



## 2019 CAMPUS SAFETY REPORT

**OVERVIEW:** This is the State University of New York College at Brockport's Annual Security Report (ASR), required by the Clery Act. The purpose of this report is to provide SUNY Brockport's faculty, staff and students with campus safety information, including three-years of crime statistics, as well as the procedures on how to report a crime. This report is also available for prospective employees and prospective students, along with their parents/guardians.

**OFFICE/DEPARTMENT RESPONSIBLE:** University Police, (585) 395-2226

**DATE:** September 2020

## Table of Contents

Introduction.....	2
I: General Security Information.....	2
IA: Crime Reporting and Campus Security Authorities (CSA).....	2-3
IB: Campus Safety/Emergency Notification/Evacuation Procedures.....	3-4
IC: University Police Department.....	4
ID: Daily Log.....	4-5
IE: Crime Prevention Activities.....	5
IF: Relationships with other Police Departments.....	5
II: Policy Statements.....	6
III: Security in Residence Halls.....	6-7
IIIA: Missing Student Policy.....	7
IV: Hate Crimes Prevention.....	7-8
V: Violence Against Women (VAWA) Crimes.....	8-13
V1: College’s Response to Reports of Violence Against Women Act (VAWA) Crimes.....	8
V2: Education Programs for VAWA Crimes.....	8-9
V3: Risk Reduction Information.....	9-10
V4: Sanctions for VAWA Crimes.....	10
V5: Procedures for Survivors of Domestic Violence, Dating Violence, Sexual Assault, or Stalking.....	10-11
V6: Statement of Victims’ Rights.....	11-12
V7: College’s Disciplinary Procedures in Cases of Domestic Violence, Dating, Violence, Sexual Assault, and Stalking.....	12
V8: Confidentiality.....	12
V9: Written Notifications to Students, Employees, and Victims of VAWA Crimes.....	12-13
V10: Sexual Crimes Information.....	13
VI: Offense Definitions.....	13-15
VII: New York State Penal Law Definitions.....	15-19
VIII: Campus Crime Statistics.....	20
Appendices.....	21-33
Appendix A: 2019 Biennial Review of High Risk Drinking and Substance Abuse Prevention Report.....	21-31
Appendix B: Missing Student Notification Policy for Residential Students.....	32-33

## Introduction:

This report is filed by SUNY Brockport as required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). The purpose of this report is to provide SUNY Brockport faculty, staff and students with campus safety information, including crime statistics and procedures to follow to report a crime. This report is a collaborative effort between the offices of University Police, Residential Life, Student Conduct and Title IX. All crime statistics are the result of University Police reports and reports made to Residential Life, Student Conduct and Title IX. This report is also available for prospective employees and students, along with their parents/guardians. If you have questions regarding this report, or if you would like a printed copy, please contact the Office of the Vice President for Enrollment Management and Student Affairs, (585) 395-2137.

The Campus Fire Safety Report is published as a separate document and may be accessed at the following link: [https://www.brockport.edu/support/policies/docs/fire\\_safety\\_annual\\_report.pdf](https://www.brockport.edu/support/policies/docs/fire_safety_annual_report.pdf)

A printed copy may also be requested by contacting the Office of Environmental Health and Safety at (585) 395-2005.

## I. General Security Information

In 2019, 6,673 undergraduates and 1,251 graduate students were enrolled at SUNY Brockport...

Approximately more than 2,200 undergraduate students resided in 12 residence halls and 1 student townhomes complex on the main campus. In Fall 2019, SUNY Brockport employed 369 full-time faculty and 291 part-time faculty, with the total number of employees numbering 1,466. Students, faculty and employees have access to academic, recreational and administrative facilities on campus during regular hours of operation. Access to the residence halls, however, is limited to students and their guests, pursuant to the visitor/guest procedures (refer to [Residential Life/Learning Communities Web page](http://www.brockport.edu/reslife) at [www.brockport.edu/reslife](http://www.brockport.edu/reslife)). Access to the residence halls by SUNY Brockport employees is on an “as needed” basis and is strictly controlled. University Police regularly patrols the campus, walking through campus buildings, including residence halls and academic buildings, and driving and biking throughout the campus. To report any crimes or suspicious circumstances, please call University Police, at (585) 395-2226.

### I.A. Crime Reporting and Campus Security Authorities (CSA)

All members of the campus community are urged to report criminal incidents, emergencies and suspicious activity. SUNY Brockport encourages every member of the campus community to report a crime promptly to University Police. **The campus emergency number is (585) 395-2222 and this should be used for all fire, medical and police emergencies.** All reports are classified, logged and responded to appropriately.

University Police may also be reached by using campus blue-light emergency phones, which are located throughout campus, or the residence hall door phones, located at the main entrance of each residence hall, except for Eagle Hall and the Townhomes. Upon receipt of a call, University Police officers are dispatched immediately to the site, and will later prepare and submit incident reports that the College keeps on file.

The following departments, offices, and SUNY Brockport officials are Campus Security Authorities (CSA's) and are obligated to report Clery-reportable crimes to University Police.

- University Police, (585) 395-2226
- Office of the Vice President for Enrollment Management and Student Affairs, (585) 395-2137

- Office of Student Conduct, (585) 395-2122
- Hazen Center for Integrated Care, (585) 395-2414
- Office of Residential Life/Learning Communities (585) 395-2122
- Title IX & Coordinator, (585) 395-5066 and Deputy Coordinator, (585) 395-5042
- Office of Community Development, (585) 395-5248
- Office of Student Union and Activities, (585) 395-5646
- Office of Campus Recreation, (585) 395-2681
- International Education Department, (585) 395-2119
- Athletic Department, (585) 395-5959
- Executive Director of REOC (585) 327-4069
- Facility Coordinator at Brockport Downtown (585) 395-8482

Campus Security Authorities receive Clery training about their obligations to report certain crimes and SUNY Brockport's obligation to comply with the law.

Victims may report a crime on a voluntary, confidential basis to Hazen Center for Integrated Care Counseling and/or Student Health. Campus Security Authorities at Hazen Center for Integrated Care will report the crime to University Police without disclosing any personally identifying information, for the purpose of compiling statistics pursuant to the Clery Act. Incidents of sexual assault may also be reported to RESTORE (Rape Crisis Service), which is confidential, at (585) 546-2777, a 24/7 hotline services. Reports of gender-based discrimination, sexual misconduct, or sexual violence, may be made at the following link: [https://cm.maxient.com/reportingform.php?SUNYBrockport&layout\\_id=4](https://cm.maxient.com/reportingform.php?SUNYBrockport&layout_id=4) .

Employees and students who want to report a crime or emergency that occurred on campus should call University Police at (585) 395-2222. To report a crime tip anonymously, the following link may be used: [https://www.brockport.edu/support/university\\_police/confidential\\_form.html](https://www.brockport.edu/support/university_police/confidential_form.html)

For employees and students living off campus, crimes and emergencies should be reported by calling 9-1-1.

### **I.B. Campus Safety / Emergency Notification / Evacuation Procedures/Timely Warnings**

In the event of a crime or emergency that poses an immediate threat to the health or safety of the campus community or requires evacuation of the campus, SUNY Brockport may issue a "Campus Safety Alert" or an "Emergency Notification Message." Similarly, the College will issue a "Timely Warning" to alert the campus community of certain crimes in a manner that is timely, to enable people to protect themselves. Timely warnings will be issued to the entire campus community as soon as pertinent information is known, whereas Campus Safety Alerts and Emergency Notifications will be prepared and distributed to the affected area(s) of the campus community. Timely warnings, Campus Safety Alerts and Emergency Notifications will be prepared and distributed via one or more of the following methods:

- the RAVE mass notification system, which sends alerts via voice mail, text, and e-mail
- the campus-wide Emergency Voice Notification System
- the College's Website at *www.brockport.edu*
- WBSU 89.1FM, The Point;
- campus e-mail service;
- campus broadcast message via telephone voice mail.

The decision to activate one or more of these Emergency Notification systems is made in consultation with the appropriate campus officials (Vice President for Enrollment Management and Student Affairs, Chief of University Police, Emergency Manager, Director of Physical Plant, Director of Environmental Health and Safety) or their designees, based upon their existing knowledge of the nature and scope of the emergency. Information concerning an actual or potential emergency may be discussed among various campus officials as well as with outside municipal or governmental authorities. Factors that will be considered in arriving at such a decision include a confirmation that a serious emergency situation exists, a determination of which segments of the campus community must be warned, a determination of the content of the warning, and a decision regarding what notification method(s) will be utilized. Emergency information will also be disseminated to the surrounding community by the Vice President for University Relations, utilizing the SUNY Brockport's Website ([www.brockport.edu](http://www.brockport.edu)), WBSU 89.1FM, The Point, WHAM Radio (1180AM) and/or WHAM Television (Channel 13).

