate Risk = Level 2

High Risk = Level 3

The Act requires DCJS also maintain a subdirectory of Level 3 offenders. The DCJS Sex Offender Registry can be accessed online (see below) and contains their Subdirectory of Level 3 sex offenders as well as other information regarding New York State's Sex Offender Registry.

Sex offenders in New York are required to notify the Registry of any institution of higher education at which he or she is, or expects to be, whether for compensation or not, enrolled, attending or employed and whether such sex 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.

Sex Offender Registry is available to the public at this site:
<http://criminaljustice.state.ny.us/nsor/index.htm>

Preserving Personal Safety and Awareness Programs

The College provides information regarding sexual assault awareness, stalking and domestic violence to all incoming students during Orientation. The College also provides sexual assault awareness programs open to the entire campus community at the beginning of each school year. Campus Police and Residence Life are identified as a programming resource for small group discussion on the topic of sexual assault awareness and campus issues including victims' rights, support services, campus policies concerning sexual assault, and New York State penal law.

Bike Patrol – Three of your campus police staff are certified police cyclists. We use the bikes to complement our foot and vehicle patrol.

Be Safe in the Res Hall – An anti-theft program in the residence halls by campus police that shows students how easy it is to become a victim of crime and simple steps to help preserve safety.

Step Up – Each semester students attend this interactive violence prevention and bystander intervention training.

Don't Cancel That Class – Relationship and sexual violence myths, campus perceptions, bystander opportunities, and college resources are discussed in classroom health programs every semester.

We Care – Print and digital media promote College resources for the prevention and response to violence.

Take Back the Night March – Held in the spring in Ithaca and in both the fall and in the spring in Cortland. This march against sexual assault also features a "speak out" against sexual assault.

The Clothesline Project – A display of T-shirts designed by survivors of violence to increase awareness of the impact of violence and encourage others to "break the silence" to end the vicious cycle of abuse.

The Advocacy Center (Tompkins County) and AVV (YWCA's Aid to Victims of Violence, Cortland County) - A crisis hotline and other resources for victims of sexual assault/rape, domestic and other violence.

Know your Student Conduct Code – Review of conduct code at Orientation and several floor meetings each year.

Off-Campus Jurisdiction – The College'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.

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 Directors of Residence Life/Judicial Affairs and Campus Police.

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.

Sexual Assault Awareness & Programming Committee – A representative group that reports to the vice president for student affairs. It'd include our Title IX group and our Violence Prevention Group.

New Student Orientation and Welcome Back – Several presentations and programs on dating violence, sexual assault, and personal safety are offered.



Sexual Assault, Domestic Violence, Dating Violence and Stalking

Tompkins Cortland Community College supports and complies with all mandates of the Violence Against Women Act ("VAWA").

What is VAWA? Under The Violence Against Women Act ("VAWA"), colleges and universities are required to: (1) report dating violence, domestic violence, sexual assault, and stalking, beyond crime categories the Clery Act already mandates; (2) adopt certain student discipline procedures, such as for notifying purported victims of their rights; and (3) adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel

Offences of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Tompkins Cortland Community College 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, The College strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims. They not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education.

It is the policy of the College that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and punish the perpetrator. This includes our campus police working with State and other local law enforcement to bring possible criminal charges, and seeking disciplinary action through the college, and enforcing mandatory transcript notifications so other institutions are on notice of the offense committed.

The College encourages the reporting of sexual misconduct that is prompt and accurate. This allows the college community to quickly respond to allegations and offer immediate support to the victim. We are committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. Certain professionals at the College are permitted by law to offer confidentiality. Those who do not maintain the privilege to offer confidentiality are expected to keep reports private to the extent permitted under the law and college policy. This means that they may have to report to college officials, but will not broadcast the information beyond what is required by law and policy. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the campus community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, we engage in ongoing prevention and awareness education programs. The College expects all members of the campus community to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Educating and engaging bystanders are effective ways to help prevent acts of sexual misconduct. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying Campus Police, or calling State or local law enforcement.

If you see an act of sexual misconduct: It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. Required campus education and training programs give a full synopsis on recognizing when sexual

misconduct is taking place. If you make the decision to intervene, do so safely – violence does not stop violence, and, if you cannot stop the act with your words, call law enforcement. Do not be afraid to ask an RA, RHD, or other students for help.

If a victim confides in you: It is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play "devil's advocate" even if parts of the story don't immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

Definitions:

CONSENT: Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

CONSENT, ABBREVIATED: Clear, unambiguous, and voluntary agreement between the participating to engage in specific sexual activity. **DATING VIOLENCE:** New York State does not specifically define "dating violence." However, 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" with 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 sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

FAMILY OR HOUSEHOLD MEMBER: Person's related by consanguinity or affinity; Persons legally married to one another; Person formerly married to one another regardless of whether they still reside in the same household; Persons who have a child in common regardless of whether such persons are married or have lived together at any time; Unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; Persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an "intimate relationship" include, but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an "intimate relationship"; Any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. 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: means natural or adoptive parent or any individual lawfully charged with a minor child's care or custody.

