Clery Report

2015 University Police Annual Security and Fire Safety Report
Utica Campus

In Partnership with our Educational Community
Campus Security and Fire Safety Report

2015 Report – Issued September 2015

Published in compliance with United States Code Section 1092 (f) the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (hereinafter referred to as the Campus Security Act) and the Code of Federal Regulations (CFR).

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Our #1 Concern

Many parents are concerned about the safety of their daughter or son on a university campus far from home. SUNY Polytechnic Institute understands that concern and accepts its responsibility to employ security measures to ensure that our students enjoy their years at SUNY Poly as free as possible from any threats to their safety or well-being.

SUNY Poly is a community of over 2,500 students, adjacent to Utica and surrounding communities, with a combined population of almost 250,000 residents. As part of that larger community, the Institute shares many of the same interests and problems, including the concern about crime. Crime is a national problem that affects even the rural area in which SUNY Poly is located.

Although the Institute has been fortunate in not experiencing a significant number of assaults, burglaries and acts of criminal trespass in the recent past, it would not be honest to state that such incidents have not taken place, some have. To prevent such incidents, a competent student life staff, a professionally trained University Police force, and the students, themselves, are responsible for a number of measures to ensure that the students and their personal possessions are protected as much as possible.

General Information

SUNY Polytechnic Institute was created in 2014 from the merger of the College of Nanoscale Science and Engineering of Albany with the SUNY Institute of Technology. In 2014 SUNY Poly enrolled approximately 1479 full-time and 381 part-time undergraduate students. Approximately 198 full-time and 497 part-time graduate students were also enrolled. The campus employs a full- and part-time workforce (excluding undergraduate students) of 432. More than 801 undergraduate students reside in 3 residence halls on the main campus.

Crime Prevention

To help prevent crimes, it is always important to secure valuable belongings and be aware of one’s surroundings. To emphasize crime prevention awareness, campus educational programs, seminars, videos, posters, brochures, student newspaper articles, messages from administration, etc., address personal safety including rape/sexual assault, substance use/abuse, importance of locking doors and windows, “buddy” system, etc.; and fire and property safety such as operation ID, and taking belongings home during breaks. This information also includes safety services such as the late evening Centro bus transportation service, counseling, mental health services, medical resources, and emergency services. During orientation, programs are presented which address sexual assault, fire safety and other personal safety topics.

Related Web Sites

History of the Campus Security Act:

www.campussafety.org/aboutsoc/didntknow.html

Campus judicial procedures including student behavior expectations, violation definitions, victims’ rights, violators rights, hearing procedures, potential sanctions: Code of Student Conduct and Related Policies::
The Student Right-to-Know and Campus Security Act was signed into law in November of 1990. Title II of this act was known as the Crime Awareness and Campus Security Act which was amended and renamed in 1998 as the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act. This law mandates that institutions receiving Title IV federal funds disseminate crime statistics for certain serious offenses that occurred on campus and in adjacent areas for the current and previous two calendar years. The purpose of this report is to provide our current and prospective faculty, staff, and students with campus safety information including crime statistics and procedures to follow to report a crime. This document was compiled by the Chief of University Police and is electronically available in the University Police section of the campus website at http://sunyit.edu/pdf/university_police/clery_report.pdf. Any questions regarding this report should be directed to room B126 of Kunsela Hall, University Police, or telephone (315) 792-7222. The College will not retaliate or allow any retaliation toward a person(s) who reports proper local law enforcement agency and the University Police will assist said agency.

Emergency Response

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

The Chief of University Police, in consultation with the Senior Vice President and Chief Operating Officer, is responsible for determining the level of an incident. In the absence of the chief, the lieutenants, or the officer in charge, respectively, will make appropriate consults and level determination. If there were a serious, immediate threat to the health and safety of the campus community, the emergency response protocol would be enacted as appropriate to the situation. This can include activation of NY Alert telephone and text notification, campus siren, loudspeaker, the large screen messaging system, an alert message on the campus e-mail system and the SUNY Poly web home page. Such a notice will be sent without delay. Notification to the greater campus community is coordinated between University Police and the Public Affairs Office pursuant to policies and agreements with local law enforcement agencies and media outlets.

Subsequent to the emergency response and for other non-imminent serious incidents which might pose a threat to the safety and well-being of the campus community, a “Campus Crime Alert” or “Timely Notification Bulletin” would be prepared and distributed through one or more of the following mediums; to the campus web home page, campus e-mail, our large-screen messaging system, building main entrances, WCOT FM campus radio, and/or the University Police Web site. Standard notification procedures may be altered if, in the emergency response authorities determine it would compromise efforts to assist a victim, or compromise efforts to contain, respond to or otherwise mitigate the emergency.

Missing Students

If a member of the University community has reason to believe that a student is missing, he or she should immediately notify the University Police at 315-792-7111. Do not wait if you believe a student is missing. The sooner the investigation begins the better chance of locating the missing person.

In addition to registering a general emergency contact, students have the option to identify, confidentially, an individual to be contacted in the event the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the online residential room registration process. A student’s confidential “Missing Student” contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

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

Off-campus students: The investigation will be referred to the proper local law enforcement agency.
See the “Sexual Offender Notification Registration Act” section later in this document for information on the New York State and campus responsibilities with regard to sexual offenders in the community.

**Standard Facility Access**

Students and employees have access to academic, recreational, and administrative facilities and locations hosting cultural and recreational events during scheduled hours. Access to the residence halls is limited to students and their guests according to guest procedures (see the Student Handbook’s Appendix I, Residence Hall Policies available on the Web at [http://sunyit.edu/pdf/student_handbook.pdf](http://sunyit.edu/pdf/student_handbook.pdf)) as well as residence hall and facilities personnel in the performance of duties. The public may attend cultural and recreational events on campus with their access limited to only the facilities in which these events are held. To report any violations of this policy or to report suspicious persons, contact University Police at (315) 792-7111.

**Reporting Crimes**

All members of the campus community are urged to report criminal incidents, emergencies and suspicious activity. The campus emergency number is extension 7111 or the Oneida County Emergency Center may be contacted by dialing 911. These numbers should be used for all fire, medical, and police emergencies. All reports are classified, logged, and responded to thoroughly. The off-campus emergency number is 911. Crimes in progress and any other emergency on campus can be reported directly by any student or employee to University Police who can also be reached by using the campus emergency blue light phones or any of the red emergency phones located within our academic buildings. University Police officers are dispatched immediately to the site of the complaint. Incident reports are prepared and are kept on file.

For staff and students living off campus, a listing of major area emergency numbers appear later in this report.

**Safety and Security Responsibility**

**University Police**

Campus safety and law enforcement is coordinated by the University Police Department which has a force of sworn police officers with full arrest powers and a Director of Environmental Health and Safety. SUNY police officers must meet the highest standards in New York State for law enforcement officers. Officers have successfully completed a basic police training program administered by the State University at the New York State Police Academy in Albany, New York, or a local regional police academy, and undergo continuous training to upgrade their skills. University Police Officers are charged with full police officer power under NYS Criminal Procedure Law, Section 120 (34)(S) and NYS Education Law, Section 360(4). Police officers have received firearms training and are armed and have also been trained in emergency medical procedures and first aid. Foot, bike, and vehicle patrols are conducted on campus and in residence hall areas, 24 hours a day, 365 days a year. The Department’s objective is to provide a safe environment and protect the lives and property of students, employees, and visitors, pursued within the framework of the State University of New York rules and regulations and all local, state, and federal laws. The investigation of crimes committed on campus falls under the jurisdiction of University Police. A daily log of incidents that occur on campus is kept and is available for the public to view from 8 a.m. - 4 p.m. Monday through Friday or by request. The log includes the date, time, general location, and disposition of the complaint, and entries are available for review (unless they are deemed “confidential” by the chief of University Police for safety and security reasons).

University Police works closely with the Utica City Police, Oneida County Sheriff’s Department, and the New York State Police to assist with incidents that occur off campus, but may involve campus staff, students or clubs. This relationship also involves the sharing of information regarding crime statistics and crime activity on land adjacent to college property Students involved in off-campus incidents involving criminal activities may be referred to the campus judicial office. The New York State Campus Security Act requires all public, private, and community colleges and universities in New York to have a formal plan that provides for the investigation of missing students and violent felony offenses on campus. This includes written agreements between university and college authorities and the municipal law enforcement agencies having concurrent jurisdiction. The University Police Department at SUNY Poly has a local Mutual Order of Understanding (MOU) with the Utica City Police Department, the Oneida County Sheriff’s Department, and the New York State Police in the event that a violent felony or a missing student is reported to campus authorities.

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People need to be aware that no matter how safe our community is, the potential for crime exists everywhere, including college campuses. Everyone in the community must do his or her part to keep themselves and others safe. Don’t let your behavior put yourself or others at risk.
Should such a report be received, SUNY Poly’s University Police would request assistance from these agencies and would conduct a complete investigation.

**Campus Reporting Agents - Confidentiality & Reporting**

Descriptions of incidents are reported to University Police for the purpose of statistics, except those reported to Counseling and Health Services and/or pastoral counselors. These offices may inform the reporting person that their crime may be reported to University Police on a voluntary, confidential basis for inclusion in the college’s crime statistics only. Campus personnel will assist victims with the on- and off-campus reporting process and provide support.

**Sexual Crimes and Assistance for Victims**

The SUNY Polytechnic Institute is committed to maintaining an environment in which students, faculty, staff and guests can work together free of all forms of harassment, exploitation and intimidation. The Institute strongly condemns sexual harassment in any form. Also unacceptable is conduct, such as sexual assault or rape, which constitutes a criminal offense. Such behavior is prohibited by college and university policy and federal and New York State law. The Institute will take action as needed to discourage, prevent, correct and, if necessary, discipline behavior that violates this standard of conduct.

Victims of sexual assault should immediately report the incident to University Police (ext. 7111) if it occurred on campus or to an off-campus police agency if it occurred off campus through the 911 emergency service. Victims also have the option of reporting the incident to the University’s Title IX Coordinator and/or any one of the Campus Reporting Agents listed on a previous page of this report.

Faculty and staff accused of violations of the above policy receive hearings and are subject to discipline under the provisions of the applicable collectively negotiated agreements (see Personnel Policies and Procedures). They may be subject to criminal prosecution under the New York State Penal Law as well.

*Reporting a crime to the police or to a campus office does not obligate the victim to pursue criminal prosecution.*

**Counseling**

SUNY Poly provides counseling and support services at our Counseling Center (ext. 7172). Rape Crisis Services in Utica is on call 24 hours a day at (315) 733-0665, as is the Oneida County Mobile Crisis Assessment Team (For Mental Health Crisis Services) at (315) 732-MCAT (6228).

*In addition to criminal definitions, Sexual Assault and Rape are prohibited conduct as specified in the SUNY Poly Student Handbook found at http://sunyit.edu/pdf/student_handbook.pdf.*

**Hospital Emergency Room**

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

*Remember, assaults – sexual or otherwise – are crimes; they are not the victims’ fault. Victims have the right to pursue adjudication of crimes that occur on the SUNY Poly campus through criminal courts and/or through the University’s internal disciplinary process (under the Campus Code of Conduct). SUNY Poly Police are trained to assist with prosecution in both systems.*

**Support and Referral Resources**

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

**Follow Up Medical Care**

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

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**In the eyes of the law and college policy, a person who is drunk, drugged, otherwise incapacitated or underage cannot consent to sexual activity.**
Information/Resources for victims of sexual and interpersonal violence
(from the 2015-2016 Student Handbook)

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

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
8. Be free from retaliation by the institution, the accused and/or respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

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

- Receive resources, such as counseling and medical attention
- Confidently or anonymously disclose a crime or violation; an online form is available at: sunypoly.edu/university_police/anonymousform
- Make a report to:
  - An employee with the authority to address complaints, including the Title IX Coordinator, a judicial officer or a Human Resources employee;
  - University Police/Campus Security;
  - Local law enforcement; and/or
  - Family Court or Civil Court.