When such an Emergency Notification is deemed to be necessary, the notification will be sent without delay, unless, in the professional judgment of the responsible campus official(s), the sending of such a notification may compromise efforts to resolve the emergency or to assist / rescue a victim.

The availability and potential use of emergency notification / evacuation procedures will be publicized each year to the campus community via e-mail messages, the Banner Campus Information System and the College's Website. Both announced and unannounced tests of these systems will be conducted at least annually, and records of the tests will be maintained by the SUNY Brockport's Emergency Manager. These records will include a description of each test, the date and time it was conducted, and whether it was announced or unannounced.

### **I.C. University Police Department**

Campus safety and security are coordinated by University Police, which has a force of 16 sworn police officers with full arrest powers, including a University Police Chief. As an armed police department, patrol members respond to all emergencies.

State University of New York police officers must meet the highest standards in New York State for law enforcement officers. All officers have successfully completed a basic police training program administered by the State University at the New York State Police Academy in Albany, NY or a local regional police academy, and undergo continuous training to maintain and upgrade their skills. Officers have been trained in emergency medical procedures and first aid. They conduct foot, bike and vehicular patrols throughout the campus, including residence hall areas, 24-hours a day, 365 days a year.

Pursuant to New York State Education Law §355 (2)(l), SUN Brockport police officers preserve law and order on the campus and other property of the College, including any portion of a public highway which crosses or abuts property of SUNY Brockport. The objective of the University Police Department is to provide a safe environment for teaching, research and social endeavors, and to protect the lives and property of the students, employees and visitors of SUNY Brockport. This objective is pursued within the framework of State University rules and regulations, and all local, state and federal laws. The investigation of crimes committed on the campus falls under the jurisdiction of the University Police Department. University Police also work closely with the Brockport Police Department and the Monroe County Sheriff's Department. The College entered into written Memoranda of Understanding with these agencies, which detail areas of responsibility and specifically reference the cooperative investigative efforts to be undertaken in serious felony and missing student cases.

### **I.D. Daily Log**

The University Police Department also maintains a daily log of crimes and incidents that occur on campus, which is available for the public. The log includes the date, time, general location, and disposition of the complaint. This daily log is available at the University Police Department. Please note that entries or updates are generally made within two business days after an event is reported. Incidents or situations deemed to pose a threat to the campus community are logged as soon as possible.

While most events are logged, the chief of University Police may classify an incident as “confidential” to prevent a criminal investigation from being compromised or to prevent the disclosure of a victim’s identity.

### **I.E. Crime Prevention Activities**

Members of the campus community are urged to secure their valuables and be aware of their surroundings. To assist in this endeavor, University Police hold educational programs each semester on a variety of topics, including personal safety awareness and security, rape awareness training, operation ID, and anti-theft programs. SUNY Brockport regularly provides information on safety and security via seminars, crime alerts, posters, brochures, *Daily Eagle* and *The Stylus*, and provides this information upon request to students and employees. During new student orientation and Welcome Week, the College presents programs that address sexual assault prevention and education (College Life Live, EagleCHECK Bystander Training), fire safety and other personal safety topics.

Students are also informed of many personal safety services available on campus, which include campus safety escort, sexual assault counseling, mental health services, emergency medical care, operation identification and community education and policing program. To help reduce campus crime, a University Police officer is assigned to each residence hall/learning community to promote community policing. The officer meets with students regularly to provide information, resolve situations, and lend assistance face to face. Additionally, University Police bicycle patrol officers provide another form of person-to-person contact on campus.

Fulfilling the New York State Education Law, Article 129-A, Section 6431 mandate, the College has a Personal Safety Committee that meets on a quarterly basis and is charged with providing oversight to the SUNY Brockport’s sexual assault prevention, education and response efforts. An annual report with recommendations to enhance personal safety is presented to the College's administration.

In addition, the Office of Facilities and Planning maintains the campus buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds promptly to reports of potential safety and security hazards, such as broken windows and locks. Those who have concerns about the physical safety of campus buildings and grounds, may call the Office of Facilities and Planning at (585) 395-2408. For emergencies that occur during non-business hours, University Police may be called at (585) 395-2222.

The SUNY Brockport campus is well-lit, and is routinely monitored for safety and security. There are 47 blue-light emergency telephones strategically located throughout the campus, which are connected directly to University Police.

### **I.F. Relationships with other Police Departments**

The Brockport Village Police and the Monroe County Sheriff’s Department notify University Police about criminal activity involving students at off-campus locations and may assist University Police, as needed. Students involved in off-campus situations involving alcohol/drug offenses, sexual misconduct or

other criminal activities may be referred to the student conduct system. SUNY Brockport does not have any off-campus student housing.

## **II. Policy Statements:**

### **Policy on Alcohol and Drugs**

The illegal possession and/or use of marijuana, barbiturates, amphetamines, hallucinogenic compounds, narcotics and other controlled substances violates state and federal law. SUNY Brockport permits the use of alcoholic beverages on campus by those who comply with state law and who adhere to the rules established by the College. Students living in the SUNY Brockport residence halls or student townhomes and who are 21 years of age or older are allowed to possess and consume alcoholic beverages in their rooms in compliance with state law and consistent with College regulations pertaining to possession and consumption. Members of the campus community who have a question, who need assistance, or have a problem regarding alcohol or other drugs, should contact Hazen Center for Integrated Care, which includes the Student Health Center, the Counseling Center and Prevention and Outreach Services. A complete description of alcohol and other drug programs for our campus may be obtained from Hazen Center for Integrated Care. The College's *2019 Biennial Report* (Appendix A) on high-risk drinking and substance abuse prevention, in compliance with the Drug-Free Schools and Community Act (DFSCA), may be found on SUNY Brockport's Student Policy Webpage at: [https://www.brockport.edu/support/policies/docs/biennial\\_report\\_for\\_drug-free\\_schools\\_and\\_communities\\_act.pdf](https://www.brockport.edu/support/policies/docs/biennial_report_for_drug-free_schools_and_communities_act.pdf)

On a biennial basis, SUNY Brockport reviews the effectiveness of its drug and alcohol prevention programs, alcohol and other drug policies, and the enforcement of these policies. The College has implemented strategies to improve students' knowledge about alcohol and other drug use and abuse and the associated health risks, including mandating for all new students, student leaders, and student athletes the EverFi online educational program, *Alcohol EDU*. This program contains information on alcohol effects on the brain and body, blood alcohol concentration (BAC), what is in a standard drink, gender-specific education for women, State law and College policy, deconstructing messages from the media on alcohol, responding to alcohol poisoning and information on campus resources for seeking assistance. The SUNY Brockport's alcohol and other drug policies for students are set forth in *The Code of Student Conduct* and the *On-Campus Housing License*, found at [https://www.brockport.edu/life/residential\\_life/](https://www.brockport.edu/life/residential_life/). These policies are enforced by the student conduct system.

SUNY Brockport's Drug and Alcohol Use in the Workplace applies to employees and is enforced by the Office of Human Resources. That policy may be found on the College-wide Policy Webpage at: [https://www.brockport.edu/support/policies/adopted/af\\_hr\\_drug\\_alcohol\\_use\\_workplace.html](https://www.brockport.edu/support/policies/adopted/af_hr_drug_alcohol_use_workplace.html)

### **Policy on Weapons on Campus**

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 strictly forbidden and is a violation of state and federal law, as well as a violation of the College's *Code of Student Conduct*.

## **III. Security in Residence Halls**

SUNY Brockport's Office of Residential Life/Learning Communities is committed to providing a safe environment in the residence halls. The College provides students with tips on safety concerns and prevention through brochures, pamphlets, hall meetings, and presentations. While there are many safeguards in place for residence hall students, each student must do their part to ensure a safe and secure environment by adhering to all safety-related policies and procedures.