Crime Definitions (New York State)

CONSENT: In New York State, the age of consent is 17 years old. Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

CONSENT, ABBREVIATED: Clear, unambiguous, and voluntary agreement between Clear, unambiguous, and voluntary agreement between the participating to engage in specific sexual activity. Dating Violence: New York State does not specifically define "dating violence." However, 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.

Under Crime Definition:

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 12 previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct

STALKING IN THE THIRD DEGREE: When a person (1) Commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or (4) commits the crime or stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

STALKING IN THE SECOND DEGREE: When a person: (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, sligshot, 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.

When a commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime.

Crime Definitions

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).

Hate Crime: when a person is victimized intentionally because of her/his actual or perceived race, gender, sexual orientation, ethnicity or disability.

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,

Sex Offenses (forcible): any sexual act directed against another person, forcible and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent.

Forcible Rape: the carnal knowledge of a person forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporarily or permanent mental or physical incapacity or because of his/her youth.

Forcible Sodomy: oral or anal sexual intercourse with another person forcibly and/or 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.

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.

Sexual Abuse & Aggravated Sexual Abuse: Sexual abuse is 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 in circumstances where the victim is incapable of giving consent because of his/her youth or mental defect or mental or physical incapacity. Aggravated sexual abuse is sexual abuse by use of an object that is inserted (no matter how slightly) into the genital or anal cavity of the victim forcibly or in circumstances where the victim is incapable of giving consent because of his/her youth or mental defect or mental or physical incapacity. The crime is compounded when injury occurs.

In the eyes of the law and College policy, a person who is incapacitated (including by alcohol or other drugs) or underage CANNOT consent to sexual activity.



Non-Academic Policies and Regulations

Non-Academic Code of Conduct Violation Hearing Process

When a nonacademic incident occurs involving a Tompkins Cortland Community College student's alleged violation of any rule or regulation outlined in the Student Conduct Code policies or in the residence life handbook, the matter will be handled according to the following procedures unless the incident occurs at the end of an academic year and involves a graduating student. For an incident involving a graduating student, the College shall be permitted to modify the steps in the hearing procedure to allow for resolution of the matter prior to commencement.

1. The incident is documented.
2. The documentation is forwarded to the Director of Residence Life and Judicial Affairs (or other appropriate administrative hearing officer) who will determine if the student should be charged with the alleged violation(s) of the student conduct code.
3. When a student is charged, the student will be notified in writing by the Director of Residence Life and Judicial Affairs or other appropriate administrative hearing officer. This written notice will include the section(s) of the Non-Academic Code of Conduct and/or Residence Life Handbook allegedly violated; a brief description of the incident and the date of occurrence, if available; and an appointed time to meet with the designated hearing officer. The letter will include instructions for rescheduling the meeting should the student have a conflict with the scheduled time. The letter will include a statement indicating that if the student fails to appear for the meeting, that student waives the student's right to this administrative hearing process and a decision regarding responsibility and sanction will be assessed based on the available evidence. This judicial charge notice must be received by the student at least 48 hours before an administrative hearing is convened to consider the matter.
4. If a student's alleged violations make them eligible for suspension, they will have the right to request a board hearing with faculty, staff and student members. The student will have 48 hours (business hours) from receipt of their letter to contact the Director of Residence Life and Judicial Affairs to request a board hearing. Upon doing so, the Director will schedule and notify the student of the board hearing time and location. Boards will be made up of 1 faculty, 1 faculty or staff, a student and a non-voting staff member. The 3 members will hear the case and make determination. All procedures for a board hearing will mirror the procedures for an administrative hearing.
5. Students who fail to appear at the appointed time or fail to reschedule prior to the time of the original appointment waive their right to a hearing and may be assessed an appropriate sanction by the judicial hearing officer or board if responsibility is determined based on the evidence available.
6. The administrative hearing is a one on one meeting between the student and the judicial hearing officer. The presence of an attorney, or any other individual requested by the student, and/or written materials submitted by an attorney to assist the student in their hearing is permitted. Any other individual who attends, however, is not permitted to make statements, only to consult with the student. In the administrative hearing with the judicial hearing officer, the administrative procedures and charges will be explained, documentation and evidence will be reviewed, and the student will be provided the opportunity to have

all pertinent questions answered. At the hearing the student and the judicial hearing officer will discuss the relevant information from the incident as well as any other information that the student or the judicial hearing officer deems appropriate. The student may bring witnesses or witness statements relevant to the incident.