For SUNY Poly, the following individuals have the authority to address complaints:

Rhonda Haines, Vice President for HR and Special Projects/Title IX Coordinator
315-792-7191
Kunsela Hall, Room A011 (Utica Site)
rhonda.haines@sunyit.edu
518-956-7362
Nano Fab East, 4th Floor (Albany Site)
rahaines@sunypoly.edu

Stacey Genther, Health Educator/Deputy Title IX Coordinator
315-792-7172
Oriskany Hall, Suite B
stacey.genther@sunyit.edu

Katie Tynan, Assistant VP for Benefits & Leave Administration/Deputy Title IX Coordinator
315-792-7191
Kunsela Hall, Room A011 (Utica Site)
tynank@sunyit.edu
518-956-7362
Nano Fab East, 4th Floor (Albany Site)
ktynan@sunypoly.edu

Gary Bean, Chief of University Police
315-792-7222
Kunsela Hall, Room B126 (Utica Site)
Gary.Bean@sunyit.edu

Robert Gretschel, Inspector of University Police
518-437-8824
Nano Fab East, #2301 (Albany Site)
RGretschelJr@sunypoly.edu
Sexual Violence Response Policy
In accordance with the Students’ Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

I - Reporting:
• To disclose confidentially the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential report is available in the Options for Confidentially Disclosing Sexual Violence Policy: sunypoly.edu/titleix.
  o SUNY Poly Counseling Services
    sunypoly.edu/health_wellness/wellness_services
    Sandra Mizerak NCC, LMHC
    Mental Health Counselor
    Health& Wellness/Counseling Center
    Oriskany Hall, Suite B
    100 Seymour Road
    Utica, NY  13502
    Sandra.Mizerak@sunyit.edu
    315-792-7172
  Colleen McSweeney LCSW-R, ACSW, CSW
    Mental Health Counselor
    Health & Wellness/Counseling Center
    Oriskany Hall, Suite B
    100 Seymour Road
    Utica, NY  13502
    mcsweec@sunyit.edu
    315-792-7172
  • To disclose confidentially the incident and obtain services from the New York State, New York City or county hotlines: opdv.ny.gov/help/dvhotlines.html.
    Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: opdv.ny.gov/help/index.html (or by calling 1-800-942-6906), and assistance can also be obtained through:
    o SurvJustice: survjustice.org/our-services/civil-rights-complaints/
    o Legal Momentum: legalmomentum.org/
    o NYSCASA: nyscasa.org/responding
    o NYSCADV: nyscadv.org/
    o Pandora’s Project: pandys.org/lgbtsurvivors.html
    o GLBTQ Domestic Violence Project: glbtqdvp.org
    o RAINN: rainn.org/get-help
    o Safe Horizons: safehorizon.org

(Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases.)

• To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. These officials will also provide the information contained in the Students’ Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private but not confidential resources, and they may still be required by law and college policy to inform one or more college officials about the incident, including, but not limited to, the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:
  o Title IX Coordinators;
  o SUNY Poly University Police Department (available 24/7)

• To file a criminal complaint with SUNY Poly University Police and/or with local law enforcement and/or state police:
  o SUNY Poly University Police Department
    Utica Site
    Kunsela Hall, Room B126
    100 Seymour Road
    Utica, NY  13502
    315-792-7111
    Albany Site
    Nano Fab East #2301
    257 Fuller Road
    Albany, NY  12203
    518-956-7082

Anonymous disclosures of crimes can be made to University Police via the anonymous witness form at: sunypoly.edu/university_police/anonymoussform.
Please note that this online system is not designed for immediate response.

• Local Law Enforcement (911 also for emergencies)
  Utica Area
  Oneida County Sheriff’s Office
  6065 Judd Road
Oriskany, NY  13424  
315-736-0141

Albany Area  
Albany Police Department Headquarters  
165 Henry Johnson Blvd.  
Albany, NY  12210  
518-438-4000

- State Police 24-hour hotline to report sexual assault on a NY College campus: 1-844-845-7269

- To receive assistance by University Police in initiating legal proceedings in family court or civil court.

- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with SUNY Poly’s policy and the reporting individual’s identity shall remain private at all times if said reporting individual wishes to maintain privacy. (Please see Options for Confidentially Disclosed Sexual Violence for additional information on Privacy versus Confidentiality.)

**Title IX Coordinators**
Rhonda Haines, Vice President for HR and Special Projects/Title IX Coordinator  
315-792-7191  
Kunsela Hall, Room A011 (Utica Site)  
rhonda.haines@sunyit.edu  
518-956-7362  
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518-956-7362  
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tynan@sunypoly.edu

- When the accused is an employee, a reporting individual may also report the incident to SUNY Poly Human Resources or may request that one of the above referenced confidential or private employees assist in reporting to Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

**SUNY Poly Human Resources**
Utica Site  
Kunsela Hall, Room A011  
100 Seymour Road  
Utica, NY  13502  
315-792-7191

Albany Site  
NFE 4th Floor  
257 Fuller Road  
Albany, NY  12203  
518-437-8686

- You may withdraw your complaint or involvement from the SUNY Poly process at any time.

- Every college shall ensure that, at a minimum, at the first instance of a disclosure by a reporting individual to a college representative, the following information shall be presented to the reporting individual: “You have the right to make a report to University Police or Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.

**II - Resources:**
- To obtain intervention services:
  o Health & Wellness/Counseling Center  
    Oriskany Hall, Suite B  
    100 Seymour Road  
    Utica, NY  13502  
    Phone:  315-792-7172  
    Fax:  315-792-7371  
    sunypoly.edu/health_wellness/wellness_services

Most services provided at the Health & Wellness/Counseling Center are free of charge. All students pay a health fee which entitles them to unlimited services provided by the medical and mental health counseling staff. All registered students have access to free, confidential services at the Counseling Center.

Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs is available at our Utica site through the on-campus Health & Wellness/Counseling Center. Please see the Testing for Sexually Transmitted Infections (Student Information) document posted at the link below for additional information on applicable fees and billing options.
Testing for STIs and emergency contraception is also available at the following locations off-site. Emergency contraception can also be obtained from a local pharmacy.

**Utica Area:**
Planned Parenthood - Utica Center  
1424 Genesee Street  
Utica, NY 13502  
315-724-6146  
There is a sliding fee scale based on your income and ability to pay; more specific fee information is available by contacting Planned Parenthood directly.

Oneida County Health Department - Utica Clinic  
406 Elizabeth Street  
Utica, NY 13501  
315-798-5747  
ocgov.net/oneida/health/STDs  
Most insurance plans are accepted; if you are uninsured or do not want to use your health insurance, there is a sliding fee scale based on your ability to pay. No one is denied testing or treatment based on their ability to pay.

AIDS Community Resources (ACR Health) - Utica Office  
401 Columbia Street  
Utica, NY 13502  
315-793-0661  
Toll-free: 800-475-2430  
aidscommunityresources.com

**Albany Area:**
Planned Parenthood - Albany Health Center  
855 Central Avenue  
Albany, NY 12206  
518-434-5678  
There is a sliding fee scale based on your income and ability to pay; more specific fee information is available by contacting Planned Parenthood directly.

Albany County Department of Health STD Clinic  
175 Green Street  
Albany, NY 12202  
518-447-4580  
http://albanycounty.com/Government/Departments/DepartmentofHealth/ProgramsandServices/SexuallyTransmittedDiseasesClinic  
Most insurance plans are accepted; if you are uninsured, there is a sliding fee scale based on your ability to pay. No one is denied testing or treatment based on their ability to pay.

Alliance for Positive Health  
927 Broadway  
Albany, NY 12207  
518-434-4686  
allianceforpositivehealth.org/services/hivstihepatitis-c-testing/  
Walk-in HIV testing and STI screening available. Testing is free but only offered to those with designated risk factors; criteria for free testing is available at their website (link above).

- Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf or by calling 1-800-247-8035. Options are explained here: ovs.ny.gov/helpforcrimevictims.html.

- To best preserve evidence, victims/survivors 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.

### III - Protection and Accommodations:
- When the accused is a student, to have the college issue a “No Contact Order,” consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with SUNY Poly policy. Parties may submit evidence in support of their request.

- To have assistance from SUNY Poly University Police or other college officials in initiating legal proceedings in family court or civil court, including, but not limited to, obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.

- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from
the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).

• To an explanation of the consequences for violating these orders, including, but not limited to, arrest, additional conduct charges, and interim suspension.

• To have assistance from SUNY Poly University Police in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of SUNY Poly University Police or, if outside of the jurisdiction or if Campus Security does not have arresting powers to call on and assist local law enforcement in effecting an arrest for violating such an order.

• When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused subject to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and SUNY Poly policies and rules.

• When the accused is not a member of the college community, to have assistance from SUNY Poly University Police or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.

• To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the Title IX Coordinators can serve as a point of contact to assist with these measures:

**Title IX Coordinators**

Rhonda Haines, Vice President for HR and Special Projects/Title IX Coordinator  
315-792-7191  
Kunsela Hall, Room A011 (Utica Site)  
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tynank@sunyit.edu  
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Nano Fab East, 4th Floor (Albany Site)  
ktynan@sunypoly.edu
IV - Student Conduct Process:

• To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the SUNY Poly Student Handbook/Code of Conduct (sunypoly.edu/pdf/student_handbook.pdf) as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

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

• Director of Student Conduct, 315-792-7530, Campus Life Office, S105, Student Center, Utica Site
The right to choose whether to disclose or discuss the outcome of a conduct hearing.

The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

**Options for Confidentially Disclosing Sexual Violence**

The State University of New York and SUNY Poly want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is intended to help you understand how confidentiality applies to different resources that may be available to you.

**In this Policy:**
- Privileged and Confidential Resources.
- Privacy versus Confidentiality.
- Requesting Confidentiality: How the College/University Will Weigh the Request and Respond.
- Public Awareness/Advocacy Events.
- Anonymous Disclosure.
- Institutional Crime Reporting.

**Privileged and Confidential Resources:**
Individuals who are confidential resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At SUNY Poly this includes:

- **SUNY Poly Counseling Services**
  
  [sunypoly.edu/health_wellness/wellness_services](http://sunypoly.edu/health_wellness/wellness_services)

  Sandra Mizerak NCC, LMHC  
  Mental Health Counselor  
  Health & Wellness/Counseling Center  
  Oriskany Hall, Suite B  
  100 Seymour Road  
  Utica, NY 13502  
  Sandra.Mizerak@sunyit.edu  
  315-792-7172

  Colleen McSweeney LCSW-R, ACSW, CSW  
  Mental Health Counselor  
  Health & Wellness/Counseling Center  
  Oriskany Hall, Suite B  
  100 Seymour Road  
  Utica, NY 13502  
  mcsweec@sunyit.edu  
  315-792-7172

- **Health & Wellness Center Physicians & Licensed Medical Professionals**
  
  [sunypoly.edu/health_wellness/wellness_services](http://sunypoly.edu/health_wellness/wellness_services)

  **Dr. Oleg Dulkin**  
  Physician  
  Health & Wellness/Counseling Center  
  Oriskany Hall, Suite B  
  100 Seymour Road  
  Utica, NY 13502  
  oleg.dulkin@sunyit.edu  
  315-792-7172

  **Terri Sherman**  
  Adult Nurse Practitioner  
  Health & Wellness/Counseling Center  
  Oriskany Hall, Suite B  
  100 Seymour Road  
  Utica, NY 13502  
  terri.sherman@sunyit.edu  
  315-792-7172

Off-campus options to disclose sexual violence confidentially include (note that these outside options do not provide any information to the campus):

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency’s policies on confidentiality may be obtained directly from the agency.

  - **YWCA of Mohawk Valley (Utica Area)**  
    Kristie Cieslak, Assistant Director Non-Residential Crisis Services  
    1000 Cornelia Street  
    Utica, NY 13502  
    Office: 315-527-2863  
    24-Hour Hotline: 315-797-7740  
    ywcamv.org

  - **Crime Victim & Sexual Violence Center (Albany Site)**  
    Karen Ziegler, Director  
    100 Cornelia Street  
    Room 1118, 11th Floor  
    Albany, NY 12207  
    Office Line: 518-447-7100  
    24-Hour Sexual Assault Hotline: 518-447-7716  
    Karen.ziegler@albanycounty.com  

  - **Sexual Assault and Crime Victims Assistance Program for Rensselaer County (Albany Site)**
24-Hour Sexual Assault Hotline: 518-271-3257
nehealth.com/Medical_Care/SAM/SexualAssault_Center

- NYS Hotline for Sexual Assault & Domestic Violence
  1-800-942-6906

- Off-campus healthcare providers

  - Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: ovs.ny.gov/helpforcrimevictims.html.