Residence hall staffing consists of residence hall directors (RDs) who are professional staff members who live and work in the building. In addition, a resident assistant (RA) is assigned to almost every floor. An RA is an

upper-class student who has received extensive training in the fundamental knowledge areas of residence hall living. The resident directors and resident assistants undergo training in enforcing residence hall safety and security policies and are aware of potential safety hazards and concerns. A resident director is on duty for the campus during regular college operating hours and every evening from 5 pm – 8 am the following morning. Each residence hall also has an RA on duty every evening from 7 pm – 7 am the following morning, with 24 hour on-call coverage throughout weekends and holidays.

Every residence hall student is issued a key card to the main entrance of their residence hall and a key to their room. Students are only granted key card access to their assigned residence hall. All residence halls are locked 24 hours a day. An on-campus telephone is located at the main entrance of each hall so that visitors may contact students for entry. Student night desk attendants are on duty from 8 pm – 3 am. Night desk attendants sit at a desk with a telephone at the front entrance hall to check student IDs and register guests entering the residence hall with their host. All guests are required to have photo identification, or they will not be permitted to enter or remain in the residence hall. Night desk attendants also report any unusual circumstances or situations in the residence hall to the resident assistant on duty, resident director on duty and/or University Police.

### **III.A. Missing Student Policy**

Reports of residential students who have been missing for 24 hours or more should be made immediately to University Police and the Office of Residential Life/Learning Communities. Each student who resides in an on-campus student housing facility has the option to register a confidential contact person to be notified in the event that the student is determined to be missing. Only authorized campus officials and law enforcement officers acting in furtherance of a missing person investigation may have access to this information.

Procedures for the collection, maintenance and authorized dissemination of this contact information will be administered by the Office of Residential Life/Learning Communities. Regardless of whether or not a student has registered a confidential contact, University Police should be notified immediately when any residential student is missing for 24 hours or more. According to the [Missing Student Notification Policy for Residential Students](#), within 24 hours of receiving a report of a missing student, the College will notify the student's confidential contact (if provided), will notify the parent or guardian of any missing student under the age of 18 who is not emancipated, and will also contact the local area law enforcement agencies. (See Appendix B for the full policy or at the following Webpage:

[https://www.brockport.edu/support/policies/adopted/emsa\\_relife\\_notification\\_missing\\_residential\\_student.html](https://www.brockport.edu/support/policies/adopted/emsa_relife_notification_missing_residential_student.html). Nothing in this policy precludes the implementation of these procedures in less than 24 hours if circumstances so warrant.

## **IV. Hate Crimes Prevention**

### **Hate Crimes and the Law**

It is a State University of New York College at Brockport University Police mandate to protect all members of the SUNY Brockport community by preventing and prosecuting hate crimes that occur within the campus' jurisdiction, through the enforcement of the Federal Hate Crimes Statistics Act of 1990, modified by the Hate Crimes Prevention Act of 2009, and the New York State Hate Crimes Act of 2000 (Penal Law Article 485).

Hate crimes are crimes motivated by the perpetrator's bias or attitude against an individual victim or group, based on perceived or actual personal characteristics, such as their race, religion, ethnicity, national origin, gender, sexual orientation, gender identity or disability. Penalties for hate crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence, or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures, where sanctions including conduct dismissal are possible.



A bias incident is not necessarily a hate crime; the incident must have been a crime, and prejudice must have motivated the crime. If you have questions about hate crimes or incidents of bias, you may contact University Police at (585) 395-2226 or the Chief Diversity Officer at (585) 395-5065. SUNY Brockport has a system of reporting incidents of bias. Students and employees may make a report by using this link: [https://cm.maxient.com/reportingform.php?SUNYBrockport&layout\\_id=5](https://cm.maxient.com/reportingform.php?SUNYBrockport&layout_id=5)

Victims of hate crimes or bias incidents are encouraged to access counseling and support services from the campus as follows: Counseling Center (585) 395-2414 and Health Center (585) 395-2414.

## **V. Violence Against Women Act (VAWA) Crimes:**

### **V.1. The College's Response to Reports of Violence Against Women Reauthorization Act (VAWA) Crimes**

SUNY Brockport has employed every effort to comply with the 2014 VAWA law and its regulations. The College prohibits offenses of sexual violence, dating violence, domestic violence and stalking. SUNY Brockport offers comprehensive programs to prevent domestic violence, dating violence, sexual assault, and stalking. When an incident of domestic violence, dating violence, sexual assault, or stalking is reported, SUNY Brockport provides the affected person (complainant) with written notice of available options, remedies, and support services. If the person accused is a student, and a hearing is held, the standard of evidence used is "preponderance of the evidence." SUNY Brockport follows its procedures, as set forth in its [Code of Student Conduct](#). Additional resources for complainants is the [SUNY Brockport Title IX website](#) and the [SUNY Violence Response Resources webpage](#).

### **V. 2. Prevention and Awareness Education Programs for VAWA Crimes**

SUNY Brockport has ongoing education programs to promote the awareness of dating violence, domestic violence, sexual assault, and stalking. These education programs include primary prevention and awareness presentations, interactive vignettes, guest speakers, bystander training, and a comprehensive online educational program that is mandated for all incoming students. These education programs may include: A statement that these crimes are prohibited at the College; definitions of consent, domestic violence, dating violence, sexual assault, and stalking in SUNY Brockport's jurisdiction; and safe and positive bystander intervention (EagleCHECK). The College mandates that all new students complete two EVERFI online modules titled, *Sexual Assault Prevention for Undergraduate Students and AlcoholEDU*. These online programs fulfill the federal and state mandates and the NCAA mandates of onboarding educational requirements for new students, student athletes and student leaders regarding sexual violence. New students (first-year and transfer), student leaders and student athletes are mandated to complete one or more of the EVERFI online modules. SUNY Brockport monitors student compliance.

Methods of training and educating students may include, but are not limited to:

- President's welcome messaging;
- Peer educational programs;
- Online training;
- Social media outreach;
- First-year seminars and transitional courses;
- Course syllabi;
- Faculty teach-ins;
- Institution-wide reading programs;
- Posters, bulletin boards, and other targeted print and email materials;
- Programming surrounding large recurring campus events;

- Guest speakers;
- Partnering with neighboring SUNY and non-SUNY colleges to offer training and education;
- Partnering with State and local community organizations that provide outreach, support, crisis intervention, counseling and other resources to victims/survivors of crimes to offer training and education. Partnerships may also be used to educate community organizations about the resources and remedies available on campus for students and employees seeking services; and
- Outreach and partnering with local businesses that attract students to advertise and educate about these policies.

The purpose of this education is prevention and to reduce the risk to students who may be victims of sexual assault, dating violence, domestic violence, and stalking and to educate them about the SUNY Brockport resources.

In addition, in Fall 2016, SUNY Brockport began implementing Green Dot, a bystander intervention program that helps students identify potentially harmful situations, understand conditions that might lead to sexual violence, and ways to identify their barriers, as well as providing them with the skills to intervene and prevent sexual violence.

SUNY Brockport also provides in-person and online training to faculty and staff about their obligations to report dating violence, domestic violence, sexual assault, and stalking if it occurs to their students and/or employees and how to report if they are victims of the same type of conduct.

**V. 3. Risk Reduction Information:** SUNY Brockport also educates the campus community on ways to recognize warning signs of abusive behavior and how to avoid potential attacks, when there is a risk of sexual assault, domestic violence, dating violence, or stalking, as a means of risk reduction. It also provides information about the College's disciplinary procedures.

Although SUNY Brockport and the Village of Brockport both generally enjoy safe environments, no area is totally immune from crime. Therefore, students should take precautions to protect themselves and their property. Some safety tips are as follows:

- Do not walk alone, especially after dark; always try to walk in a group or with a friend. If this is not possible and you are located on campus, call (585) 395-SAFE (7233) for a campus escort. If you are in the Village, consider using the "Eagle Run" shuttle service. For more information visit the Parking and Transportation services at: <https://www.brockport.edu/support/parking/>
- Know the locations of campus "Blue-Light" telephones. Each phone is a direct line to the University Police and may prove to be invaluable in the event of an emergency, when seconds count. View a map of "Blue Light" locations here: <https://www.brockport.edu/up/bluelight.html>
- Always close and LOCK your door when you are sleeping or leaving your residence, even if only for a few minutes. This applies whether you live on-campus or off.
- LOCK your vehicle every time you park it and secure all valuables out of sight.
- Protect your identity – safeguard your credit card numbers, PIN's, social security number, address, date of birth, etc. Give this information only to persons whom you know to be authorized.
- If you reside on-campus, participate in "Operation ID," "Community Policing," and other campus crime prevention programs offered by University Police. If you reside in the Village, contact the

Brockport Police for information regarding their crime prevention efforts.