7. This hearing will result in one of the following possible outcomes:
 - a. The hearing officer may dismiss the charge(s).
 - b. The student may accept responsibility for the violation or may be found responsible by the hearing officer based on a preponderance of the evidence. A sanction will be sent to the student in a findings notification within two (2) weeks.
 - c. In the event that a judicial hearing officer determines that additional information or further investigation is required in order to reach a decision, the outcome of the hearing will be delayed pending this investigation. The judicial hearing officer will follow up with the student to arrange any additional needed meeting(s) and/or to apprise the student of the investigations in progress. The process will conclude with a final decision regarding the hearing.
8. In all cases, the burden of proof is "the preponderance of the evidence," i.e. whether it is "more likely than not" that the violation occurred.
9. In determining a sanction, the judicial hearing officer will consider a student's previous judicial violations as well as engagement in his or her academic program
10. The student who has been charged may, at the conclusion of the administrative hearing process, choose to accept the decision/sanction or choose to appeal the case to the next level hearing officer. If a case involves a graduating student, the decision of the judicial hearing officer is final unless the decision/sanction involves withholding of a transcript or diploma, suspension, or expulsion. A decision/sanction involving withholding of a transcript or diploma, suspension, or expulsion may be appealed through the procedures set out below.

Right of Appeal

The student in violation may appeal the hearing officer's decision within (10) days of receipt of the findings notification. All appeals should be filed in the Office of Residence Life and Judicial Affairs. If the original decision was made by the Director of Residence Life and Judicial Affairs or a hearing board, the appeal will be heard by the Dean of Student Life. In all other cases, the appeal will be heard by the Director of Residence Life and Judicial Affairs. All appeals must be filed within ten (10) days of receipt of findings notification.

The appeal must be in writing, setting forth the reasons the decision of the hearing officer should not be carried out and specifically setting forth the grounds for such appeal.

Requirements for the appeal can be found in General Information Related To All Grievance And Conduct Violation Procedures. The appeal officer shall make a final adjudication and determination in the matter and notify the student of the final decision in writing within two (2) weeks. The appeal officer will determine whether the appeal meets the grounds for an appeal, as well as, whether the decision should be changed.

Any sanction imposed by the original hearing officer will be in effect as stated in the sanction letter throughout the period of time that a final appeal is being considered.

Cases involving alleged dating violence, domestic violence, sexual assault, and stalking

The College will conduct a timely review of all complaints of dating violence, domestic violence, sexual assault, and/or stalking. Absent extenuating circumstances, review and resolution is expected to take place within thirty (30) calendar days from receipt of complaints.

Preliminary review of all complaints, including any necessary interviews to be conducted and necessary interim measures to be put into place, will usually be completed within five days of receipt of the complaint.

The comprehensive review and investigation, including all interviews and gathering of evidence, is usually completed within 15 days of receipt of the complaints.

Results of the complaint from the hearing, decision and any sanctions, are typically issued within 25 days of receipt of the complaint to both the complainant and the accused.

An appeal of the results must be submitted within 10 days of receipt of the written results by either the complainant or accused. Absent extenuating circumstances, decisions on appeals are typically issued within 14 calendar days of submission of the appeal.

Interim Measures

Throughout the time of this process, the College will take interim measures to ensure the safety of the complainant. This may include adjustments to academic schedules, changes in housing assignments, cease and desist orders and/or summary actions (removal or suspension) against the accused. The Office of Residence Life and Judicial Affairs will promptly review any interim measure (cease and desists, summary suspensions or removals, or others) at the request of either the accused individual or the reporting/affected individual. The individuals can submit evidence to support their request to the Director of Residence Life and Judicial Affairs.

Extensions

All deadlines and time requirements may be extended for good cause as determined by the Director of Residence Life and Judicial Affairs. Both parties will be notified in writing of the delay, the reason for delay and provided the date of the new deadline or event. Extensions will not be longer than 5 business days.

Evidence

Evidence to be presented by either party during the hearing on the charges must be shared with other party at least two business days in advance of the hearing. The hearing officer of the case shall make the final decision related to all admissibility of all evidence.

Right to Advisors

Both parties in these cases have a right to an advisor during their conduct hearing and any related meetings. Advisors may speak privately to their advisee during the proceeding, but may not represent the student.

Sanctions

The College considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations and subject to suspension or expulsion from the College. Students found responsible for these crimes who are suspended or expelled will receive a notation on their transcript indicating that they were suspended or expelled after a finding of responsibility for a code of conduct violation. Students who withdraw from the college while such conduct charges are pending and decline to complete the disciplinary process will receive a notation on their transcript indicating that they withdrew with conduct charges pending.

Retaliation

No member of the College community shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against a person who files a complaint, serves as a witness, or assists or participates in a dating violence, domestic violence, sexual assault or stalking case in any manner. Participants who experience retaliation should report the incident to Campus Police or the Office of Residence Life and Judicial Affairs immediately.

Summary Removal from the College Housing System

The Director of Residence Life and Judicial Affairs (or designee) may, subject to prompt review, remove a student from living within any College-owned, -leased, or -operated facilities and require the student to live off campus when, in his/her judgment, such immediate steps must be taken to protect the health, safety, and welfare of campus residents or property. Persons under summary removal from the College housing system shall not be allowed in any Tompkins Cortland Community College residence life property unless given permission by the Director of Residence Life and Judicial Affairs (or designee).

The Director of Residence Life and Judicial Affairs must conduct a formal hearing for any summary removal case within six (6) college business days. If, as a result of the judicial hearing, it is concluded that the student's behavior warrants immediate termination of the student's housing contract, the student will not be refunded any room fees and will forfeit the housing deposit.