  - St. Elizabeth Medical Center (Utica Area)
    2209 Genesee Street
    Utica, NY 13501
    315-798-8111

  - Faxton Campus (Utica Area)
    1676 Sunset Avenue
    Utica, NY 13502
    315-624-6112

  - St. Luke’s Campus (Utica Area)
    1676 Champlin Avenue
    Utica, NY 13502
    315-624-6000

  - Mobile Crisis Assessment Team (Utica Area)
    315-732-6228
    ocgov.net/mentalhealth

  - Albany Medical Center (Albany Area)
    43 New Scotland Ave
    MC 139
    Albany, NY 12208
    Business Phone: 518-262-3131

  - Albany Memorial Hospital (Albany Area)
    600 Northern Boulevard
    Albany, NY 12204
    Business Phone: 518-471-3221

Privacy versus Confidentiality:

Even SUNY Poly offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. SUNY Poly will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Requesting Confidentiality; How SUNY Poly Will Weigh the Request and Respond:

If you disclose an incident to a SUNY Poly employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution’s request to initiate an investigation, the Title IX Coordinator must weigh your request against SUNY Poly’s obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several college offices, the Title IX Coordinators can serve as a primary point of contact to assist with these measures. We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

Title IX Coordinators
Rhonda Haines, Vice President for HR and Special Projects/Title IX Coordinator
315-792-7191
Kunsela Hall, Room A011 (Utica Site)
rhonda.haines@sunyit.edu
518-956-7362
Nano Fab East, 4th Floor (Albany Site)
rhaines@sunypoly.edu

Stacey Genther, Health Educator/Deputy Title IX Coordinator
315-792-7172
Oriskany Hall, Suite B (Utica Site)
stacey.genther@sunyit.edu

Katie Tynan, Assistant VP for Benefits & Leave Administration/Deputy Title IX Coordinator
315-792-7191
Kunsela Hall, Room A011 (Utica Site)
tynank@sunyit.edu
518-956-7362
Nano Fab East, 4th Floor (Albany Site)
tynan@sunypoly.edu

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.
We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless the SUNY Poly’s failure to act does not adequately mitigate the risk of harm to you or other members of the SUNY Poly community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, SUNY Poly will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking;
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If SUNY Poly determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and SUNY Poly will take immediate action as necessary to protect and assist them.

**Public Awareness/Advocacy Events:**
If you disclose a situation through a public awareness event such as “Take Back the Night,” candlelight vigils, protests, or other public event, SUNY Poly is not obligated to begin an investigation. SUNY Poly may use the information you provide to inform the need for additional education and prevention efforts.

**Anonymous Disclosure:**
The NYS Hotline for Sexual Assault and Domestic Violence (1-800-942-6906) is for crisis intervention, resources and referrals and is not a reporting mechanism.

**Institutional Crime Reporting:**
Reports of certain crimes occurring in certain geographic locations will be included in SUNY Poly’s Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or victim/survivor.

SUNY Poly is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when: (1) there is a health or safety emergency; or (2) when the student is a dependent on either parents’ prior year federal income tax return. Generally, SUNY Poly will not share information about a report of sexual violence with parents without the permission of the reporting individual.

**Sexual Harassment/Sexual Violence Definitions**
The following definitions relate to sexual violence and sexual harassment as referenced in the Student Code of Personal Conduct and are punishable offenses.

**Dating Violence:** any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

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

**Force:** the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

**Incest:** nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Non-consensual sexual contact: any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

Non-consensual sexual intercourse: any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

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

Retaliation: an adverse action against another person for reporting a violation or participating in any way in the investigation or judicial process. Retaliation includes harassment and intimidation, including, but not limited to, violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

Sex discrimination: any behavior or action that denies or limits a person’s ability to benefit from, fully participate in the educational programs or activities or the employment opportunities of SUNY Poly because of a person’s gender, including, but not limited to, all forms of sexual harassment, sexual assault, and other sexual violence by or against employees, students, or third parties.

Sexual activity: shall have the same meaning as “sexual act” and “sexual contact” as provided in 18 U.S.C. 2246(2) and 18 U.S.C. 2246(3).

Sexual assault: a physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including “date rape” and “acquaintance rape”), fondling, statutory rape and incest. For statutory rape, the age of consent in New York State is 17 years old.

Sexual exploitation: occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one’s genitals in non-consensual circumstances;
- Inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Sexual harassment: unwelcome behavior which may include verbal, non-verbal or physical conduct that is sexual in nature and sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from SUNY Poly’s educational programs and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Sexual violence: physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, including, but not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Stalking: intentionally 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, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage.

Statutory Rape: nonforcible sexual intercourse with a person who is under the statutory age of consent.

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

Underage or incapacitated persons cannot legally consent to sexual activity.
New York State Penalties for Sex Offenses

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

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

CONSENT, ABBREVIATED: Clear, unambiguous, and voluntary agreement between the participating to engage in specific sexual activity.

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

DOMESTIC VIOLENCE: An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person’s child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person’s child is a victim of the act.

FAMILY OR HOUSEHOLD MEMBER: Person’s related by consanguinity or affinity; Persons legally married to one another; Person formerly married to one another regardless of whether they still reside in the same household; Persons who have a child in common regardless of whether such persons are married or have lived together at any time; Unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; Persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include, but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; Any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were, or are in an intimate relationship.

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

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

SEX OFFENSES; LACK OF CONSENT: Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim.
SEXUAL MISCONDUCT: When a person (1) engages in sexual intercourse with another person without such person’s consent; or (2) engages in oral sexual conduct or anal sexual conduct without such person’s consent; or (3) engages in sexual conduct with an animal or a dead human body.
A Class A misdemeanor. Punishable by up to one year in prison.

RAPE IN THE THIRD DEGREE: When a person (1) engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) Being 21 years old or more, engages in sexual intercourse with another person less than 17 years old; or (3) engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.
A Class E felony. Punishable by one to three years in prison.

RAPE IN THE SECOND DEGREE: When a person (1) being 18 years old or more, engages in sexual intercourse with another person less than 15 years old; or (2) engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense to the crime of rape in the second degree the defendant was less than four years older than the victim at the time of the act.
A Class D felony. Punishable by four to seven years in prison.

RAPE IN THE FIRST DEGREE: When a person engages in sexual intercourse with another person (1) by forcible compulsion; or (2) Who is incapable of consent by reason of being physically helpless; or (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.
A Class B felony. Punishable by nine to 25 years in prison.

CRIMINAL SEXUAL ACT IN THE THIRD DEGREE: When a person engages in oral or anal sexual conduct (1) with a person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) being 21 years old or more, with a person less than 17 years old; (3) with another person without such persons consent where such lack of consent is by reason of some factor other than incapacity to consent.
A Class E felony. Punishable by one to three years in prison.

CRIMINAL SEXUAL ACT IN THE SECOND DEGREE: When a person engages in oral or anal sexual conduct with another person (1) and is 18 years or more and the other person is less than 15 years old; or (2) who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense that the defendant was less than four years older than the victim at the time of the act.
A Class D felony. Punishable by four to seven years in prison.

CRIMINAL SEXUAL ACT IN THE FIRST DEGREE: When a person engages in oral or anal sexual conduct with another person (1) by forcible compulsion; (2) who is incapable of consent by reason of being physically helpless; (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.
A Class B felony. Punishable by nine to 25 years in prison.

FORCIBLE TOUCHING: When a person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor’s sexual desire. It includes squeezing, grabbing, or pinching.
A Class A misdemeanor. Punishable by up to 3 months in prison.

PERSISTENT SEXUAL ABUSE: When a person commits a crime of forcible touching, or second or third degree sexual abuse within the previous ten year period, has been convicted two or more times, in separate criminal transactions for which a sentence was imposed on separate occasions of one of one of the above mentioned crimes or any offense defined in this article, of which the commission or attempted commissions thereof is a felony.
A Class E felony. Punishable by one to three years in prison.

SEXUAL ABUSE IN THE THIRD DEGREE: When a person subjects another person to sexual contact without the latter’s consent. For any prosecution under this section, it is an affirmative defense that (1) such other person’s lack of consent was due solely to incapacity to consent by reason of being less than 17 years old; and (2) such other person was more than 14 years old and (3) the defendant was less than five years older than such other person.
A Class B misdemeanor. Punishable by up to 3 months in prison.
SEXUAL ABUSE IN THE SECOND DEGREE: When a person subjects another person to sexual contact and when such other person is (1) incapable of consent by reason of some factor other than being less than 17 years old; or (2) less than 14 years old.
A Class A misdemeanor. Punishable by up to one year in prison.

SEXUAL ABUSE IN THE FIRST DEGREE: When a person subjects another person to sexual contact (1) by forcible compulsion; (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old; or (4) when the other person is less than 13 years old.
A Class D felony. Punishable by four to seven years in prison.

AGGRAVATED SEXUAL ABUSE: For the purposes of this section, conduct performed for a valid medical purpose does not violate the provisions of this section.

AGGRAVATED SEXUAL ABUSE IN THE FOURTH DEGREE: When a person inserts a (1) foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than 17 years old; or (2) finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than 17 years old.
A Class E felony. Punishable by one to three years in prison.

AGGRAVATED SEXUAL ABUSE IN THE THIRD DEGREE: When a person inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person (1)(a) by forcible compulsion; (b) when the other person is incapable of consent by reason of being physically helpless; or (c) when the other person is less than 11 years old; or (2) causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.
A Class D felony. Punishable by four to seven years in prison.

AGGRAVATED SEXUAL ABUSE IN THE SECOND DEGREE: When a person inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person by (1) forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old.
A Class C felony. Punishable by six to 15 years in prison.

AGGRAVATED SEXUAL ABUSE IN THE FIRST DEGREE: When a person subjects another person to sexual contact: (1) By forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than eleven years old; or (4) when the other person is less than thirteen years old and the actor is twenty-one years old or older.
A Class B felony. Punishable by nine to 25 years in prison.

COURSE OF SEXUAL CONDUCT AGAINST A CHILD IN THE SECOND DEGREE: When over a period of time, not less than three months, a person: (1) Engages in two or more acts of sexual conduct with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct with a child less than 13 years old. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charges offense occurred outside of the time period charged under this section.
A Class D felony. Punishable by four to seven years in prison.

COURSE OF SEXUAL CONDUCT AGAINST A CHILD IN THE FIRST DEGREE: When a person over a period of time, not less than three months in duration, a person: (1) Engages in two or more acts of sexual conduct, or aggravated sexual contact with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact with a child less than 13 years old.
A Class B felony. Punishable by nine to 25 years in prison.

FACILITATING A SEX OFFENSE WITH A CONTROLLED SUBSTANCE: A person is guilty of facilitating a sex offense with a controlled substance when he or she: (1) knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person’s consent and with intent to commit against such person conduct constituting a felony defined in this article; and (2) commits or attempts to commit such conduct constituting a felony defined in this article.
INCEST IN THE THIRD DEGREE: A person is guilty of incest in the third degree when he or she marries or engages in sexual intercourse, oral sexual conduct or anal sexual conduct with a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

A Class E felony. Punishable by one to three years in prison.

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

A Class D felony. Punishable by four to seven years in prison.

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

A Class B felony. Punishable by nine to 25 years in prison.

STALKING IN THE FOURTH DEGREE: When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person’s immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person’s place of employment or business, and the actor was previously clearly informed to cease that conduct.

A Class B Misdemeanor. Punishable by up to 3 months in prison.

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

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

STALKING IN THE SECOND DEGREE: When a person: (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, sligshot, slungshot, shirken, “Kung Fu Star,” dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or (2) commits the crime of stalking in the third against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

A Class E Felony. Punishable by one to three years in prison.
STALKING IN THE FIRST DEGREE: When a person commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime.

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

SUNY Poly has the authority to pursue judicial action for incidents occurring off campus that violate college policy including federal, state and/or local laws, statutes, or ordinances.

Preserving Personal Safety

The College has education programs to promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. These education programs include primary prevention and awareness programs for all incoming students and new employees. These education programs will include: a statement that these crimes are prohibited at the College; definitions of consent, domestic violence, dating violence, sexual assault, and stalking in the College’s jurisdiction; safe and positive bystander intervention when there’s a risk of one of those incidents; information on risk reduction to recognize warning signs of abusive behavior and avoiding potential attacks; and information about the institutional disciplinary procedures. If the accused individual is a student, the standard of evidence used in an institutional disciplinary hearing will be preponderance of the evidence.