- Be aware of your surroundings and of anything that appears unusual. Report suspicious conditions immediately to the police. On-campus, call University Police at (585) 395-2222 and off-campus, call the Brockport Police at 9-1-1. Be sure to program these numbers into your cell phone!
- Remember that alcohol and other drugs adversely affect judgment and behavior and their use is frequently related to incidents of sexual assault.

In addition, Eagle Guardian is a new safety app, available to students. This app allows students to rapidly provide information about themselves to Brockport's University Police during an emergency. By building a personal profile, information can be immediately accessed by University Police dispatchers, if necessary. Eagle Guardian can also provide University Police with GPS coordinates from a student's phone (if available), which can decrease response time and allow first responders to locate a student, if the student is not able to provide their location.

#### **V. 4. Sanctions for VAWA Crimes**

If a student is found responsible, following a final determination of SUNY Brockport's disciplinary procedure, for cases of non-consensual sexual contact, non-consensual sexual intercourse, dating violence, domestic violence, or stalking, the following sanctions or protective measures may be imposed:

Official warning; Loss of Privileges or Interim Measures, which may include a no-contact order, removal/re-assignment of housing; Discretionary Sanction, which may include counseling; Conduct Probation for one semester, conduct probation for two semesters, conduct probation for three semesters, conduct probation for four semesters; Conduct Suspension for one semester, conduct suspension for two semesters, conduct suspension for three semesters, conduct suspension for four semesters; and Conduct Dismissal.

For students found responsible for Non-Consensual Sexual Intercourse, the only available disciplinary actions are: 1) Conduct Suspension with possible additional requirements; or 2) Conduct Dismissal.

#### **V. 5. Procedures for Survivors of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

SUNY Brockport employs a collaborative effort to provide persons who report domestic violence, dating violence, sexual assault or stalking with written information about their options to make a complaint, assistance in notifying law enforcement if the complainant chooses, as well as the option to decline to notify authorities. Complainants will also be provided information about campus and community support services, about their rights, the availability of interim measures, including no contact orders, and SUNY Brockport's responsibility to assist them in obtaining orders of protection, if one is desired.

- **Evidence preservation and collection:** In order to best preserve evidence, victims are informed that they should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed. It is recommended that victims seek medical attention as soon as possible at Strong West Emergency Department in Brockport or Strong Memorial Hospital Sexual Assault Forensic Exam Center, Rochester, both of which perform sexual assault forensic exams (rape kits). It is recommended that victims bring a full change of clothing because clothing worn at the time of the sexual assault

may be kept as evidence. If victims choose not to seek emergency medical care, it is strongly recommended that they follow up with a primary care provider. Students may seek medical services at Hazen Health Center, but the clinical staff cannot collect evidence or complete a sexual assault forensic exam.

- **Reporting:** Victims may report crimes to University Police, Lathrop Hall, (585) 395-2226. If a sexual assault occurred off-campus, victims are encouraged to call 9-1-1 to report the crime. Other on-campus reporting options are to the Title IX Coordinator at (585) 395-5066 or Deputy Coordinator at (585)395-5042, or the Office of Student Conduct at (585)395-2122. Victims may confidentially report a crime to Hazen Center for Integrated Care (Health Center and Counseling Center, (585) 395-2414) and RESTORE (Sexual Assault Service) at (585) 546-2777, a 24/7 hotline services.

## **V.6. Complainant/Victim/Survivor Bill of Rights**

SUNY Brockport is committed to providing options, support, and assistance to complainants/victims/survivors of sexual assault, domestic violence, dating violence, and stalking to ensure that they are able to participate in College-wide and campus programs, activities, and employment. All students receive an annual notice of the **Students' Bill of Rights**, required by New York State Education Law Article 129-B. In addition, Students' Bill of Rights posters are posted in buildings all over campus, including residential halls, academic buildings, and the Seymour Student Union. Students who may be victims of sexual violence are advised that they have reporting options, which include but are not limited to: a) reporting confidentially; b) reporting to law enforcement; c) reporting to student conduct; and d) reporting to Title IX Coordinator. Students are also informed they have the right not report an incident to the College and/or not to report to law enforcement. Students may also file an anonymous report at: [www.brockport.edu/titleix/incident\\_report.html](http://www.brockport.edu/titleix/incident_report.html). All complainants/victims/survivors have these rights, regardless of race, color, national origin, religion, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, and regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad.

### **Statement of Victims' Rights (Clery Act Victims' Bill of Rights)**

- a. Victims have the right to choose counseling and medical treatment, and to prosecute and report their case through the campus conduct system and/or the off-campus court system. They also have the right to refuse all these options without reproach from any SUNY Brockport personnel.
- b. Victims have the right to be treated with dignity and to have their reports taken seriously by campus personnel.
- c. Victims of crimes have the right to be reasonably free from intimidation and harm.
- d. SUNY Brockport personnel are encouraged to inform all victims that they are not responsible for crimes committed against them.
- e. Victims will be made aware of appropriate student services, including counseling.
- f. Victims are entitled to the same support opportunities available to the accused in a campus disciplinary proceeding.

- g. If the accused is prohibited from contacting the victim or entering the victim's residence, the victim will be notified that the ban is in effect.
- h. Any victim who does not wish to remain in their current residence hall or class section may be granted a transfer to other housing or another class section, if available.
- i. The victim and the accused have the right to information regarding the status of their conduct case.

### **V. 7. SUNY Brockport's Disciplinary Procedures in Cases of Domestic Violence, Dating Violence, Sexual Assault, and Stalking:**

SUNY Brockport's disciplinary procedures are contained in the [\*Code of Student Conduct\*](#) for students, and [https://www.brockport.edu/about/title\\_ix/docs/discrimination\\_complaint\\_procedure.pdf](https://www.brockport.edu/about/title_ix/docs/discrimination_complaint_procedure.pdf), for employees. Both the student conduct system and the employee grievance process provide a fair, prompt, and impartial process from the initial stages of filing a report/complaint, through the investigation, and the final outcome of the case. SUNY Brockport provides training on an annual basis to College officials who are responsible for investigating complaints of domestic violence, dating violence, sexual assault and stalking. Trainings may include information on how to conduct an investigation, how to interview, using trauma-informed techniques, and how to ensure due process to the parties throughout the student conduct and hearing process, while ensuring safety and promoting accountability.

Following an allegation or report of a Clery crime of sexual assault, dating violence, domestic violence, or stalking, SUNY Brockport may offer available protective measures, such as a no-contact order; alternative housing, academic support; notice to faculty; assistance with work situations; and/or safety escort services.

Complainants and respondents who are students are entitled to the same opportunities to have an advisor of their choice present at all conduct meetings and during a hearing. Both parties may choose an advisor of their choice or opt to use a College-trained advisor or other advisor.

The disciplinary processes available for victims of domestic violence, dating violence, sexual assault, and stalking involves an investigation, investigative report. If a hearing is held, both parties will receive written notice simultaneously of the outcome of the conduct hearing, appeal procedures, any change in the result before it becomes final, and when the result will become final. SUNY Brockport makes every effort to complete investigations and hearings in a thorough and timely manner. The evidentiary standard in all student conduct cases is preponderance of the evidence.

### **V. 8. Confidentiality**

Personally identifiable information about victims will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics.

### **V. 9. Written Notifications to Students, Employees, and Victims of VAWA Crimes**

For Students and Employees: When a student or employee reports they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the alleged offense occurred on or off campus, the College will provide the student or employee with a written explanation of their rights and options.

For Survivors/Victims: SUNY Brockport provides written notification to victims regarding rights and options, including: Available and existing on- and off-campus services such as counseling, medical, mental health, available and applicable institutional disciplinary procedures, an explanation of those procedures; confidentiality in protective measures and Clery reporting and disclosure; and reasonable and available options and assistance with changing academic, living, and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

Disclosure of Disciplinary Proceeding Outcome: SUNY Brockport discloses the written results of the outcome of any disciplinary proceeding to both the complainant and respondent simultaneously, appeal procedures, any change in the result before it becomes final, and when the result will become final.