The student may file an appeal of the the summary decision in the Office of Residence Life and Judicial Affairs to be heard by the Dean of Student Life. The written appeal must be filed within three (3) days of receipt of the removal notification and set forth the reasons the decision of the hearing officer should not be carried out and specifically set forth the grounds for such appeal.

Requirements for the appeal can be found in General Information Related To All Grievance And Conduct Violation Procedures. The Dean shall make a final adjudication and determination in the matter and notify the student of the final decision in writing within six (6) days.

Any sanction imposed by the Director of Residence Life and Judicial Affairs will be in effect as stated in the sanction letter throughout the period of time that a final appeal is being considered.

Summary Suspension from the College

The Director of Residence Life and Judicial Affairs may, subject to prompt review, summarily suspend a student from the College if, in his/her judgment, such action is necessary for protecting the health, safety, and welfare of the college or any member of the college community. Summary suspensions must be reviewed in a conduct hearing with the director within six (6) college business days.

Persons under summary suspension shall not be allowed on the Tompkins Cortland Community College campus unless given permission by the Director of Campus Police (or designee).

The student may file an appeal of the the summary decision in the Office of Residence Life and Judicial Affairs to be heard by the Dean of Student Life. The written appeal must be filed within three (3) days of receipt of the removal notification and set forth the reasons the decision of the hearing officer should not be carried out and specifically set forth the grounds for such appeal.

Requirements for the appeal can be found in General Information Related To All Grievance And Conduct Violation Procedures. The Dean shall make a final adjudication and determination in the matter and notify the student of the final decision in writing within six (6) days.

Any sanction imposed by the Director of Residence Life and Judicial Affairs will be in effect as stated in the sanction letter throughout the period of time that a final appeal is being considered.

Violations at end of Semester

During the period between semesters, all College discipline will be handled as established below:

1. All reports will be reviewed by the Director of Residence Life and Judicial Affairs to determine whether or not disciplinary charges are warranted.

2. If the incident under review occurred prior to the end of the semester but was unable to be handled before the student left, the Director will review the complaint and determine what codes have been violated and what sanctions are merited. Notification of the decision will then be sent to the student's permanent address, unless it is known by the college that the student is residing at another location. The accused student shall have the option to accept the decision or to file notice with the judicial affairs office within thirty (30) calendar days of the date of the letter and request a hearing for the alleged violations. Should an accused student accept the finding of the judicial officer, they will be expected to comply with the sanctions according to the time-line established in the letter of notification.

3. In the event that the judicial officer believes that disciplinary suspension or disciplinary expulsion could be an outcome, an Administrative Hearing will be convened at the earliest possible time. Should it not be possible to resolve the case during the break, a hearing will be held at the beginning of the next semester.

4. If the student is known to be attending classes during a January or summer session when an incident occurs, the case shall be handled under the guidelines that apply during the regular academic year. Reopening of a Judicial Case The College reserves the right to reopen any judicial case based upon the introduction of evidence not available at the time of the hearing.

Sanctions

In the case of a violation(s) of the student conduct code and/or residence life rules and regulations, one or more of the following sanctions may be imposed by the appropriate judicial hearing officer.

Specific sanctions are not necessarily associated with particular violations. In determining the appropriate sanction(s), the hearing officer will consider the severity of the offense; judicial precedent for similar offenses; the student's judicial history, if any, for previous violations of the student conduct code and/or residence life rules and regulations; and any other exacerbating or mitigating factors, including academic attendance and performance.

Warning

Written notice to the student indicating that continuation or repetition of misconduct may result in further disciplinary action.

Restitution

Reimbursement to the College or another party for the value of any damaged, destroyed, or misappropriated property.

Special Projects, Programs or Educational Modules

Required participation in, and/or development of, projects and/or programs; completion of an educational module; verbal or written apology; or the completion of a research paper on a relevant topic that specifically addresses a student's behavior. Failure to complete the project or program satisfactorily and by the assigned completion deadline will result in further disciplinary action.

Community Service

Required service to the College or community. This sanction may be imposed when, in the view of the hearing officer or board, the student's actions have infringed on the community in some manner, necessitating the student providing positive service back to the community. The amount of service, nature of the service and deadline for its completion will be described in the judicial hearing and written notice to the student. Failure to complete the service assignment satisfactorily and by the assigned deadline may result in further disciplinary action.

Loss of Privileges

Required service to the College or community. This sanction may be imposed when, in the view of the hearing officer or board, the student's actions have infringed on the community in some manner, necessitating the student providing positive service back to the community. The amount of service, nature of the service and deadline for its completion will be described in the judicial hearing and written notice to the student. Failure to complete the service assignment satisfactorily and by the assigned deadline may result in further disciplinary action.

Residence Hall Probation

A formal written notice to the student indicating the student is expected to refrain from any further violations of the residence hall and College rules and regulations. A period of probation (not less than one full semester) will be noted. Subsequent violations may result in stronger judicial sanctions and loss of privileges, including possible removal from the residence halls.