The various programs and trainings offered by the college/university are described below:

1. Prevention Programs: These are programs to prevent dating violence, domestic violence, sexual assault, and stalking. The programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. They also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

   - Specifically, at SUNY Poly several programs are being utilized including:
     - Not Anymore (an online program which educates students about consent and bystander intervention as well as the realities of sexual assault, dating/domestic violence, and stalking on college campuses).
     - The Script (a one-man show confronting Dating Violence and Sexual Assault)
     - Student Orientation Safety-on-Campus program
     - Resident Advisor training program
     - Not Anymore (an online program which educates students about consent and bystander intervention as well as the realities of sexual assault, dating/domestic violence, and stalking on college campuses).

2. Awareness Programs: These are community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

   - Specifically, at SUNY Poly several programs are being utilized including:
     - First Year Seminar program.
     - Resident Advisor training program
     - YWCA Purple Ribbon Domestic Violence campaign
     - Student Orientation Safety-on-Campus program
     - Not Anymore (an online program which educates students about consent and bystander intervention as well as the realities of sexual assault, dating/domestic violence, and stalking on college campuses).

3. Bystander Intervention: These programs and trainings offer safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. They include recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
• Specifically, at SUNY Poly several programs are being utilized including:
  ▪  **Bystander Empathetic response training by Tim Collins**
  ▪  **Not Anymore** (an online program which educates students about consent and bystander intervention as well as the realities of sexual assault, dating/domestic violence, and stalking on college campuses).
  ▪  **Resident Advisor training program**

4. **Ongoing Prevention & Awareness Campaigns**: These include programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the college/university and including information provided in campus education programs.

• Specifically, at SUNY Poly several programs are being utilized including:
  ▪  **Not Anymore** (an online program which educates students about consent and bystander intervention as well as the realities of sexual assault, dating/domestic violence, and stalking on college campuses).
  ▪  **Title IX website services and information**
  ▪  **Aids Community Resources**, including their testing van and information tables
  ▪  **Academic course COM495** – an academic class where the students work on development and implementation of Title IX student awareness campaigns.
  ▪  **Employee Workplace Violence and Domestic Violence training**, provided to all faculty, staff and student employees.

5. **Primary Prevention Programs**: These include programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

• Specifically, at SUNY Poly several programs are being utilized including:
  ▪  **Not Anymore** (an online program which educates students about consent and bystander intervention as well as the realities of sexual assault, dating/domestic violence, and stalking on college campuses).
  ▪  **The Script** (a one-man show confronting Dating Violence and Sexual Assault)
  ▪  **Student Orientation Safety-on-Campus program**
  ▪  **Resident Advisor training program**
  ▪  **Employee Workplace Violence and Domestic Violence training**, provided to all faculty, staff and student employees.

6. **Risk Reduction Programs**: These programs present options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

• Specifically, at SUNY Poly several programs are being utilized including:
  ▪  **Not Anymore** (an online program which educates students about consent and bystander intervention as well as the realities of sexual assault, dating/domestic violence, and stalking on college campuses).
  ▪  **The Script** (a one-man show confronting Dating Violence and Sexual Assault)
  ▪  **Student Orientation Safety-on-Campus program**
  ▪  **Resident Advisor training program**
  ▪  **Not Anymore** (an online program which educates students about consent and bystander intervention as well as the realities of sexual assault, dating/domestic violence, and stalking on college campuses).

**Additional Sexual Assault Programs Offered**

Throughout each school year, SUNY Poly provides sexual assault awareness programs, including education on domestic violence, dating violence and stalking. These programs are offered through a variety of venues including First Year Seminar classes, lectures, speakers, small group trainings and large public events. These programs are open to the entire campus community. The University Police Department also offers a sexual assault awareness program. This program is designed to offer members of the campus community the opportunity to speak with a University Police officer in small groups on the topic of sexual assault awareness and
campus issues. The topics discussed will touch upon victims’ rights, support services, campus policies concerning sexual assault, and New York State Penal Law.

Here are some specific examples of what SUNY Poly does to help promote personal safety education on campus.

**Bike Patrol** — a four-officer patrol squad of certified police cyclists which operates nine months out of the year, complementing the foot and vehicle patrol.

**Anonymous Witness Program** — a form on the University Police homepage where people can anonymously report a crime http://sunyit.edu/university_police/.

**Operation Identification** — a state-wide effort to discourage burglary and theft by engraving property with an easily traced (in the US and Canada) identification number. A free service through University Police.

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

**Rape Aggression Defense (RAD) for Women** — offered through University Police by request. This program also stresses steps to avoid becoming a victim.

**Students Against Violence Week** — a promotional campaign during which campus community members pledge against violence.

**Bathroom Buzz** — weekly informational initiative posted in the bathrooms on topics such as domestic violence’s signs of an abusive relationship, social networking safety and travel safety.

**Health Fair** — each semester, the Health & Wellness Center, in collaboration with the Nursing Dept. set up informational booths providing verbal and written information on date rape, cyber security, personal safety and more.

**The Clothesline Project** — a display of t-shirts designed by survivors of violence to increase the awareness of the impact of violence and encourage others to “break the silence” to end the vicious cycle of abuse. This project is done in collaboration with the Utica YWCA.

**AVV** — YWCA’s “Aid to Victims of Violence” a crisis hotline and resource for victims of sexual assault/rape, domestic and other violence.

**“Acting like a WILDeat”** — annual programming highlighting key details of the student conduct code such as the “zero tolerance for violence” philosophy, adherence to safety regulations, the enforcement for alcohol and other drug policy violations and anti-hazing education.

**Off-Campus Jurisdiction** — SUNY Poly’s policy allows for pursuing judicial action against students who are involved in off-campus incidents which also violate College policy and/or federal, state, and/or local laws, statutes, or ordinances. Typically the campus reserves this prerogative for more serious misconduct.

**Suspension/Dismissal** — students who are suspended or dismissed are NOT ALLOWED to be on campus or at campus-sponsored events for any reason unless prior permission is given by the Chief of University Police or the Associate Provost for Student Affairs.

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

**Confidentiality** — students have the option of having their directory information unlisted. Details are available from the Associate Provost for Student Affairs Office, A221 Kunsela Hall.

**Late Evening bus service** — late evening bus service so that students do not have to walk alone to and from Utica or other local area evening destinations.

**How Can I Protect Myself?**
- Call On campus – University Police – (315)792-7111
- Off campus call– NY State Police (315) 736-0121 or
- Oneida Co. Sheriff’s Dept. (315) 736-0141 or
- Utica Police Dept. (315) 735-3301
- Create a safety plan that addresses your situation
- Consider filing a protective or stay-away order against your stalker
- Learn your rights

For more information go to: www.usdoj.gov/ovw/aboutstalking.htm

**Domestic Violence**

Does your partner tell you what to do? Has your partner threatened you with physical harm? Does your partner call you names or tell you that you are worthless?

Domestic violence can affect anyone, regardless of age, race, economic background, religious beliefs, marital status, or sexual preference. Abusive behaviors include verbal, emotional, sexual, physical, psychological and economic abuse and typically get worse over time. Any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures or wounds someone is abuse. Domestic violence is dangerous and can be fatal. As such, SUNY Poly provides domestic
violence training to all students and employees.

**What Can You Do?**

It's up to you to decide what is best for you. Domestic violence is not okay and you are not alone. If you decide you need help, you may wish to:

- Call on campus – University Police – (315) 792-7111
- Off campus call – NY State Police (315) 736-0121 or
- Oneida Co. Sheriff’s Dept. (315) 736-0141 or
- Utica Police Dept. (315) 735-3301
- Contact the National Domestic Violence Hotline at 1-800-799-SAFE (1-800-799-7233) for assistance and to learn about resources in your area.
- Create a safety plan that addresses you and your family’s situation.
- Learn your rights.

**Bias Crime Prevention**

**Hate Crimes and the Law**

It is a State University of New York Polytechnic Institute police mandate to protect all members of the SUNY Poly community by preventing and prosecuting bias or hate crimes that occur within the campus’s jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity 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, gender, gender identity, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from University Police.

Penalties for bias-related 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 dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, SUNY Poly University Police also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the University as acts of bigotry, harassment, or intimidation directed at a member of group within the SUNY Poly community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the State University’s Discrimination Complaint Procedure or the campus conduct code. Bias incidents can be reported to University Police as well as to the Office of Student Affairs.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to University Police by calling 7111 in an emergency, using a Blue Light or other campus emergency red telephone, calling (315) 792-7111, or by stopping by the University Police Office in Kunsela Hall. University Police will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus as follows: The Polytechnic Institute provides counseling and support services at our Counseling Center (ext. 7172). Rape Crisis in Utica is on call 24 hours a day at 797-7740.

For general information on SUNY Poly security procedures, see http://sunyit.edu/university_police/ or call University Police at (315) 792-7111.

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes is also available from the office of University Police.
Campus and Community Resources
Available for the Victims of Campus Crime

University Police Department
Gary Bean, Chief of Police 792-7222
(criminal investigations, personal security information)
Dial 7111 – Emergency from an on-campus telephone or use any emergency call box with a blue light
Dial (315) 792-7111 – Emergency from an off-campus telephone

Division of Student Affairs
Marybeth Lyons, Associate Provost for Student Affairs 792-7505
Sandra Mizerak, Counselor 792-7172 (counseling) (confidential contact)
Colleen McSweeney, Counselor 792-7172 (counseling) (confidential contact)
Josephine Ruffrage, Director of Health Services 792-7172 (medical assistance)
Megan Wyett, Director of Student Conduct and Leadership 792-7530
Jennifer Adams, Director of Residential Life and Housing 792-7810

Title IX Coordinator
SUNY Poly official who is responsible for coordinating Title IX compliance, which prohibits sex discrimination including sexual harassment and sexual violence.
Rhonda Haines, Vice President for HR and Special Projects/Title IX Coordinator
315-792-7191, Kunsela Hall, Room A011 (Utica Site), rhonda.haines@sunyit.edu
518-956-7362, Nano Fab East, 4th Floor (Albany Site), rhaines@sunypoly.edu

Stacey Genther, Health Educator/Deputy Title IX Coordinator
315-792-7172, Oriskany Hall, Suite B (Utica Site), stacey.genther@sunyit.edu

Katie Tynan, Assistant VP for Benefits & Leave Administration/Deputy Title IX Coordinator
315-792-7191, Kunsela Hall, Room A011 (Utica Site), tynank@sunyit.edu
518-956-7362, Nano Fab East, 4th Floor (Albany Site), ktynan@sunypoly.edu

Kevin Grimmer, Athletic Director (Title IX gender equity in athletics)
792-7520, Wildcat Field House, Room F220, kevin.grimmer@sunyit.edu

Community Resources
• New York State Police – 736-0121 or 911
• Oneida County Sheriff’s Office – 736-0141 or 911
• Utica Rape Crisis Services – 797-7740
• Maynard Emergency Response (Ambulance) – 732-0224 or 911
• St. Elizabeth’s Hospital Emergency – 798-8111
• YWCA Domestic & Sexual Violence Services (24 hours) – 797-7740
• Oneida County MCAT (Mobile Crisis Assessment Team) 732-6228
STUDENT JUDICIAL SYSTEM (from the 2015-2016 Student Handbook)

Standards for the Conduct of Students

SUNY Poly, a college community comprised of students, faculty and staff, has established standards of conduct which are intended to guarantee the protection of individual rights and promote the development of a learning environment conducive to academic achievement and personal growth.

The conduct of our faculty and staff is regulated by established personnel policies and applicable collective bargaining agreements. The standards of conduct for students are divided into four sections: 1) the Academic Integrity Policy, 2) the Student Code of Personal Conduct, 3) the SUNY Rules for the Maintenance of Public Order, and 4) the Penal Law of the State of New York.

The administration of the standards for the conduct of students is intended to be educational and not punitive. Student judicial hearings will be conducted with a commitment to fundamental fairness and will provide the appropriate level of due process. Because of the educational emphasis of the student judicial system, hearing procedures will be informal and are not intended to model those held in the criminal justice system.

Students are presumed to be “not responsible” until a finding of responsibility is made. Cases will be judged based on the standard of “preponderance of the evidence.” The Academic Integrity Policy is administered by the provost, and alleged violations may be referred to him/her for adjudication.