## **V. 10 Sexual Crimes Information**

As is required by law, information concerning any registered sex offender who has an affiliation with the SUNY Brockport due to employment or student status is available upon request by contacting the Chief of University Police located in Lathrop Hall or by phone at (585) 395-2226. Information concerning other registered sex offenders who reside in New York State is available by accessing the Department of Criminal Justice Services' website at: [www.criminaljustice.ny.gov](http://www.criminaljustice.ny.gov).

## **VI. Offense Definitions**

The definitions for murder, robbery, aggravated assault, burglary, arson, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are taken from the FBI's *Uniform Crime Reporting (UCR) Handbook*. The definitions of fondling, incest, and statutory rape are taken from the FBI's National Incident-Based Reporting System Data Collection Guidelines edition of the UCR. The definitions of domestic violence, dating violence and stalking are taken from the Clery Act regulations.

- A. **Criminal Homicide, Murder and Non-negligent Manslaughter** — The willful (non-negligent) killing of one human being by another.
- B. **Criminal Homicide, Manslaughter by Negligence** — The killing of another person through gross negligence.
- C. **Sex Offenses** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
  - Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

- D. **Robbery** — The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- E. **Aggravated Assault** — An unlawful attack by one person upon another for inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- F. **Burglary** — The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned.
- G. **Arson** — Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- H. **Motor Vehicle Theft** — The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
- I. **Liquor Law Violations** — The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance and all attempts to commit any of the aforementioned. (Drunkenness and Driving under the Influence are not included in this definition.)
- J. **Drug Abuse Violations** — Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroine, codeine), marijuana, synthetic narcotics (Demerol, methadone) and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- K. **Weapon Law Violations** — The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors, aliens possessing deadly weapons and all attempts to commit any of the aforementioned.
- L. **Dating Violence, Domestic Violence and Stalking**
- Dating Violence--Reference to a violent act; Committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and the existence of the relationship shall be determined based on reporting party's statement with consideration of the length of the relationship, the type of the relationship, and the frequency of the relationship between the persons involved in the relationship.
  - Domestic Violence--Reference to a violent crime; committed by current or former spouse or intimate partner of the victim; person sharing a child with the victim; or person cohabitating with or has cohabitated with the victim as a spouse or intimate partner; person similarly situated to a

spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- Stalking --Engaging in a course of conduct (two or more acts by which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property); directed at a specific person; and causes a reasonable person to fear for his or her safety or the safety of others or causes that person to suffer substantial emotional damage.

**VII. New York State Penal Law Definitions:** Rape and sexual assault, such as sexual abuse, constitute crimes. Such behavior is prohibited by the following sections of the New York State Penal Law:

- A. **130.20 Sexual Misconduct is a Class A Misdemeanor.** A person is guilty of sexual misconduct when:
1. S/he engages in sexual intercourse with another person without such person's consent; or
  2. S/he engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or
  3. S/he engages in sexual conduct with an animal or a dead human body.
- B. **130.25 Rape in the Third Degree is a Class E Felony**
1. A person is guilty of rape in the third degree when:
  2. S/he 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; or
  3. Being 21 years old or more, s/he engages in sexual intercourse with a person less than 17 years old; or
  4. S/he 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.
- C. **130.30 Rape in the Second Degree is a Class D Felony.** A person is guilty of rape in the second degree when:
1. Being 18 years old or more, s/he engages in sexual intercourse with a person less than 15 years old; or
  2. S/he 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 in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.
- D. **130.35 Rape in the First Degree is a Class B Felony.** A person is guilty of rape in the first degree when s/he 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 act is committed by a person 18 years old or more.
- E. **130.40 Criminal Sexual Act in the Third Degree is a Class E Felony.** A person is guilty of criminal sexual act in the third degree when:
1. S/he 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; or
  2. Being 21 years old or more, s/he engages in oral sexual conduct or anal sexual conduct with a person less than 17 years old; or
  3. S/he engages in oral sexual conduct 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.
- F. **130.45 Criminal Sexual Act in the Second Degree is a Class D Felony.** A person is guilty of criminal sexual act in the second degree when:
1. Being 18 years old or more, s/he engages in oral sexual conduct or anal sexual conduct with another person less than 15 years old; or
  2. S/he engages in oral sexual conduct 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 by subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.
- G. **130.50 Criminal Sexual Act in the First Degree is a Class B Felony.** A person is guilty of criminal sexual act in the first degree when s/he engages in oral sexual conduct 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 act is committed by a person 18 years old or more.
- H. **130.52 Forcible Touching is a Class A Misdemeanor.** A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose, forcibly touches the sexual or 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 purposes of this section, forcible touching includes squeezing, grabbing or pinching.
- I. **130.53 Persistent Sexual Abuse is a Class E Felony.** A person is guilty of persistent sexual abuse when s/he commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous 10-year period, has been

convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony.

J. **130.55 Sexual Abuse in the Third Degree is a Class B Misdemeanor.** A person is guilty of sexual abuse in the third degree when s/he 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.

K. **130.60 Sexual Abuse in the Second Degree is a Class A Misdemeanor.** A person is guilty of sexual abuse in the second degree when s/he 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.

L. **130.65 Sexual Abuse in the First Degree is a Class D Felony.** A person is guilty of sexual abuse in the first degree when s/he 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 11 years old.

M. **130.65 Aggravated Sexual Abuse in the Fourth Degree is a Class E Felony.** A person is guilty of aggravated sexual abuse in the fourth degree when:

1. S/he 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; or
2. S/he 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.
3. Conduct performed for a valid medical purpose does not violate the provisions of this section.

N. **130.66 Aggravated Sexual Abuse in the Third Degree is a Class D Felony.**

1. A person is guilty of aggravated sexual abuse in the third degree when s/he 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 11 years old.

2. A person is guilty of aggravated sexual abuse in the third degree when s/he 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.
3. Conduct performed for a valid medical purpose does not violate the provisions of this section.

**O. 130.67 Aggravated Sexual Abuse in the Second Degree is a Class C Felony.**

1. A person is guilty of aggravated sexual abuse in the second degree when s/he inserts a finger in the vagina, urethra, penis or rectum of another person causing physical injury to such 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 11 years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

**P. 130.70 Aggravated Sexual Abuse in the First Degree is a Class B Felony.**

1. A person is guilty of aggravated sexual abuse in the first degree when s/he inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such 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 11 years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

**Q. 130.90 Facilitating a Sex Offense with a Controlled Substance is a Class D Felony.** A person is guilty of facilitating a sex offense with a controlled substance when s/he:

- R. Knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and

- S. Commits or attempts to commit such conduct constituting a felony defined in this article.

**Possible Penalties for Sexual Assault Offenses**

The New York State Penal Law provides for the following possible penalties for the various classifications of sexual assault offenses:

Class B Felony	Imprisonment for 5 to 25 years
Class C Felony	Imprisonment for 3 1/2 to 15 years
Class D Felony	Imprisonment for 2 to 7 years

Class E Felony	Imprisonment for 1 1/2 to 4 years
Class A Misdemeanor	Imprisonment for up to 1 year
Class B Misdemeanor	Imprisonment for up to 3 months

**VIII. Campus Crime Statistics**

In accordance with provisions of the Clery Act, the following data are presented to review crime activity both on campus and on streets adjacent to campus property. Reported on-campus offenses include all offenses reported on campus property and in campus buildings. A specific breakdown of offenses occurring in SUNY Brockport-owned residence halls appears under “residence halls.”

Another category, “public property,” includes thoroughfares, streets, sidewalks and parking facilities immediately adjacent to the campus.

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

As required by the Clery Act, SUNY Brockport includes hate crimes in this report. A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim, and occurs when a person is victimized intentionally because of their actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, disability, or gender identity. For the purposes of this report, the hate crimes identified are those related to the offenses that appear in the accompanying crime statistics chart.

This report is prepared annually by the Chief of University Police. The crime statistics presented are based on reports filed with University Police as well as crimes reported to the other College offices noted in section IA. Formal requests for crime statistics in areas defined as “public property” were made to the Brockport Police Department, the Monroe County Sheriff’s Department or the Rochester Police Department, since Brockport Downtown is located at 161 Chestnut Street in downtown Rochester. This facility is considered a “non-campus building” for Clery Act purposes. Reportable offenses, as defined in the Uniform Crime Report and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, are listed on page 20 of this report. Requests for a copy of the State University of New York at Brockport crime statistics, as reported annually to the U.S. Department of Education, will be provided upon request to either the Vice President for Enrollment Management and Student Affairs at (585) 395-2137 or to the Chief of University Police at (585) 395-2226.