Conduct Probation

A formal written notice to the student indicating the student is expected to refrain from any further violations of the College rules and regulations. A period of probation (not less than one full semester) will be noted. Subsequent violations may result in stronger judicial sanctions and loss of privileges, including possible suspension or expulsion from the College. Any student on conduct probation or with higher level of sanctioning will be reviewed prior to any travel on behalf of or with the college and before serving in any student leadership role on campus.

Residence Hall Reassignment

In the event that in the judicial hearing officer's assessment the student and/or the residential community would be better served by the student's living in a different location, the student may be reassigned to another campus residence hall. If the period of reassignment is for other than the duration of the current academic year, it will be specified in the notice of reassignment.

Final Warning from the Residence Halls

A formal written notice of final warning to the student indicating that the student must refrain from any further violations of the residence hall and College rules and regulations. Any subsequent violation is likely to result in removal from the residence halls.

Residence Hall Removal

The housing contract, which provides the student with residence hall living privileges, is revoked. Renewal is at discretion of the Director of Residence Life and Judicial Affairs (or designee). Student is banned from residence halls.

Deferred Suspension

A formal written notice of final warning to the student indicating that the student must refrain from any further violations of the College rules and regulations. Any subsequent violation is likely to result in suspension or expulsion from the College. Students on deferred suspension are not permitted to travel with or on behalf of the college (for class, internships, etc.) and are not allowed to hold formal student leadership positions on campus (club officers, mentors, etc.)

Suspension

Removal from the College community for a definite period of time (typically at least two semesters). The student must apply for readmission to the College when the period of suspension ends. The terms of readmission, if any, will be set forth in the notice of suspension. Student is also declared "Persona Non Grata" and must receive permission from the Office of Campus Police before entering onto all College properties until s/he is readmitted. For crimes of violence, including but not limited to sexual violence, a notation will be made on the transcripts of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation."

Expulsion

Permanent termination of the student's status at the College. Student is also declared "Persona Non Grata" and must receive permission from the Office of Public Safety before entering onto all College properties. For crimes of violence, including but not limited to sexual violence, a notation will be made on the transcripts of students found responsible after a conduct process that they were "expelled after a finding of responsibility for a code of conduct violation."

Sanctions for Alcohol and Other Drug Violations

Students found responsible for alcohol or drug related offenses will typically be subject to the following sanctions; additional sanctions may also be applied as appropriate. A notice will be sent to parents of all dependent students for drug and alcohol violations and to all students under the age of 21, regardless of dependency status.

First offense: At least one semester of conduct probation. First alcohol offense will also be assigned either an online educational module or assignment to an Options group meeting.

Second offense: Removal from the residence halls (for students in housing,) deferred suspension from the college, and assignment to the Options program or further drug/alcohol counseling.

Third offense: Suspension from the college. Student will be expected to complete appropriate drug or alcohol counseling off campus and will need to have that program follow up with our counseling staff to ensure successful completion of the external program before the student returns to Tompkins Cortland.

Failure to complete sanctions

Students are assigned educational sanctions or assessment/treatment-related sanctions to help them to learn from the violation and to learn to better manage their behaviors. The College views these sanctions as a requirement and enforces their completion. A student who fails to complete an assigned sanction will be seen by a campus hearing officer and the failure to complete will be treated as a second violation of the same type.

Parental Notification

In addition to notice related to drug and alcohol violations, notice of other non-academic judicial proceedings may, at the college's discretion, be provided to parents of financially dependent students when the college has determined that disclosure is in the best interests of the student or the college as the result of behavior calling into question the appropriateness of the student's continued living in the residence halls or enrollment in the college.

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.

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.

New York State Penalties for Sex Offenses

New York State definitions for sex offenses differ slightly from those required for this report (i.e., the FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) definitions). The following is a list of sexual crimes defined in the State statutes and the associated penalties for such crimes.

Sexual Misconduct

1. When a person engages in sexual intercourse with another person without such person's consent; or
2. When a person engages in oral or anal sexual conduct with another person without such person's consent; or
3. When a person engages in sexual conduct with an animal or a dead human body.

Class A Misdemeanor. Punishable by up to one year in prison.

Rape in the Third Degree

1. When a person 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. When a person being 21 years old or more engages in sexual intercourse with another person less than seventeen years old; or
3. When a person 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.

Class E Felony. Punishable by one to three years in prison.

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 eighteen years old or more.

Class B Felony. Punishable by nine to 25 years in prison.

Criminal Sexual Act in the Third Degree

When a person:

1. Engages in oral sexual conduct or anal sexual conduct 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, engages in oral or anal sexual conduct with a person less than 17 years old; or
3. Engages in oral or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Class E Felony. Punishable by one to three years in prison.

Criminal Sexual Act in the First Degree

When a person engages in oral or anal sexual conduct 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.

Class B Felony. Punishable by nine to 25 years in prison.

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. For the purpose of this section, forcible touching includes squeezing, grabbing, or pinching.