The provost or designee is responsible for the administration of the Student Code of Personal Conduct and the SUNY Rules for the Maintenance of Public Order. Alleged violations of these codes may be adjudicated by an assigned administrator or the Administrative Judicial Board.

The enforcement of violations of the penal law and vehicle and traffic law of the state of New York which occur on campus is the responsibility of the officers of the University Police department. The provost or designee is responsible for determining the appropriate adjudication through the disciplinary process of alleged on-campus violations of law or rules.

Violations of law which occur off-campus where a nexus to SUNY Poly or the SUNY Poly community exists are also subject to adjudication by the student judicial system if the provost or designee determines that the alleged conduct presents a clear and present danger to the SUNY Poly community or a serious disruption to the academic environment of SUNY Poly.

2015-2016 Student Code of Personal Conduct (from the 2015-2016 Student Handbook)

Article I: General Policy

The State University of New York Polytechnic Institute (“SUNY Poly”) is dedicated to the advancement of knowledge and learning and to the development of ethically responsible individuals. Students and student organizations are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. All students and student organizations are expected to conduct themselves in accordance with all federal, state and local laws, and Board of Trustees of the State University of New York (“SUNY”) rules, regulations, and policies. SUNY Poly affirms its desire to maintain a learning and living environment for all students that is free from all forms of unlawful discrimination, harassment and retaliation. SUNY Poly is committed to ensuring that all students, faculty and staff are treated with dignity and mutual respect.

In keeping with SUNY Poly’s values, any sanctions imposed are for the purposes of maintaining and restoring the standards of the campus community, educating students and student organizations about the seriousness of their action(s), and promoting civility and positive growth, while maintaining the safety and integrity of the SUNY Poly community. The Student Code of Personal Conduct applies to the SUNY Poly sites, international and exchange programs, and off-campus student conduct. This code applies to individual students as well as student organizations. The president delegates administration of the Student Code of Personal Conduct to the provost and/or the provost’s designees.

Article II: Definitions

1. The term “student” includes all persons taking SUNY Poly courses, both full-time and part-time, pursuing undergraduate, graduate, continuing education and/or professional studies (credit-bearing and non-credit bearing) and those who reside in SUNY Poly residence halls.
2. The term “faculty member” means any person hired by SUNY Poly to conduct academic or academic support activities.
3. The term “SUNY Poly official” includes any person employed by SUNY Poly, performing assigned administrative or professional responsibilities. This term also includes resident advisors performing duties within their responsibilities.
4. The term “member of the SUNY Poly community” includes any person who is a student, faculty member, SUNY Poly official, any other person employed by SUNY Poly or a SUNY Poly visitor. A person’s status in a particular situation shall be determined by the provost or his/her designee.

5. The term “organization” means any number of persons who have complied with the formal requirements for SUNY Poly recognition.

6. The term “SUNY Poly premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SUNY Poly (including adjacent streets and/or sidewalks).

7. The term “judicial body” means any person or persons authorized by the president to determine whether a student has violated the Student Code of Personal Conduct and to recommend imposition of sanctions, which includes, but is not limited to, the Administrative Judicial Board and the Appellate Board (which considers appeals from a judicial body).

8. The term “judicial officer” means a SUNY Poly official authorized by the provost or his/her designee to impose sanctions upon students found to have violated the Student Code of Personal Conduct.

9. The term “judicial officer designee” refers to a designee appointed by the judicial officer to adjudicate issues related to violations occurring within the residence halls and adjacent areas.

10. The term “Title IX coordinator” refers to the SUNY Poly official or his/her designee who is responsible for coordinating Title IX compliance, which prohibits sex discrimination including sexual harassment and sexual violence. SUNY Poly’s Title IX coordinator is listed on page 37 of the Student Handbook.

11. The term “policy” is defined as the written regulations of SUNY Poly as found in, but not limited to, the Student Handbook and graduate and/or undergraduate catalogs or other SUNY Poly publications.

12. The term “Rules for the Maintenance of Public Order” is defined as regulations applicable to all SUNY campuses mandated by the Board of Trustees of the State University of New York. A copy of these rules can be found on page 64.

13. The term “accused” means a student implicated in violating this Student Code of Personal Conduct who has not yet entered SUNY Poly’s judicial process.

14. The term “respondent” shall mean a student accused of a violation of this Student Code of Personal Conduct who has entered SUNY Poly’s judicial process.

15. The term “reporting individual” shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used to reference an individual who experiences and brings forth a report of a violation of the Student Code of Personal Conduct.

16. The term “bystander” shall mean a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of SUNY Poly.

17. The term “advisor or advocate” means a person who may assist, support or counsel a student participating in the judicial process.

18. The term “educational conference” is defined as a meeting to review with the student the allegations and accusations, the Student Code of Personal Conduct, the student’s options, the processes, and sanctions or potential sanctions.

19. The term “preponderance of the evidence” means whether it is more likely than not and is used for all judicial cases as the standard of proof. If the evidence presented meets this standard, then the respondent should be found responsible.

20. The term “sanction” means a consequence that results from noncompliance with a policy or policies.

21. The term “retaliation” is defined as an adverse action against another person for reporting a violation or participating in any way in the investigation or judicial process. Retaliation includes harassment and intimidation, including, but not limited to, violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

22. The term “harassment” is defined as any course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety, including, but not limited to, unwanted, unwelcomed and uninvited behavior that demeans, threatens, offends or results in a hostile environment for the affected person.

23. The term “sexual harassment” is defined as unwelcome behavior which may include verbal, non-verbal or physical conduct that is sexual in nature and sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from SUNY Poly’s educational programs and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

24. The term “stalking” is defined as intentionally 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, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage.

25. The term “dating violence” is defined as any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship.

26. The term “domestic violence” is defined as any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.
27. The term “affirmative consent” is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.
   a) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
   b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
   c) Consent may be initially given but withdrawn at any time.
   d) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
   e) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
   f) When consent is withdrawn or can no longer be given, sexual activity must stop.

28. The term “sexual activity” shall have the same meaning as “sexual act” and “sexual contact” as provided in 18 U.S.C. 2246(2) and 18 U.S.C. 2246(3).

29. The term “sex discrimination” is any behavior or action that denies or limits a person’s ability to benefit from, fully participate in the educational programs or activities or the employment opportunities of SUNY Poly because of a person’s gender, including, but not limited to, all forms of sexual harassment, sexual assault, and other sexual violence by or against employees, students, or third parties.

30. The term “sexual violence” is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, including, but not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

31. The term “sexual assault” is a physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including “date rape” and “acquaintance rape”), fondling, statutory rape and incest. For statutory rape, the age of consent in New York State is 17 years old.

Article III: Judicial Authority
1. The judicial officer, in consultation with the provost or designee, shall recommend to the president for appointment the composition of the judicial body and Appellate Board.
2. The judicial officer shall develop policies for the administration of the judicial process and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code of Personal Conduct.
3. A judicial body may be designated as mediator of disputes within the student community in cases that do not involve a violation of the Student Code of Personal Conduct. All parties must agree to mediation, and to be bound by the decision with no right of appeal. Mediation may not be used in cases involving sexual violence.

Article IV: Student Rights
Each student, accused or reporting individual, shall have the following rights relative to the Student Code of Personal Conduct and SUNY Poly judicial proceedings:
1. To be clearly informed of SUNY Poly’s standards; these standards shall be readily available and describe expected and prohibited behavior.
2. To have SUNY Poly apply rules and regulations fairly, impartially, and equally to all students, including a process that provides adequate notice and allows a meaningful opportunity to be heard.
3. To be informed of his/her rights.
4. To exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial process of SUNY Poly.
5. To make a decision about whether or not to disclose a crime or violation and participate in the judicial process and/or criminal justice process free from pressure from SUNY Poly.
6. To make a report to university police, local law enforcement and/or state police.
7. To a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner. In cases of sexual harassment, sexual violence, dating or domestic violence or stalking, to have their complaint investigated and adjudicated by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent
is “not responsible” until a finding of responsibility is made, and other issues related to sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

8. To be informed of the format and procedures of the SUNY Poly judicial proceedings. To be informed of the right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be provided with the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.

9. To hold unaltered student status pending a final adjudication and disposition of all charges, unless interim measures have been imposed.

10. To an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.

11. To have a fair disposition of all matters as promptly as possible under the circumstances.

12. To elect to dispose of the charges administratively by mutual consent with the judicial officer, or to have his/her case heard by a judicial body.

13. To be informed of the nature of the evidence to be presented.

14. To review and question all parties and witnesses except when circumstances (as determined by the provost or designee) make this impossible. In a case of sexual harassment, dating or domestic violence, stalking or sexual violence, the respondent and the reporting individual have the right not to question or cross examine each other directly; instead questions will go through the administrative board chair/administrative board.

15. To present factual information through relevant witnesses, personal testimony, and other relevant evidence.

16. To decline to testify against oneself. Silence will not be considered an admission of responsibility.

17. To have only relevant evidence considered by the judicial body.

18. To seek advice from an advisor or advocate of their choice who may assist, support or counsel. The advisor/advocate shall not speak on behalf of the student, question witnesses, or present information before the judicial body.

19. To be informed of all decisions within a reasonable time as established in this Student Code of Personal Conduct and as allowed by law.

20. To be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of SUNY Poly.

21. To access to at least one level of appeal of a determination.

22. To exclude unrelated behavior from the disciplinary judicial proceeding. The issue of relevance of past behavior is determined by the judicial officer or Administrative Judicial Board. In cases of sexual harassment, dating or domestic violence, stalking or sexual violence, the respondent and the reporting individual have the right to exclude prior sexual history with persons other than the other party in the judicial process or their own mental health diagnosis and treatment from admittance in the disciplinary stage that determines responsibility. Past findings of sexual harassment, dating or domestic violence, stalking or sexual violence may be admissible in the disciplinary stage that determines sanction.

23. SUNY Poly will protect the privacy of all parties to a complaint to the extent possible. When SUNY Poly receives complaints of sexual harassment, dating or domestic violence, stalking or sexual violence, SUNY Poly has an obligation to respond in a way that limits the effects of the sexual harassment, dating or domestic violence, stalking or sexual violence and prevents its recurrence. Information will be shared as necessary in the course of an investigation with people who need to know, such as investigators, Title IX coordinator, witnesses, and the accused. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. Certain staff are obligated by law to maintain confidentiality, including the counseling center and the local rape crisis centers off-campus.

24. To have disclosures of domestic violence, dating violence, stalking, sexual harassment and sexual violence treated seriously.

25. The respondent in all cases and the reporting individual in cases of sexual harassment, domestic or dating violence, stalking and/or sexual violence have the right to listen to a recording of a judicial proceeding during normal business hours and/or review records for an appeal upon written request.

26. The respondent in all cases and the reporting individual in cases of sexual harassment, domestic or dating violence, stalking and/or sexual violence have the right to be informed of the decision, to appeal a decision and be informed of the criteria and procedures to be followed. They also have the right to choose whether to disclose or discuss the outcome of a judicial proceeding.

27. A respondent or reporting individual has the right to provide a list of questions that he or she would like asked by the judicial officer or the Administrative Judicial Board members at a judicial proceeding to the reporting individual, respondent, witnesses or the judicial body. The questions must be submitted in writing to the judicial officer at least three (3) business days before the judicial proceeding, and the questions must be considered relevant to the accusations by the judicial officer or the Administrative Judicial Board.

28. A reporting individual has the right to request alternative arrangements if he/she does not want to be in the same room as the respondent during the judicial proceeding. These alternative arrangements are subject to the rights of the respondent. Accordingly, alternative arrangements must enable the parties and the judicial body to hear each other. In cases of sexual
harassment, dating or domestic violence, stalking or sexual violence, the respondent and the reporting individual have the right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.

29. In cases of sexual harassment, dating or domestic violence, stalking or sexual violence, to be treated with dignity and to receive from SUNY Poly courteous, fair, and respectful health care and counseling services, where available.

30. In cases of sexual harassment, dating or domestic violence, stalking or sexual violence, to be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.

31. In cases of sexual harassment, dating or domestic violence, stalking or sexual violence, to describe the incident to as few SUNY Poly representatives as practical and not to be required to unnecessarily repeat a description of the incident.

32. To have non-public information obtained during the course of the judicial process protected from public release until a final determination, including, if applicable, any appeal determination, is made, unless otherwise required by law.

33. To have access to a full and fair record of a student conduct hearing which shall be preserved and maintained for at least five (5) years. (Director of Student Conduct, 315-792-7530.)