For additional information, please access the U.S. Department of Education’s Campus Security Statistics Web site at <http://ope.ed.gov/security/> or visit Clery Center for Security on Campus at the following webpage: <https://clerycenter.org/>

**CAMPUS CRIME STATISTICS AS DEFINED BY**  
**“The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”**  
**State University of New York, College at Brockport, Main Campus**

The following annual security report provides crime statistics for selected crime that have been reported to local police agencies or to campus security authorities. The Statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of documented. This report complies with 20 U.S. Code Section 1092 (f).

	2017					2018					2019				
	On-Campus Property		Public Property	Non-Campus	Unfounded <small>(NOT INCLUDED IN CLERY OFFENSE COUNTS)</small>	On-Campus Property		Public Property	Non-Campus	Unfounded <small>(NOT INCLUDED IN CLERY OFFENSE COUNTS)</small>	On-Campus Property		Public Property	Non-Campus	Unfounded <small>(NOT INCLUDED IN CLERY OFFENSE COUNTS)</small>
	Residence Hall	Total On-Campus				Residence Hall	Total On-Campus				Residence Hall	Total On-Campus			
Murder/ Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rape	3	4	1	0	0	3	4	1	0	0	8	13	0	0	0
Fondling	2	6	4	0	0	3	5	2	0	0	2	3	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	2	1	0	0	0	0	0	0	0	1	1	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	6	6	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>															
Domestic Violence	0	1	1	0	0	1	3	2	0	0	2	2	0	0	0
Dating Violence	5	5	0	0	0	6	7	1	0	0	13	13	0	0	0
Stalking	4	7	3	0	0	6	12	6	0	0	6	12	0	0	0
<b>ARRESTS</b>															
Weapons	1	2	1	0	0	0	0	0	0	0	1	2	0	0	0
Drugs	34	95	61	0	0	24	123	99	0	0	12	29	10	0	0
Alcohol	8	29	21	0	0	1	25	24	0	0	0	3	5	0	0
<b>REFERRALS</b>															
Weapons	3	3	0	0	0	1	3	2	0	0	1	1	0	0	0
Drugs	42	86	44	0	0	46	76	30	0	0	75	104	0	0	0
Alcohol	281	281	7	0	0	208	237	29	0	0	298	303	0	0	0
<b>HATE CRIMES</b>															
Murder/ Non-negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	1Ra	1Ra	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crime Key:</b>	(D) Disability	(E) Ethnicity	(Ra) Race	(Re) Religion	(S) Sexual Orientation	(G) Gender	(N) National Origin	(GI) Gender Identity							

\*This category includes all on-campus incidents, including those listed “In residence halls.” These categories represent duplication and are not cumulative.

APPENDIX A



# Biennial Review of High-Risk Drinking and Substance Abuse Prevention Report

The College at Brockport  
State University of New York

**August 2019**

# THE COLLEGE AT BROCKPORT, STATE UNIVERSITY OF NEW YORK BIENNIAL

## REPORT INTRODUCTION

[H.R.3614 Drug-Free Schools and Communities Act Amendments of 1989](#); Part 86, the Drug-Free Schools and Campuses Regulations, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an Institution of Higher Education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In order to certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

1. Prepare a written policy on alcohol and other drugs.
2. Develop a sound method for distribution of the policy to every student and IHE staff member each year.
3. Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.
4. Maintain its biennial review report on file, so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

The following report outlines The College at Brockport's compliance with these requirements and the current state of high-risk drinking and substance abuse prevention within our campus community.

### **Alcohol & Substance Workshops for Violations of the *Code of Student Conduct***

Alcohol and Other Drug Policies are contained in the [Code of Student Conduct](#):

The Prevention and Outreach Services worked collaboratively with the Conduct office to restructure the sanction process for alcohol and marijuana violations. Utilizing harm reduction models, education, and best practices, a new tiered system was created. The sanction process is outlined below.

### **Alcohol Education Workshop**

*This protocol is intended as a guideline for conduct decisions regarding the minimum sanctions and interventions which shall be imposed for student alcohol and marijuana violations.*

*Sanctions may accelerate based on the progression, severity, or frequency of the violation, particularly when sale or distribution of alcohol or other drugs, or threatening, violent, and/or destructive behavior is present. Accelerated sanctions may include removal from campus housing, suspension, or expulsion. Criminal prosecution may also occur in cases that rise to the level of a crime. Violations accrue over the course of a student's entire matriculation period.*

*Violations accrue over the course of a student's entire matriculation period. Once a student commits a Tier II violation, any future violations within a year of the date of the first will be considered Tier II, even if the violation is Tier I. If a full year passes without incident, then a Tier I violation will be considered as such.*

Learning Outcomes:

1. Describe College Policies, NYS laws, and village ordinances about alcohol and substance use, parties, and bystander interventions
2. Identify and discuss low, moderate, and high risk drinking situations and what to do in those situations.
3. Describe campus norms and how alcohol and substance use can affect the community.
4. Articulate personal, academic and/or career goals and personal values and describe how their alcohol use

may impact those goals and values.

### **Alcohol Education workshop**

#### Tier 1

Offenses included in this tier:

- a. Consumption under twenty-one (21) years of age
- b. Possession under twenty-one (21) years of age
- c. Open container
- d. Purchase of alcoholic beverages by any persons less than twenty-one (21) years of age.
- e. Possession of alcohol paraphernalia
- f. Public intoxication, regardless of age (may be Tier 2 if this involves other behaviors; i.e. vomiting in hall, vandalism while intoxicated, causing disruption to floor)

#### Tier 2

Brief Alcohol Screening and Intervention for College Students (BASICS) (2 session model).

1. Meet with POS staff member (BASICS survey not yet taken)
  - a. Build rapport, talk about drinking habits, harm reduction, next steps.
  - b. Explain BASICS software, review of questions, complete by next meeting.
2. Take survey (after first session).
  - a. Meet with POS staff member within 2 weeks to review survey and next steps.

**If student scores 12 or higher on the AUDIT they make their second appointment with alcohol and other drug (AOD) counselor.**

Offenses included in this tier:

- a. Consumption under twenty-one (21) years of age
- b. Possession under twenty-one (21) years of age
- c. Possession of alcohol paraphernalia
- d. Public intoxication, regardless of age
- e. Alcohol transport (1<sup>st</sup> time, may be Tier 3 if considerably high BAC or intoxication was serious concern for health)
- f. Distribution to someone under twenty-one (21) years of age

#### Tier 3

Appointment with AOD counselor.

Automatic appointments AOD:

- DWI
- Second transport
- Anyone that has received a new sanction but has previously attended a Tier 2 sanction

### **Marijuana Education Workshop**

*This protocol is intended as a guideline for conduct decisions regarding the minimum sanctions and interventions which shall be imposed for student alcohol and marijuana violations.*

*Sanctions may accelerate based on the progression, severity, or frequency of the violation, particularly when sale or distribution of alcohol or other drugs, or threatening, violent, and/or destructive behavior is present. Accelerated sanctions may include removal from campus housing, suspension, or expulsion. Criminal prosecution may also occur in cases that rise to the level of a crime. Violations accrue over the course of a student's entire matriculation period.*

*Violations accrue over the course of a student's entire matriculation period. Once a student commits a Tier II violation, any future violations within a year of the date of the first will be considered Tier II, even if the violation is Tier I. If a full year passes without incident, then a Tier I violation will be considered as such.*



Learning Outcomes:

- Describe College Policies and NYS laws about marijuana.
- Identify and discuss low, moderate, and high risk marijuana use situations and what to do in those situations. (this one is up for debate, still being developed)
- Describe campus norms and how marijuana use can affect the community.
- Articulate personal, academic and/or career goals and personal values and describe how their marijuana use may impact those goals and values.

Tier 1

Marijuana Education Workshop

- More inclusive of data and health risk
- Jeopardy-like game

Offenses included in this Tier include:

- Possession of marijuana and/or marijuana paraphernalia
- Issued a ticket by police for Unlawful Possession of Marijuana

Tier 2

BASICS for Marijuana

Two sessions

1. Meet with POS staff member (BASICS survey not yet taken)
  - a. Build rapport, talk about smoking habits, harm reduction, next steps.
  - b. Explain BASICS software, review of questions, complete by next meeting.
2. Take survey (after first session).
  - a. Meet with POS staff member within 2 weeks to review survey and next steps.
  - b. Student takes survey after 1st session and meets again with POS staff 2 weeks later for second appointment where the survey is reviewed.