Class A Misdemeanor. Punishable by up to one year in prison.

Rape in the Second Degree

1. When a person being 18 years old or more engages in sexual intercourse with another person less than 15 years old; or
2. When a person engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree as defined herein that the defendant was less than four years older than the victim at the time of the act.

Class D Felony. Punishable by four to seven years in prison.



Persistent Sexual Abuse

When a person stands convicted of sexual abuse in the third degree or sexual abuse in the second degree and, within the previous ten-year period, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of sexual abuse in the third degree or sexual abuse in the second degree.

Class E Felony. Punishable by one to three years in prison.

Criminal Sexual Act in the Second Degree

When a person:

1. 18 years old or more engages in oral or anal sexual conduct with another person less than 15 years old; or
2. Engages in oral or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined herein that the defendant was less than four years older than the victim at the time of the act.

Class D Felony. Punishable by four to seven years in prison.

Underage or incapacitated persons cannot legally consent to sexual activity.

Sexual Abuse in the Third Degree

When a person subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person's lack of consent was due solely to incapacity to consent by reason of being less than 17 years old, and (b) such other person was more than 14 years old, and (c) the defendant was less than five years older than such other person.

Class B Misdemeanor. Punishable by up to one year in prison.

Aggravated Sexual Abuse in the Fourth Degree

1. When a person inserts a 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;
2. When a person inserts a finger in the vagina, urethra, penis or rectum 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.

Class E Felony. Punishable by one to three years in prison.

Aggravated Sexual Abuse in the Third Degree

When a person inserts a finger in the vagina, urethra, penis or rectum of another person causing injury to such person:

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.

Conduct performed for a valid medical purpose does not violate the provisions of this section.

Class C Felony. Punishable by six to 15 years in prison.

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.

Class D Felony. Punishable by four to seven years in prison.

Incest

When a person marries or engages in sexual intercourse or deviate sexual intercourse with a person whom he or she knows to be related to him or her, either legitimately or out of wedlock, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

Class E Felony. Punishable by one to three years in prison.

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.

Class A Misdemeanor. Punishable by up to one year in prison.

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.

Class D Felony. Punishable by four to seven years in prison.

Aggravated Sexual Abuse in the Third Degree

1. When a person inserts a foreign object in the vagina, urethra, penis or rectum of another person:
 - a. By forcible compulsion; or
 - b. When the other person is incapable of consent by reason of being physically helpless; or
 - c. When the other person is less than eleven years old.
2. When a person inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

Conduct performed for a valid medical purpose does not violate the provisions of this section.

Class D Felony. Punishable by four to seven years in prison.

Aggravated Sexual Abuse in the First Degree

When a person inserts a foreign object in the vagina, urethra, penis or rectum of another person causing injury to such person:

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.

Conduct performed for a valid medical purpose does not violate the provisions of this section.

Class B Felony. Punishable by nine to 25 years in prison.

Course of Sexual Conduct Against A Child in the First Degree
When over a period of time, not less than three months in duration, a person:

1. 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 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.

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.

Class B Felony. Punishable by nine to 25 years in prison.

Emergencies: Fire | Medical | Police

Emergency Services 911

Campus Police 607.844.6511

Community Resources

Counseling, Career and Transfer Services	607.844.8222, Ext. 4260
The Advocacy Center (Tompkins)	607.277.5000
Aid to Victims of Violence (Cortland)	607.756.6363
Alcoholics Anonymous (Ithaca)	607.273.1541
Alcoholic Anonymous (Cortland)	607.753.1344
Alcohol and Drug Council (Tompkins)	607.274.6288
Crisis Hotline (Tompkins)	607.272.1616
Crisis Hotline (Cortland)	607.756.3771
Planned Parenthood (Tompkins)	607.273.1513
Jacobus Center for Reproductive Health (Cortland)	607.753.5027
Tompkins County Sheriff's Office	607.272.2444
New York State Police	
Tompkins	607.347.4440
Cortland	607.756.5604
Cortland City Police	607.756.2811
Cortland County Sheriff	607.756.3311
Dryden Police	607.844.8118
Ithaca Police	607.272.3245

Cortland Regional Medical Center

Emergency Room	607.753.3740
Cortland County Mental health	607.758.6100

Cayuga Medical Center (Tompkins)

Emergency Room	607.274.4411
Tompkins County Mental Health	607.274.6200



Clery Reportable Crimes (including hate crimes)

2016

Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS TOTAL	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Criminal Homicide Murder/Nonnegligent manslaugther	0	0	0	0	0
Sex Offenses Sex Offense: Fondling Sex Offense: Incest Sex Offense: Rape Sex Offense: Statutory Rape	0	0	0	0	0
Robbery	1	0	1	0	0
Aggravated Assault	1	1	2	0	0
Burglary	3	0	3	0	0
Motor Vehicle Theft	0	0	0	0	0

2015

Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS TOTAL	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Criminal Homicide Murder/Nonnegligent manslaugther	0	0	0	0	0
Sex Offenses Sex offense: Fondling Sex offense: Incest Sex offense: Rape Sex offense: Statutory Rape	0	0	0	0	0
Robbery	1	0	1	0	0
Aggravated Assault	1	0	1	0	0
Burglary	3	0	3	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