Article V: Proscribed Conduct

A. Jurisdiction of SUNY Poly

Generally, SUNY Poly jurisdiction and discipline shall be limited to conduct which occurs on SUNY Poly premises, while on a SUNY Poly international or exchange program or off-campus where a nexus to SUNY Poly or the SUNY Poly community exists.

B. Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article VI:

1. Acts of dishonesty, including, but not limited to, the following:
   a. Furnishing false information to a SUNY Poly faculty member or official.
   b. Forgery, alteration, or misuse of any SUNY Poly document, record, or instrument of identification.
   c. Tampering with, impeding, or coercively influencing the election process related to any SUNY Poly recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other SUNY Poly activities, including its public service functions on or off-campus, or other authorized non-SUNY Poly activities, when the act occurs on SUNY Poly premises.

3. Acts of bullying, physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of SUNY Poly, or property of a member of the SUNY Poly community, or other personal or public property.

5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

6. Failure to comply with the directions of a SUNY Poly official or law enforcement officer acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

7. Unauthorized possession, duplication, or use of keys and/or access card to any SUNY Poly premises, or unauthorized entry to or use of SUNY Poly premises.

8. Violation of SUNY Poly policies, rules, or regulations.

9. Violation of federal, state, or local law at SUNY Poly-sponsored activities whether on or off SUNY Poly premises.

10. Use, possession, or distribution of narcotics, prescription drugs or other controlled or non-controlled substances except as expressly permitted by law.

11. Possession of drug paraphernalia, which includes any items that can be utilized for or are designed for the use of drugs (e.g., bowls, bongs, etc.). Any items that are fashioned for the purpose of drug use will also be considered a violation of the Student Code of Personal Conduct.

12. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and SUNY Poly regulations (see Residence Hall Policies for more information), or public intoxication.

Note: Good Samaritan Policy: Abuse of alcohol and other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, SUNY Poly is concerned that those in need receive prompt medical attention. SUNY Poly cannot guarantee absolute immunity from sanctions associated with violations of the Student Code of Personal Conduct or state and federal law. However, efforts will be made to mitigate
sanctions associated with alcohol and other drug offenses for “Good Samaritans.” These considerations apply only to the individual(s) who may have contributed/participated in the use and abuse of alcohol or other drugs, but who summon aid.

**Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases.** The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Poly recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including, but not limited to, domestic violence, dating violence, stalking, sexual harassment or sexual violence occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Poly strongly encourages students to report incidents of domestic violence, dating violence, stalking, sexual harassment or sexual violence to institution officials. A bystander or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, sexual harassment or sexual violence to SUNY Poly officials or law enforcement will not be subject to SUNY Poly’s Student Code of Personal Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, sexual harassment or sexual violence.

13. Illegal or unauthorized possession of any weapons (including, but not limited to, firearms and ammunition, stun guns, air guns, paintball guns, clubs, crossbows, archery equipment, sling shots, martial arts weapons, swords, knives over four inches, etc.), fireworks and other explosives, and/or inappropriate use of dangerous chemicals on SUNY Poly premises.

14. Participation in a campus demonstration that disrupts the normal operations of SUNY Poly and infringes on the rights of other members of the SUNY Poly community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

15. Obstruction of the free flow of pedestrian or vehicular traffic on SUNY Poly premises or at SUNY Poly-sponsored or supervised functions.

16. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on SUNY Poly premises or at functions sponsored by or participated in by SUNY Poly.

17. Theft or other abuse of computer, telephone and voicemail privileges, including, but not limited to:
   a. Unauthorized use or abuse of a computer account, including use of another individual’s identification and password and failure to safeguard user IDs and passwords.
   b. Sending abusive, threatening, or obscene messages.
   c. Repeatedly sending messages with inappropriate content.
   d. Using a SUNY Poly account to send messages without authorization.
   e. Unauthorized entry into a file for any purpose, including: using, reading, or changing the content.
   f. Unauthorized transfer or sharing of a file, including, but not limited to, illegal downloading, uploading or use of file sharing programs with regard to copyrighted materials.
   g. Use of computing facilities to interfere with the work of another student, faculty member, or SUNY Poly official.
   h. Use of computing facilities to interfere with normal operation of the SUNY Poly computing or network system.
   i. Negligently spreading viruses, worms, or any programs that act to degrade, violate, disable, or affect service or operation of SUNY Poly’s or students’ personal computers connected to SUNY Poly’s network.

18. Abuse of the judicial system, including, but not limited to:
   a. Failure to obey the summons of a judicial officer, board or SUNY Poly official.
   b. Falsification, distortion, or misrepresentation of information before a judicial body.
   c. Disruption or interference with the orderly conduct of a judicial proceeding.
   d. Knowingly initiating a judicial proceeding without cause.
   e. Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
   f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
   g. Harassment (verbal or physical) and/or intimidation of a member of a judicial board or a judicial officer prior to, during, and/or after a judicial proceeding.
   h. Failure to comply with the sanction(s) imposed under the Student Code of Personal Conduct.
   i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

19. Acts of sexual violence, sexual assault, dating violence, and domestic violence, as defined in this Student Code of Personal Conduct, including performing sexual acts on or with another individual without the affirmative consent of the individual, when the individual is unable to give affirmative consent or after the individual has withdrawn consent.

20. Sexual harassment as defined in this Student Code of Personal Conduct.

21. Stalking as defined in this Student Code of Personal Conduct.
22. Bias/hate crimes, which are described as students engaging in harassment or threats of violence based on a person’s race, color, ethnicity, national origin, ancestry, religion, religious practice, creed, sexual orientation, disability, age, or gender that is intended to create a situation that produces mental discomfort, harm, or injury.
23. Actions that cause or attempt to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment or failure to evacuate SUNY Poly buildings during a fire alarm.
24. Cruelty to animals.
25. Violation of the SUNY Poly smoking policy.
26. Violation of the Residence Hall License or Residence Hall Policies.
27. Retaliation against a reporting individual, any person who files a complaint, serves as a witness, assists, or participates in the judicial process in any manner is strictly prohibited and will result in disciplinary sanctions. Participants who experience retaliation in a case of sexual harassment, sexual violence, dating or domestic violence or stalking should contact the Title IX coordinator. (Please refer to page 37 for the designee.)

C. Violation of Law and SUNY Poly Discipline
1. SUNY Poly disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of this Student Code of Personal Conduct. Generally, proceedings under this Student Code of Personal Conduct will be pursued without regard to pending civil litigation in court or criminal arrest and prosecution.
2. When a student is charged by federal, state, or local authorities with a violation of law, SUNY Poly will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Personal Conduct, however, SUNY Poly may advise off-campus authorities of the existence of the Student Code of Personal Conduct and of how such matters will be handled internally within the SUNY Poly community. SUNY Poly will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and SUNY Poly community members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

In cases of sexual harassment, sexual violence, dating or domestic violence or stalking, students have the right to have the judicial process run concurrently with a criminal justice investigation and/or proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) days except when law enforcement specifically requests and justifies a longer delay.

3. Cease and Desist: SUNY Poly officials may, under appropriate circumstances, order a student and/or student organization to cease and desist from an activity considered to be disruptive to SUNY Poly.

Article VI: Judicial Procedures: Violations of the SUNY Poly Student Code of Personal Conduct
A. Determination of Accusations
1. Alleged violations of the Student Code of Personal Conduct may be reported to the judicial officer or other responsible SUNY Poly officials, who shall report the alleged violation to the appropriate SUNY Poly official.
2. The judicial officer will review the information to determine if a student will be accused of violating the Student Code of Personal Conduct. Note: Except in egregious or serious campus safety-related violations, including cases of sexual harassment, sexual violence, dating or domestic violence or stalking, the provost or designee may not accuse a student of a violation of the Student Code of Personal Conduct more than one (1) year after the date the conduct occurred or was discovered, whichever is later.
3. In cases of sexual harassment, sexual violence, dating or domestic violence or stalking, a SUNY Poly official will obtain a written acknowledgment from the reporting individual(s) or complete such to document: (1) the SUNY Poly employee or representative who spoke to or worked with the reporting individual(s), as well as the date; (2) which options the reporting individual(s) would like to pursue, including the criminal justice system, the student judicial system, both, or none; (3) that the reporting individual(s) received information about resources (medical, counseling, academic) available to them.

B. Notice of Accusations
1. Unless circumstances prohibit, the judicial officer will notify the accused in writing and/or by e-mail of the allegation(s) and accusation(s) within ten (10) business days of the report.
2. The notice of accusation(s) will direct the accused to schedule an educational conference with the judicial officer by a specified date, not to exceed five (5) business days from the date of notice. If the accused needs to reschedule the educational conference, the accused must notify the judicial officer no less than twenty-four (24) hours prior to the scheduled conference and request a rescheduling of the conference.
C. Educational Conference
1. The purpose of the educational conference is to review with the accused the allegations and accusations, the Student Code of Personal Conduct, the judicial proceeding forum options, the judicial process and possible sanctions.
2. If the accused fails to attend the educational conference, the matter may be referred to the Administrative Judicial Board.
3. During the educational conference the accused will be given the opportunity to accept responsibility or not accept responsibility for the alleged violation(s).
4. If the accused accepts responsibility for the alleged violations and such violations are not egregious or serious campus safety-related violations, including sexual harassment, dating or domestic violence, stalking or sexual violence, the accused may waive his/her right to a judicial proceeding:
   a. In such instances, the accused will be asked to sign a form indicating his or her acceptance of responsibility and that he or she is waiving the right to a judicial proceeding. The judicial officer will send a letter documenting student responsibility and the sanctions imposed within five (5) business days of the educational conference.
5. If the accused does not accept responsibility for the alleged violation(s) or requests a judicial proceeding:
   a. The accused will be asked to sign a form indicating that he/she does not accept responsibility for the alleged violation(s) and/or he/she requests a judicial proceeding.
   b. The judicial officer shall schedule a judicial proceeding with the Administrative Judicial Board within seven (7) business days of the educational conference unless special periods (breaks, etc.) dictate otherwise.
   c. The accused shall be notified, in writing and/or by e-mail, of the time and place of the Administrative Judicial Board proceeding. Prior to the judicial proceeding, the accused shall be afforded the opportunity to review a copy of statements and pertinent records that will be presented.

D. Administrative Judicial Board
1. The Administrative Judicial Board shall have jurisdiction over cases of alleged violations of the Student Code of Personal Conduct.
2. The Administrative Judicial Board members shall be appointed annually by the president. The president shall appoint ten (10) administrators and/or faculty members and ten (10) student representatives from within the SUNY Poly community (excluding visitors) to serve as Board members. It is the responsibility of the provost to recommend names to the president for appointment to the Administrative Judicial Board. The student representatives will be selected from an application process and a pool of ten (10) students will be selected to serve. If vacancies occur within any of the positions, the president may fill such vacancies to complete the remainder of the vacant term.
3. A quorum of five (5) Administrative Judicial Board members (to include at least: (a) two (2) students; and (b) two (2) administrators and/or faculty members) shall be required for a judicial proceeding; one member shall serve as chair of the proceeding (determined by the members of the proceeding). All determinations by the Administrative Judicial Board are to be made by majority vote; abstentions are not permitted.

E. Judicial Proceeding
A judicial proceeding is not a legal process; it is an educational process. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in a judicial proceeding.

1. Student Status: An accused’s or respondent’s status on campus will remain unchanged pending the final decision of the judicial proceeding and/or the appeal process, except in cases where interim measures are taken.
2. Hold on Student’s Records: SUNY Poly may place a hold on the records or registration of any accused or respondent who fails to respond to a SUNY Poly disciplinary notice or fulfill any sanctions previously issued. SUNY Poly may take other action necessary for resolution of a case prior to the accused’s or respondent’s enrollment in a subsequent semester, transfer or graduation. All pending disciplinary matters must be resolved prior to a student’s graduation, transfer from or continued education at SUNY Poly.
3. Accommodations for Students with Disabilities: Any student with a documented disability may request reasonable accommodations during the disciplinary process. If necessary, the judicial officer or Administrative Judicial Board may postpone the judicial proceeding to provide reasonable accommodations.
4. Safety Procedures: The judicial officer or Administrative Judicial Board may accommodate concerns for the safety of the individuals involved by providing separate facilities or other alternatives.
5. Failure to Appear: If a respondent fails to appear, the judicial proceeding may proceed in the respondent’s absence. Except in the case of a student charged with failing to obey the summons of a judicial body or SUNY Poly official, no student may be found to have violated the Student Code of Personal Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.
6. All judicial proceedings shall be conducted in private, and be closed and confidential to the extent allowed by law.
7. Duties of the Administrative Judicial Board with regard to process:
   a. Receive and consider pertinent evidence.
18. Record: There shall be a verbatim record, such as an audio recording, of all hearings before the judicial board. The record shall be the property of SUNY Poly and will be retained for seven (7) years.