**If student scores 12 or higher on the CUDIT they make their second appointment with AOD counselor.**

Tier 3

Appointment with AOD counselor.

- Anyone that has received a new sanction but has previously attended a Tier 2 sanction
- Driving Under the Influence (DUI)
- Any criminal possession of marijuana. Criminal = anything over 25 grams
- Abuse of over-the-counter drugs
- Abuse and or exchange or distribution of prescription drugs prescribed to self or another person
- Use of illegal drugs other than marijuana
- Alcohol plus use of other drugs, prescription or illegal

The table below outlines how many students have participated in the Alcohol, Marijuana, and Party Smart (students over 21) education workshops.

\*Total alcohol and drug assessment numbers reflect referrals from the Brockport Village Court, The College and Brockport Student Conduct department and student self-referrals.

**CAMPUS AND COMMUNITY CHAMPIONS: COLLABORATION, COMMITMENT, AND CRITICAL THINKING**

	Alcohol Education Workshop	Marijuana Education Workshop	Party Smart Workshop	*Total Alcohol/Drug Assessment
2016-2017	226	78	15	72
2017-2018	194	119		74
2018-2019	136	90	33	47

In the fall of 2014, the Town Gown Committee was formed. The committee consists of College and Village stakeholders with the authority to implement actions affecting the College/municipal community. The Town Gown committee is committed to developing and enhancing relationships between the College and the community through actively addressing issues of common concern, including but not limited to neighborhood quality of life, landlord/tenant relations, health and safety issues, communication, community involvement, academic outreach, and economic development.

A subcommittee of the Town Gown committee is dedicated to the prevention of alcohol and other drugs in the college community. This subcommittee examines and assesses prevention efforts on-campus and prevention efforts in the community while also exploring and identifying other evidence based and theory driven prevention strategies to potentially implement in the future. By working collaboratively and supporting one another in efforts to change culture, we aim to see significant change.

Member of the Alcohol and Other Drug Sub-Committee as a part of the Town-Gown Committee are below.

<b>Department/Organization</b>
Associate Dean of Student Life and Director of Student Conduct
Assistant Director of Prevention and Outreach Services
Assistant Vice President of Student Affairs Division of Enrollment Management and Student Affairs
Faculty Member from Public Health and Health Education
Chief University Police
Chief Brockport Village Police
Clubs and Organization Assistant Director Community Development
Graduate Assistant Prevention and Outreach Services
Alcohol and Other Drug Counselor Counseling Center
Vice President Brockport Student Government

Each of these individuals has contributed to prevention efforts in very unique and intentional ways. Many of the individuals on this list were part of the initial discussions on identifying areas for improvement in regards to prevention programming.

In the 2017-2018 academic school year, The College at Brockport received the New York State Office of Alcoholism and Substance Abuse Services College Environmental Prevention Grant. The grant provides The College at Brockport \$125,000 per year for five years to create lasting environmental strategy to reduce the rates of underage drinking. The coalition created by the grant was adopted into the SOD sub-committee as a part of the Town-Gown Committee.

### **MANDATORY ONLINE EDUCATION FOR NEW STUDENTS AND NEW STUDENT ATHLETES:**

Since 2015 all new students (first-year and transfers), and student athletes have been **required to complete online education modules**, called EVERFI, which were formerly called *Think About It*.

The overall purpose of this mandate is to provide students with the knowledge to make informed decisions concerning relationships, consent for sexual activity, alcohol and other drug use, college policies on alcohol and drugs, sexual misconduct and gender-based misconduct and how to report an incident of sexual assault, dating violence or stalking to the college. Students are also provided Brockport-specific resources for seeking help with alcohol and/or other drug use concerns.

For all new students this involves completing two modules, Alcohol EDU and Sexual Assault Prevention for Undergraduate Students. For new student athletes, there is an additional Sexual Assault Prevention module for Student Athletes. Each module takes students approximately 1.5 hours to complete and maintains students' interest with videos, realistic scenarios, and game-like activities that test knowledge on college health and social issues. EVERFI expanded the library of to include a module for non-traditional aged students and an AlcoholEDU module for alcohol sanctions.

#### Overview of the AlcoholEDU module content includes:

- Blood Alcohol Content (BAC) information and self-assessment exercises.
- Gender-based implications for women and alcohol metabolism.
- How to detect alcohol poisoning and what to do
- Drinking and college culture provides an overview of social norms and dispels myths and assumptions that all students engage in binge drinking.
- Statistics on sexual assault, alcohol and consent.
- Overview of the different types of drugs (Marijuana, prescription drugs, psychedelics, heroin, etc.)
- Facts about the drugs (interactive section with knowledge based questions)
- Effects of drugs on the body
- Bystander intervention and how to help a friend.

New students are required to complete the two online modules prior to their arrival to campus at the beginning of the semester. This program builds a foundation of knowledge on college health issues and raises awareness of the campus policies and resources in regards to alcohol, other substance use and abuse, relationships (healthy and unhealthy), relationship warning signs, sexual assault, affirmative consent, how to make a complaint of sexual assault, Title IX compliance and bystander intervention.

## **SHIFTING THE PARADIGM: FROM EDUCATION TO PREVENTION**

Prevention and Outreach Services provides leadership in the coordination of a number of different prevention programs, including:

- A move away from general, population-based programs to **intentional programs** based on the unique needs and interests of specific student groups (off-campus students, Greek organizations, residential students, student leaders, athletes, etc.). Program assessments soon proved that in regards to prevention, programs cannot be “one size fits all.”
- A focus on supporting **first-year students** as they acclimate themselves to a new environment, show increased independence, and navigate the college experience/environment. Prevention programming is infused into summer orientation and Welcome Week activities.
- The continual improvement and additional education for Prevention and Outreach Services peer educators and the Student Health Advocate (SHA) position. Students in this position act as role models, educators, and “change agents” within the contexts of high-risk drinking and substance abuse prevention and student success. SHAs receive pre-semester training and help facilitate programming, reach hidden populations, and assist in program assessment.
- A **new model for Tier 1 policy violators** was enacted. Workshop curriculum was adapted to include asset development activities and value/goal clarification exercises.

## **PARTY SMART: HIGH-RISK DRINKING AND SUBSTANCE PREVENTION PROGRAM**

A cumulative outcome of The College at Brockport’s alcohol and other drug prevention work group and the initial programmatic changes was the development of a comprehensive and strategic plan focused on creating a campus culture that supports community development, student engagement, and healthy norms. The Party Smart: High- Risk Drinking and Substance Abuse Prevention program was designed with three desired outcomes in mind:

1. Create a social, academic, and community experience that promotes and influences health norms.
2. Develop, implement, and assess health protection strategies to guard students from short term negative consequences of high-risk drinking and substance abuse.
3. Intervene, treat, and provide referrals to students with alcohol or drug abuse or dependency problems.

## EDUCATION AND INTERVENTIONS

Prevention and Outreach Services facilitates the following programs listed below; working from a harm reduction approach to reduce the rates of high risk drinking. These prevention programs are intentional in their placement within a student's experience and intentional with their content.

<b>Program Name</b>	<b>Description</b>
"College Life Live" Summer Orientation	This program introduces new first-year students to The College at Brockport Residence Hall and Student Townhomes Alcohol Policy, opportunities for student involvement, and other topics that will help transition them to college life.
Workshops for Alcohol & Substance Policy Offenders (2 separate workshops) Party Smart Workshops for Off-Campus Violations	These workshops and individual Brief Alcohol among College Student Screening (BASIC) sessions focus on student success, involvement, and harm reduction approaches.
EagleCHECK Bystander Intervention Programs	These trainings focus on exploring alcohol and substance abuse as a social problem that impacts individuals, groups, and the community. Bystander intervention training is a key aspect of these sessions.
New Member Orientation, Hazing Prevention Meetings, Student Leader Trainings, First-Year Seminar Courses	Each session is intentionally designed to explore the unique characteristics of specific populations and the interactions and influences they may experience with alcohol and other substances.

Other prevention programming that occurs on a continual or annual basis include Academic Planning Seminar (First-Year Experience) classes, residence hall programs, Alcohol Awareness Week, Hazing Prevention Days, and curriculum infusion into upper-division courses.