2014

Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS TOTAL	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Criminal Homicide Murder/Nonnegligent manslaugther	0	0	0	0	0
Sex Offenses Sex offense: Fondling Sex offense: Incest Sex offense: Rape Sex offense: Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	1	0	1	0	0
Burglary	9	0	9	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0

2016

Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS TOTAL	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Arrests					
Liquor law violations	1	1	2	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	2	2	0	0
Judicial Referrals					
Liquor law violations	73	1	74	0	0
Drug law violations	115	5	120	0	0
Illegal weapons possession	4	2	6	0	0

2015

Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS TOTAL	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Arrests					
Liquor law violations	7	0	7	0	0
Drug Law Violations	5	3	8	0	1
Illegal Weapons Possession	1	0	1	0	0
Judicial Referrals					
Liquor law violations	23	0	23	0	0
Drug law violations	63	5	68	2	0
Illegal weapons possession	0	1	1	0	0

2014

Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS TOTAL	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Arrests					
Liquor law violations	2	2	4	0	0
Drug Law Violations	4	3	7	3	1
Illegal Weapons Possession	3	0	3	0	0
Judicial Referrals					
Liquor law violations	44	5	49	0	0
Drug law violations	71	6	77	0	0
Illegal weapons possession	7	1	8	0	0

ON CAMPUS CLERY HATE CRIME STATISTICS

2016 On Campus

Category of Hate Crime

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity
Murder/Nonnegligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Sex	0	0	0	0	0	0	0	0
Sex Offenses: Nonforcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

2015 On Campus

Category of Hate Crime

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity
Murder/Nonnegligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Sex	0	0	0	0	0	0	0	0
Sex Offenses: Nonforcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

ON CAMPUS CLERY HATE CRIME STATISTICS

2014 On Campus

Category of Hate Crime

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity
Murder/Nonnegligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Sex	0	0	0	0	0	0	0	0
Sex Offenses: Nonforcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

OFF CAMPUS CLERY HATE CRIME STATISTICS

2016 On Campus

Category of Hate Crime

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity
Murder/Nonnegligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Sex	0	0	0	0	0	0	0	0
Sex Offenses: Nonforcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

OFF CAMPUS CLERY HATE CRIME STATISTICS

2015 On Campus

Category of Hate Crime

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity
Murder/Nonnegligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Sex	0	0	0	0	0	0	0	0
Sex Offenses: Nonforcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

2014 On Campus

Category of Hate Crime

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity
Murder/Nonnegligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Sex	0	0	0	0	0	0	0	0
Sex Offenses: Nonforcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

PUBLIC PROPERTY CLERY HATE CRIME STATISTICS

2016 Public Property

Category of Hate Crime

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity
Murder/Nonnegligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Sex	0	0	0	0	0	0	0	0
Sex Offenses: Nonforcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

2015 Public Property

Category of Hate Crime

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity
Murder/Nonnegligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Sex	0	0	0	0	0	0	0	0
Sex Offenses: Nonforcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

PUBLIC PROPERTY CLERY HATE CRIME STATISTICS

2014 Public Property

Category of Hate Crime

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity
Murder/Nonnegligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses: Forcible Sex	0	0	0	0	0	0	0	0
Sex Offenses: Nonforcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Any Other Crime	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

2016

VAWA Crimes	ON CAMPUS		ON CAMPUS TOTAL	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Dating Violence	1	0	1	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	1	1	0	0

2015

VAWA Crimes	ON CAMPUS		ON CAMPUS TOTAL	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	1	0	1	0	0

2014

VAWA Crimes	ON CAMPUS		ON CAMPUS TOTAL	NON CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

Campus Security and Fire Safety Report 2016

Tompkins Cortland Community College fire log is maintained and available by contacting Campus Police. Above is a compilation of Department of Education reportable fires in the residence halls during for 2013, 2014, 2015, and 2016. Note: cases of arson would also be reported in the crime section of this document (page 11).

Name of Facility	2016			2015			2014			2013		
	Fires	Injuries	Deaths									
Tompkins Hall	0	0	0	2	0	0	0	0	0	0	0	0
Cortland Hall	0	0	0	0	0	0	0	0	0	0	0	0
Tioga Hall	0	0	0	0	0	0	0	0	0	0	0	0
Cayuga Lake Hall	0	0	0	1	0	0	0	0	0	0	0	0
Tioughnioga Hall	0	0	0	0	0	0	0	0	0	0	0	0
Cascadilla Hall	0	0	0	0	0	0	0	0	0	1	0	0
Seneca Hall	0	0	0	1	0	0	0	0	0	0	0	0
Total	0	0	0	3	0	0	0	0	0	0	0	0

Fire Safety Systems

Building/Beds	Beds	Assembly Area	Detection Type	Sprinkler or Fire Suppression (Y/N)	Fire Alarm Sound	Strobe Lights (Y/N)
Tompkins	96	Smoking area	Heat/Smoke	Y	Alarm	Y
Cortland	93	Cayuga Lake Hall	Heat/Smoke	Y	Alarm	Y
Tioga	99	Cayuga Lake Hall	Heat/Smoke	Y	Alarm	N
Cayuga Lake	133	Tioga Hall	Heat/Smoke	Y	Alarm	N
Tioughnioga	134	Across parking lot	Heat/Smoke	Y	Alarm	Y
Cascadilla	134	Across parking lot	Heat/Smoke	Y	Alarm	Y
Seneca	134	The hill behind the hall	Heat/Smoke	Y	Alarm	Y

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.