Reporting individuals and the respondent in sexual harassment, sexual violence, dating and domestic violence, or stalking incidents have the right to be informed, in writing and/or by e-mail, in a way consistent with the law, of the result, essential findings, and sanctions of the hearing, as well as notice of the appeal process, any possible changes to the result that may occur before it becomes final, and when the result becomes final. The reporting individual and respondent shall be notified concurrently in writing and/or by e-mail within three (3) business days of the Administrative Judicial Board’s decision.

18. Record: There shall be a verbatim record, such as an audio recording, of all hearings before the judicial board. The record shall be the property of SUNY Poly and will be retained for seven (7) years.

Reporting individuals and the respondent in sexual harassment, sexual violence, dating and domestic violence, and stalking incidents have the right to be informed, in writing and/or by e-mail, in a way consistent with the law, of the result, essential findings, and sanctions of the hearing, as well as notice of the appeal process, any possible changes to the result that may occur before it becomes final, and when the result becomes final. The reporting individual and respondent shall be notified concurrently in writing and/or by e-mail within three (3) business days of the Administrative Judicial Board’s decision.
F. Sanctions

1. One or more of the following sanctions may be imposed upon any respondent found to have violated the Student Code of Personal Conduct:
   a. Warning: A notice in writing to the respondent that he/she is in violation or has violated institutional regulations.
   b. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and may result in more severe disciplinary sanctions if the respondent is found to be violating any institutional regulation(s) during the probationary period.
   c. Loss of Privileges: Denial of specified privileges for a designated period of time.
   d. Restitution: Monetary compensation for loss or damages.
   e. Community Service: Work assignments, service to SUNY Poly or other related discretionary assignments (such assignments must have the prior approval of the judicial officer).
   f. Educational Paper: Respondent is required to submit a typed paper on a topic at a length specified by a judicial body.
   g. Educational Requirement: Respondent may be required at their own expense to receive a substance abuse evaluation or attend a substance abuse education/treatment program, college counseling, or other educational opportunity that the judicial body deems appropriate.
   h. Change in Residence Hall Assignment: Written direction to relocate a respondent to an alternative residence hall assignment.
   i. Persona Non Grata Status: Exclusion from part or all of SUNY Poly premises for a specified period of time. During this time, the respondent is prohibited from entering or participating in any function within the restricted area(s).
   j. Residence Hall Suspension: Separation of the respondent from the residence halls for a definite period of time, after which he/she is eligible to return. The respondent will be liable for all assessed room and board charges. Conditions for return may be specified.
   k. Residence Hall Expulsion: Permanent separation of the respondent from the residence halls. The respondent will be liable for all assessed charges.
   l. SUNY Poly Suspension: Separation of the respondent from SUNY Poly for a definite period of time, after which he/she is eligible to return. Conditions for readmission may be specified. Respondents who are suspended during an academic semester will be withdrawn from all coursework with a (W) grade and be liable for all assessed charges including tuition, fees and room and board.
   m. SUNY Poly Expulsion: Permanent separation of the respondent from SUNY Poly. Respondents who are expelled during an academic semester will be withdrawn from all coursework with a (W) grade and be liable for all assessed charges including tuition, fees and room and board.
   n. No Contact Order: A directive informing a respondent that he or she is not to have any contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, written contact, e-mail or other electronic communication, telephone, or via third parties.

2. Withholding of Degrees/Diplomas/Certificates/Transcripts: SUNY Poly may withhold issuing a degree, diploma or transcript pending compliance with SUNY Poly rules, regulations, or policies or pending completion of the process set forth in this Student Code of Personal Conduct, including the completion of all imposed sanctions.

3. More severe sanctions may result for repeat offenders.

4. More than one of the sanctions listed above may be imposed for any single violation.

5. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in Section F1, a through g.
   b. Deactivation: Loss of all privileges, including SUNY Poly recognition, for a specified period of time.

6. Penalty Enhancement for Bias-Related Offenses: For any violation where there is a preponderance of the evidence that the conduct was directed toward the reporting individual’s race, color, ethnicity, national origin, ancestry, religion, religious practice, creed, sexual orientation, disability, age, or gender, a penalty enhancement will be added to the sanction.

7. SUNY Poly considers sexual harassment, sexual violence, dating violence, domestic violence, and stalking as extremely serious violations and subject to suspension, expulsion and those sanctions listed in section F.1., b through n of the Student Code of Personal Conduct. For respondents found responsible for sexual assault, the available sanctions are suspension, with additional requirements, or expulsion from SUNY Poly.

G. Transcript Notation

A respondent’s transcript may be subject to disciplinary notation for the following reasons:

a. Hazing, and other serious violations which may include, but are not limited to, physical abuse, sexual harassment, sexual violence, dating or domestic violence, stalking, weapons possession, burglary, arson, theft, drug or alcohol sale, or any conduct that could lead to the death or physical injury of another person.
   1. If a respondent is found responsible and suspended a notation of “suspension after a finding of responsibility for a code of conduct violation,” along with the date the suspension is imposed, shall be noted on his or her transcript.
2. If a respondent is found responsible and dismissed from SUNY Poly, a notation of “expelled after a finding of responsibility for a code of conduct violation,” along with the date the expulsion is imposed, shall remain on his or her transcript permanently.

3. If an accused or respondent withdraws from SUNY Poly while Student Code of Personal Conduct charges are pending and he or she declines to complete the judicial process, SUNY Poly shall note on the accused’s or respondent’s transcript “withdrew with conduct charges pending.”

b. After a significant passage of time (no less than one (1) year from the date the suspension concludes) and with written documentation of rehabilitation or other good cause shown, a respondent who was suspended may appeal in writing to the provost to remove these notations. The decision of the provost on whether to remove the notation is final.

c. If a finding of responsibility is vacated, transcript notations shall be removed.

H. Interim Actions
In certain circumstances, the provost or designee may impose a SUNY Poly or residence hall suspension and/or issue a no contact order prior to the judicial proceeding before a judicial body.

1. Interim suspension may be imposed (a) to ensure the safety and well-being of members of the SUNY Poly community or preservation of SUNY Poly property; (b) if the accused or respondent poses a definite threat of disruption of or interference with the normal operations of SUNY Poly; or (c) in the case tampering has occurred with any fire detection, notification, suppression, protection system or equipment.

2. During the interim suspension, the accused or respondent shall be considered persona non grata from the residence halls, campus (including classes), and/or other SUNY Poly activities or privileges for which the accused or respondent might otherwise be eligible, as deemed appropriate by the provost, his/her designee or the judicial officer. The accused or respondent must have written permission from the judicial officer prior to coming to campus for any reason.

3. Interim suspension will be imposed for the length of time determined to be appropriate by the provost, designee or the judicial officer.

4. An accused/respondent placed on interim suspension pending a hearing before a judicial body or the reporting individual in cases involving sexual harassment, sexual violence, dating and domestic violence and stalking shall be entitled to a prompt review of the need for interim suspension and the terms of such. Any party seeking a review shall submit a written request to the provost, his/her designee or the judicial officer within three (3) business days of the interim suspension or notification of the alleged complaint. Upon receipt of the request to review, the provost, designee or judicial officer shall allow the accused/respondent and the reporting individual to present evidence relating to the need for or terms of the interim suspension. The decision of the provost, designee or judicial officer shall be made within two (2) business days of the review and shall be final. The accused/respondent and reporting individual shall be notified of the decision with respect to the review.

5. No Contact Order: In certain cases, prior to a hearing before a judicial body, an appropriate SUNY Poly official may issue a directive informing an accused/respondent that he or she is not to have any contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, written contact, e-mail or other electronic communication, telephone, or via third parties. It is the responsibility of the accused/respondent to immediately leave the area where the reporting individual may be and without directly or indirectly contacting the reporting individual.

a. Any violation of a no contact order by the accused/respondent shall be considered a separate violation of the Student Code of Personal Conduct.

b. In all cases involving alleged sexual harassment, sexual violence, dating and domestic violence and stalking SUNY Poly shall issue a no contact order.

c. The accused/respondent and the reporting individual in cases involving sexual harassment, sexual violence, dating and domestic violence and stalking shall be entitled to a prompt review of the need for a no contact order. Any party seeking such a review shall submit a written request to the provost, his/her designee or the judicial officer within three (3) business days of the issuance of the no contact order. Upon receipt of the request to review, the provost, designee or judicial officer shall allow the accused/respondent and the reporting individual to present evidence relating to the need for a no contact order. The decision of the provost, designee or judicial officer shall be made within two (2) business days of the review and shall be final. The accused/respondent and reporting individual shall be notified of the decision with respect to the review.

I. Appeals
1. The respondent or student organization found responsible may appeal the decision in writing to the provost or designee. The appeal must be received in the provost’s office by the close of business on the fifth (5th) business day following the date the decision is delivered. The Appellate Board will be convened within five (5) business days of receipt of the appeal. Grounds for filing an appeal are limited to the following:
1. The rights of the respondent(s), student organization(s) or reporting individual(s) were violated in the judicial proceeding process;
2. An appeal shall be limited to a review of the verbatim record of the judicial proceeding, any new submitted information that was not previously available, and supporting documents submitted at the judicial proceeding.
3. The Appellate Board shall be composed of two (2) students, two (2) faculty members, and two (2) administrators (not to include the provost). The SUNY Poly president shall appoint the membership from the SUNY Poly community (excluding visitors) as necessary. One member of Appellate Board shall serve as a non-voting chair of the body. Members of the Appellate Board must deliberate in a fair and impartial manner and may not have a conflict of interest.
4. The Appellate Board shall consider appeals by students or student organizations from findings and/or recommendations of the Administrative Judicial Board. The Appellate Board may choose one of the following courses of action by majority vote of all voting members (no abstentions):
   a. Uphold the decision of the Administrative Judicial Board and implement the sanction(s), if any.
   b. Uphold the decision of the Administrative Judicial Board, but change the sanction(s).
   c. Overturn the decision of the Administrative Judicial Board and, if appropriate, implement sanctions.
5. Reasons must be provided for the Appellate Board’s decision, including a decision on each accusation, any findings of fact, and the sanction imposed, if any.
6. The Appellate Board shall report its decision via letter to the provost or designee within three (3) business days. The provost or designee shall communicate the decision of the Appellate Board to the respondent or student organization, via certified letter and/or e-mail, within three (3) business days. If the provost or designee determines that the Appellate Board’s decision is arbitrary or capricious, the provost or designee may send it back to the Appellate Board for further review.
7. A respondent may appeal the decision of the Appellate Board to the SUNY Poly president only when the sanction involves separation from SUNY Poly. This appeal must be submitted to the SUNY Poly president by close of business on the fifth (5th) business day following receipt of the provost’s letter. If the president agrees to consider an appeal, in his or her sole discretion, he/she shall review the records of the Appellate Board, judicial officer and/or the Administrative Judicial Board and such written submissions and oral arguments as the president requests. The president shall make such disposition of the case as he/she deems appropriate, which disposition shall be final.
8. In cases where the reporting individual is a victim of sexual harassment, sexual violence, dating or domestic violence or stalking, he or she has the right to appeal the finding or sanction under the same rules, and for the same grounds, as the respondent may appeal. In such cases the respondent and reporting individual shall be notified concurrently in writing of the appeal decision within six (6) business days of the decision.

J. Timeline for Proceedings
If extraordinary circumstances prevent any step from occurring within the stated time frame, all parties will be promptly notified in writing of the delay, the reason for the delay, and an estimated time for the step to occur. Participants may also request an extension from SUNY Poly, which may be granted, in the discretion of the appropriate SUNY Poly official, if it will not unduly prejudice the rights of the other party.

Article VII: Interpretation and Revision
1. Any questions of interpretation regarding the Student Code of Personal Conduct shall be referred to the provost or his/her designee for final determination.
2. The Student Code of Personal Conduct shall be reviewed every year under the direction of the provost or designee in consultation with the office of University Counsel.