The College at Brockport is dedicated to establishing, implementing, and sustaining programs that are effective in preventing high-risk drinking and substance abuse.

### **EagleCHECK: The College at Brockport's Bystander Intervention Program**

EagleCHECK is The College at Brockport's bystander intervention program that occurs during the first weekend first year students are on campus. All first year students are required to attend.

EagleCHECK, is designed to:

- Increase awareness and understanding of problematic and unjust behaviors
- Instill a sense of responsibility for helping to solve problems and support others
- Introduce and explore bystander intervention strategies
- Develop skills related to intervening in risky, dangerous, or unjust situations
- Empower people to act individually and collectively

## ASSESSMENT AND EVALUATION

A commitment to intentional and effective prevention practices must have assessment and evaluation as a foundation and permeating factor throughout all efforts. The following table highlights some of the many assessment tools used to guide programming and demonstrate the transformative effects of our efforts.

<b>Intended Outcome</b>	<b>Highlighted Assessment Tools</b>
<p>Create a social, academic, and community experience that promotes and influences healthy norms.</p>	<ul style="list-style-type: none"> <li>▪ CORE Alcohol and Other Drug Survey</li> <li>▪ Alcohol Screening Program Data</li> <li>▪ Student Conduct/University Police Reports</li> <li>▪ Program Assessments (EagleCHECK, Tier I Workshops, etc.)</li> <li>▪ Focus Groups</li> </ul>
<p>Develop, implement, and assess health protection strategies to guard students from short term negative consequences of high-risk drinking and substance abuse.</p>	<ul style="list-style-type: none"> <li>▪ CORE Alcohol and Other Drug Survey</li> <li>▪ Alcohol Screening Program Data</li> <li>▪ Student Conduct/University Police Reports</li> <li>▪ Program Assessments (EagleCHECK, Tier I Workshops, etc.)</li> <li>▪ Focus Groups</li> </ul>
<p>Intervene, treat, and provide referrals to students with alcohol or drug abuse or dependency problems.</p>	<ul style="list-style-type: none"> <li>▪ Process Assessments</li> <li>▪ Referral Tracking</li> <li>▪ Alcohol Screening Program Data</li> <li>▪ Program Assessments (Tier I Workshops)</li> </ul>

## **ADDITIONAL SERVICES**

### **Student Health Services**

Provides confidential, comprehensive health care and advice to students including educating students on health risks (short and long term) of substance use and abuse. Referrals are made to the AOD counselor and to community treatment agencies.

The professional medical staff provides screening and early intervention services. Any student who is evaluated in the local hospital emergency room and/or admitted for alcohol or other drug problems is referred to the SUNY College at Brockport AOD counselor.

### **Counseling Center**

The counseling center is staffed with professionally trained and experienced counselors in addition to a psychiatric consultant. They provide confidential short term counseling on almost any mental health issue. There are individual and group counseling sessions and the goal of the Counseling Center is to empower clients to capitalize on their own resources and cope with their individual situations. Clients with a history of abuse or addiction issues are referred to the AOD Counselor.

## **EMPLOYEE ALCOHOL USE IN THE WORKPLACE POLICY AND SERVICES**

The following information for faculty and staff on guidelines and policies related to alcohol/substance use on- campus.

**The Drug and Alcohol Use in the Workplace Policy** is found at:

[https://brockport.edu/support/human\\_resources/polandpro/docs/alcoholdr](https://brockport.edu/support/human_resources/polandpro/docs/alcoholdr)

[ugpolicy.pdf](#)

All employees received a hard copy of this updated policy via campus mail December 2016.

The Employee Assistance Program (EAP) is available to provide assistance to faculty and staff members who may be experiencing concerns regarding alcohol and/or substance use. More information on the Employee Assistance Program can be found at:

[https://www.brockport.edu/support/human\\_resources/emp/eap/](https://www.brockport.edu/support/human_resources/emp/eap/)

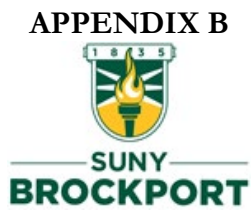
## **THE FUTURE OF PREVENTION AT THE COLLEGE AT BROCKPORT**

In concluding this report and reflecting upon the prevention efforts at The College at Brockport, the following recommendations and goals have been established:

- The College at Brockport was awarded the Office of Alcoholism and Substance Abuse Services Grant. This grant was written as a collaborative effort between The Public Health Department and The Hazen Center for Integrated Care. The funds from this grant will continue our efforts in:
  - Screenings and interventions related to alcohol and other drug use
  - Health communication methods (social media, public service announcements, billboards)

- Enhanced enforcements strategies collaborating with Brockport Police Department and University Police
- Capacity building and trainings with the Alcohol and Other Drug task-force, a sub-committee of the College at Brockport, Village of Brockport Town Gown
- Continue with the strong programmatic assessment results; develop an assessment plan for social norms marketing campaigns
- Continue to develop the role of students in prevention program through formal opportunities (peer educators) and classroom-based efforts (collaboration with academic affairs, service learning, etc.).
- Research and develop a strategic plan for addressing marijuana use; work collaboratively with other local colleges and universities to begin and develop an evidence-based approach to cannabis use prevention.
- Develop a partnership with Brockport Central School District's prevention coordinator to holistically address issues impacting student success throughout the community.
- Continue requiring for all new students the online education program AlcoholEDU.





**POLICY TITLE:** Missing Student Notification Policy for Residential Students

**OVERVIEW:** The following policy and procedure has been established to assist in the location of a student living on campus at the College, based on the facts the student is identified as a missing student.

**OFFICE/DEPARTMENT RESPONSIBLE:** Office of Residential Life/Learning Communities, Office of the Vice President for Enrollment Management and Student Affairs and University Police.

**DATE UPDATED:** May 2010 and September 2018

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#### I. Purpose

To establish policy and procedures regarding reporting, investigation, and emergency notification when a residential student is missing from The College at Brockport.

#### II. Scope

All members of The College at Brockport share in the responsibility of reporting when they believe a student is missing. Missing student reports should be referred immediately to the College's University Police department, with the Chief of University Police or designee being the main contact official.

#### III. Definitions

- A. Residential Student: a student who resides in The College at Brockport residence halls or the Student Townhomes, has a signed Housing Agreement, and is currently an enrolled student.
- B. Missing Student: a student is presumed missing if they are overdue in reaching home or campus or another specific location for 24 hours past their expected arrival, if additional factors lead College staff or other community members to believe they are missing, if there are concerns for the safety of the student due to prior mental and/or physical health issues and/or pertinent extenuating circumstances and/or a check of their residence supports this determination.

#### IV. Notification

- A. Upon check in to the residence halls, students are given the option to identify a contact person(s) to be notified within 24 hours of the determination that the student is missing. The student is responsible for ensuring that their contact person's information is up to date and accurate.
- B. The College is required to notify a custodial parent or guardian and any additional contact person(s) identified by the student when the residential student is under the age of 18 and not emancipated. Notification must be within 24 hours of the determination that the student

is missing. Residential students are advised of this notification requirement on the form they complete when providing information on their designated contact a person(s).

- C. The College will also notify the appropriate law enforcement agency within 24 hours after the student is determined missing.

#### V. Procedures

- A. Any College and/or community member who has information that a residential student is missing, is required to immediately report this information to University Police and the Office of Residential Life/Learning Communities.
- B. The Office of Residential Life/Learning Communities staff will conduct a preliminary investigation regarding the reported missing student, which may include:
  - 1. Attempting to contact the student via phone;
  - 2. Visiting the student's residence hall room to verify their whereabouts and/or wellness;
  - 3. If the student is not in their room, the Office of Residential Life/Learning Communities will question the other occupants regarding the missing student's whereabouts and/or wellness, in collaboration with University Police.
  - 4. If no information is available, the Office of Residential Life/Learning Communities will enter the student's bedroom (keying in, if necessary) and conduct a health and safety inspection by looking for personal property that might help determine the student's whereabouts.
  - 5. Collaborating with University Police to conduct the room checks, and/or providing an update to other law enforcement agencies.
  - 6. The Office of Residential Life/Learning Communities will update appropriate departments and/or College Officials as needed, regarding the status of information related to the missing student.
  - 7. Making appropriate notifications if contact is made with the missing student.
- C. Once the residential student is located, a follow-up appointment will be scheduled with the student, the Resident Director and/or the Director of Residential Life/Learning Communities or designee.