Law requires fire evacuation drills be held periodically in the residence halls. All residents must evacuate the halls as per instruction provided by the residence hall staff. Failure to evacuate will result in disciplinary action. Fire safety inspections will occur at sporadic times throughout the semester by the Residence Life staff. The purpose is to educate students about how the condition of the apartment could be a threat to the safety of themselves and others. Corrections will be mandated, with failure to make corrections considered a violation of the housing license.

The use of multi-outlet plugs is prohibited, except for those with built-in surge protectors. Disconnecting or covering smoke/heat detectors in the rooms is a violation of the fire code. Students are responsible for taking the proper precautions to prevent unnecessary fire alarms by not smoking in the rooms, not burning candles, potpourri, or incense in the rooms, and by cooking on clean stoves/ovens with clean pans.

False reporting of a fire by pulling a fire alarm, tampering with fire equipment, or otherwise causing the system to go into alarm is a crime. Any person caught causing an alarm in this manner will be removed from the residence hall and will be arrested and face prosecution. Residence Life is fined for repeated fire code violations. These fines will be charged to students who are notified of such violations and do not remove them immediately.

For the safety of all residents, the following items are not permitted in Residence Life Halls;

- Pets
- Dart boards with sharp point darts
- Candles/incense
- Alcoholic beverages (regardless of your age)
- Multi-plug outlets or extension cords unless they are UL approved and have a surge protector
- Illegal drugs and drug paraphernalia
- Space heaters or air conditioners
- Furniture (unless medically required and pre-approved by the director)
- Mini refrigerator (except as described in policies)
- Halogen bulbs
- Nails and foam-backed adhesive tape
- Multi-arm floor lamps
- Weapons of any kind, including paintball guns and equipment

As residence halls are rehabilitated, special attention is given to fire safety systems including sprinkler systems.

Responsibilities

Students have responsibility for:

1. reporting fires and other emergencies
2. correcting or reporting unsafe conditions
3. observing evacuation procedures and protocol for other campus emergencies.

Campus Police has responsibility for:

1. assisting with fire drills and emergency evacuations
2. reporting fires and emergencies to appropriate agencies
3. responding to or assisting with other campus emergencies

Employees have responsibility for:

1. reporting fires and other emergencies;
2. correcting or reporting unsafe conditions
3. observing evaluation procedures and protocol for other campus emergencies.

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

Emergency Evacuation

Student Housing

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 an alarm and make cursory checks of floors and wings as they progress downward 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 Campus 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.

For further information on this and other Residence Life Policies, refer to the residence life handbook, available at www.tompkinscortland.edu/student/housing_handbook.asp

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 are 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.

Crime Incident Report

(for crimes not collected through the official Campus Police or Student Conduct reporting process).

Campus Official Making This Report:

Name _____

Telephone Number _____

Title/Department _____ Today's Date _____

Crime Reported By: Victim Third party Relationship to victim

Date and Time Incident Occurred: _____

Location of incident (building, room, address). Please be as specific as possible

Description of incident (attach additional sheets if necessary):

Sex Offenses. From the information provided to you, was there any sexually harassing or sexually inappropriate behaviors. These might include rape, sodomy, sexual assault with an object, fondling, incest and statutory rape.

Yes No. If yes, were the victim and the assailant acquainted? Yes No

Hate Crimes Hate crime information is required for each of the following crimes: criminal homicide; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; larceny-theft; simple assault; intimidation; graffiti; destruction/damage/vandalism; and for any other crime involving bodily injury.

From the information provided to you was any of the behavior motivated by hate or bias? Yes No

If yes, identify the category of prejudice:

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Gender Identity |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Religion | <input type="checkbox"/> Disability |
| <input type="checkbox"/> National Origin | | |

Please provide a brief explanation for this determination.

Return to Beau Saul or Bill Finnerty, Campus Police, Suite 118, Main Building

This form should be used by College officials required to report crimes in accordance with the Campus Security Act. These officials include the Dean of Instruction, Athletics (including coaches), advisors to student organizations and the Dean of Student Life. Residence Life staff (including residence hall directors and resident assistants), Student Conduct Office staff, and Campus Police report incidents/crimes through the campus

incident reporting system. Those exempt from crime reporting are pastoral and professional counselors. Information collected on this form will be used for data reporting purposes only. Anonymity will be honored to the extent permitted by law. Do not include personally identifiable information about the victim without her/his consent.