End of excerpt from the Student Handbook

In reference to the above included sections of the Student Handbook, the term proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. The term advisor means any individual who provides the accuser or accused support, guidance, or advice. The term result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. The result must also include the rationale for the result and the sanctions.

Campus Safety Advisory Committee
The Campus Safety Advisory Committee’s responsibilities are: to advise the president and chief of University Police on matters of campus
security, public safety (including signage and parking), and personal safety; to review and suggest improvement in safety and education programs; to assess availability of counseling services for crime victims; to review victim referral and campus response procedures for sexual assault situations; to conduct ongoing assessment of the quality of campus personal safety policies, practices, procedures, and programs; and to conform to the 1990 Amendment to Section 6450 of the Education Law by providing information to incoming students about sexual assault prevention measures, penalties, and related security procedures. Annual reports must be filed with the NYS Commissioner of Education.

**Behavioral Assessment Team**

The team’s intent is to formalize a process for reporting and addressing specific, alarming behaviors that do not fall within existing reporting procedures such as those established by the Counseling Center, University Police, Residence Life and Housing, and Judicial Affairs. Specifically, this team will: create a care management system to intervene early with students who are at risk; watch for information, both oral and written, from faculty and staff about behavior that may be threatening; stay attuned to escalating behavior or potential physical violence; and develop a plan of action for the student such as contacting parents, referrals to various campus resources, disciplinary action, etc.

**Facilities Management**

The campus Facilities Department maintains the campus buildings and grounds with a priority of safety and security. Staff inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond immediately to reports of potential safety and security hazards such as broken windows and locks. For concerns about the physical safety of campus buildings and grounds, call the Facilities office (ext. 7456), 8 a.m. – 4:30 p.m. Monday – Friday. Emergencies outside of these hours should be reported to University Police (ext. 7111).

The campus is well lighted, and improvements on lighting are a constant consideration. SUNY Poly has installed high-intensity sodium vapor lights on buildings, in parking lot areas, in areas with heavy landscaping and trees, and along pathways frequently traveled by students. As noted previously, (21) outdoor emergency blue light phones and (14) interior emergency phone located in residence hall lounges, laundry rooms and academic buildings are connected directly to University Police. In addition, 101 security (closed circuit television) cameras are used to monitor many areas of the campus including computer rooms, hallways and lobbies. CCTV is also used to monitor outside areas of residence halls as well as five major parking lots to observe areas vulnerable to vandalism. Cameras continue to be added to facilities as they are improved and renovated.

**Residence Life & Housing**

The residence life program is based on the principles of providing students with a safe, healthy and attractive living environment that supports the academic mission of the college. The residence halls provide an opportunity for interaction among peers of all ethnic and cultural backgrounds. Many aspects of the residence hall living occur simply by the nature of the environment, however many are shaped by the goals of the institution. The SUNY Polytechnic Institute places a high-priority on the concept of our halls serving as living-learning environments. A second component is the high priority placed on the physical condition of our campus. To keep the buildings safe and in good condition, residence life staff work closely with University Police and Facilities departments. While there are many safeguards in place for residence hall students, each student is encouraged to do their part to assure a safe and secure environment by adhering to the safety related policies and procedures. Students are made aware of safety concerns as well as prevention tactics and personal responsibility through a variety of in-hall mediums.

Each residence hall is supervised by a residence hall director – a professional staff member who resides within the hall. Each building is also staffed with a number of trained resident assistants (RAs). There is a designated residence hall director, or their designee “on duty” at all times. Each residence hall has an RA “on duty” from 6 p.m. to 8 a.m. each weekday and 6 p.m. to 6 a.m. (the following day) on weekends, adjusting to 8 a.m. on Mondays. All residence life staff members undergo thorough training in enforcing residence hall security policies. Off-campus housing includes apartments, individual homes and individual rooms in private homes. The college does not provide supervision for off-campus housing. Student have the option to change their living and academic situation should a difficult situation arise. Students should speak with the Associate Provost for Student Affairs.

Residence hall students should not be lulled into a false sense of security. We all need to be aware of our environment and the possible consequences of our behavior. The college will act as needed to discourage, prevent, correct and, if necessary, discipline behavior that violates this standard of conduct. The University Police Department will promptly investigate allegation of unlawful discrimination based on race, gender, gender identity, religion, sexual orientation, sexual identity, national origin, ethnicity, disability, age or marital status. Allegations or unlawful discrimination can also be discussed/reported with the counseling center, Associate Provost for Student Affairs, or the university’s Title IX coordinator. Allegations of unlawful discrimination can also be discussed with the counseling center or the Associate Provost for Student Affairs.

SUNY Poly built its residence halls with safety/security as a high priority. Some specific safety and security features include:

1. Fire extinguishers in all common areas and buildings.
2. Upholstered furniture that is self-extinguishing.
4. “Key-less Locks” on all outside doors – locked 24 hours a day.
5. Door Bell System – all outside doors. (Mohawk & Adirondack Halls)
6. Vision panels on entry doors.
7. Viewers in every suite entry door.
8. Contact switch on all outside doors (alarms ring for door left ajar).
9. Solid wood (bedroom floors); solid metal doors at suite entrances.
10. 126 closed-circuit cameras monitor the residence hall as well as numerous areas of the campus.

Residence hall students are issued a key to their room and use their SUNY Poly ID card for access to their own residence hall main entrance. Hall entrances are locked 24 hours a day. A suite phone is located in each residence; however, few students have campus phones, with most now relying on their personal cell phones. Students are reminded to ensure guests are hosted and escorted as well as complying with the policies of the college while visiting. To view the college’s residence hall guest policies visit [http://sunyit.edu/pdf/student_handbook.pdf](http://sunyit.edu/pdf/student_handbook.pdf)

For residence hall guest and other policies and procedures, see the “Room & Board License” available at Residence Life & Housing and online on the Residence Life & Housing Web page. [http://sunyit.edu/pdf/student_handbook.pdf](http://sunyit.edu/pdf/student_handbook.pdf)

### Reporting Locations

Federal law requires that campuses report specific criminal activities that occur on campus property and specific areas around those properties. A map which defines these areas is available for viewing in the University Police Office. Crimes occur in the community beyond what is required to be reported in this document. Students are advised to exercise caution in ALL locations.

- **On Campus:** includes all offenses reported on the main campus property and in campus buildings.
- **Non Campus:** includes property owned by student organizations officially recognized by the institution and those owned by the University outside campus boundaries. SUNY Poly does not own any buildings or property outside our main campus, nor does it recognize any student organizations that may own property off campus.
- **Public Property:** includes thoroughfares, streets, sidewalks, parking facilities, and public park or park-like settings immediately adjacent to and accessible from the campus (ref. map later in this document).

### Alcohol and Other Drugs

Illegal possession and/or use of marijuana, barbiturates, amphetamines, hallucinogenic compounds, narcotics and other controlled substances are violations of state and federal law and College policy. SUNY Poly permits the use of alcoholic beverages on campus by those who comply with state law and who adhere to the guidelines established by the College. Students living in residence halls who are at least 21 years old are allowed to possess and consume alcohol in their rooms in compliance with State law and College regulations. Students should be aware that the campus strictly enforces its policies with regard to alcohol and other drug violations. Members of the campus community in need of assistance with a question or personal problem related to alcohol or other drugs should contact the Health & Wellness Center, Suite B, Oriskany Hall or call (315) 792-7172. A complete description of alcohol and other drug policies and support services appears in the Student Handbook [http://sunyit.edu/health_wellness](http://sunyit.edu/health_wellness). Complying with Section 120(a) through (d) of the HEA, a complete description of alcohol and other drug programs for our campus can be found in the Health and Wellness Center.

Alcohol remains the primary drug of choice among college students. Some of the more common date rape drugs are Special K (the street name for ketamine hydrochloride); Rohyponol (roofies, roopies, circles, the forget pills); and GHB (Grievous Bodily Harm, Liquid X, Liquid E, Liquid Ecstasy, Easy Lay, G, Vita-G, G-juice, Georgia Home Boy, Great Hormones, Somatomax, Bedtime Scoop, Soap, Gook Gamma 10, and Energy Drink).

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

The Campus Security Act also delineates what offenses/violations need to be reported. The section on campus crime statistics also includes arrests and disciplinary referrals made to campus authorities for alcohol, drugs and weapons possession which were in violation of State law. As defined by the Clery Act, a disciplinary referral is an instance when a student is formally reported in writing to a university officer for possible sanction. The following offense definitions are excerpted from the Uniform Crime Reporting Handbook. The definitions of sex offenses are excerpted from the national incident-based reporting edition of the Uniform Crime Reporting Handbook (FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) definitions.

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

Negligent Manslaughter: the killing of another person through gross negligence.

Sex Offenses (forcible): any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

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

Sex Offenses (non-forcible):

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

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent (in New York State, the age of consent is seventeen).

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

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

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

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

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

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

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

Weapon Law Violations: violations 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.
**Hate Crime:** when a person is victimized intentionally because of her/his actual or perceived race, gender, sexual orientation, ethnicity or disability. Any reported hate crimes are included in this report.

**Sexual Offender Registration Act**

This Act requires the New York State Division of Criminal Justice Services (DCJS) to maintain a Sex Offender Registry. The Registry contains information on sex offenders classified according to their risk of re-offending as follows: low risk (level 1), moderate risk (level 2), and high risk (level 3). The Act requires that DCJS also maintain a subdirectory of level 3 sex offenders. The DCJS Sex Offender Registry site may be found at [www.criminaljustice.state.ny.us/nsor/index.htm](http://www.criminaljustice.state.ny.us/nsor/index.htm) and contains their Subdirectory of Level 3 sex offenders as well as other information regarding New York State’s Sex Offender Registry.

Sex offenders in New York are required to notify the Registry of any institution of higher education at which he or she is, or expects to be, whether for compensation or not, enrolled, attending or employed, and whether such sex offender resides or expects to reside in a facility operated by the institution. Changes in status at the institution of higher education must also be reported to the Registry no later than ten days after such change.

SUNY Poly will maintain a list of any registered sexual offenders reported to the University as being enrolled, attending, or employed at the SUNY Poly.

A synopsis of some of the basic laws pertaining to the Sexual Offender Registry may be found below.

Correction Law §168-b requires that Division of Criminal Justice Services (DCJS) include this information regarding an institution of higher education on its Registry. Correction Law §168-c requires:

1. that the Department of Correctional Services, or hospital or local correctional facility in which a sex offender is confined, require that such sex offender complete a form notifying DCJS of his or her proposed address upon release and any institution of higher education at which the offender expects to be enrolled, attending or employed, and whether he or she expects to reside in a facility owned by the institution; and,

2. that a probation officer require that a supervised sex offender complete a form notifying DCJS of any change of address or any change of status in enrollment, attendance, employment or residence at any institution of higher education while under supervision.

Correction Law §168-d requires the court to obtain the name and address of any institution of higher education at which the offender expects to be employed, enrolled or attending and whether the offender expects to reside in a facility owned or operated by that institution.

Correction Law §168-e requires a sex offender released from a correctional facility to provide the name and address of any institution of higher education the offender expects to be employed by, enrolled at or attending and whether the offender expects to reside in a facility owned or operated by that institution.

Correction Law §168-jt(4) and (5) set forth the notification procedures whenever a sex offender has indicated to DCJS that he or she will be enrolled in, attending or employed at an institution of higher education. DCJS will notify each law enforcement agency having jurisdiction.

**Sex Offender Registry**

The New York State Sex Offender Registry is available to the public at this site: [www.criminaljustice.state.ny.us/nsor/index.htm](http://www.criminaljustice.state.ny.us/nsor/index.htm)

**Weapons Policy**

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

**Unfounded Crimes**

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded” and will not be included in our institution’s statistics. **Only sworn or commissioned law enforcement personnel may “unfound” a crime.** All unfounded crimes will be reported to the Department of Education and be disclosed in the Annual Security Report’s Chart of Annual Crime Statistics.
<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus (includes residential facilities)</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities</th>
<th>Hate Crimes</th>
<th>Unfounded Crimes</th>
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<tbody>
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<td>Murder/Non Negligent Manslaughter</td>
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<td>Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)</td>
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<tr>
<td>Sex Offenses, Non Forcible (Incest and Statutory)</td>
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### Clery Statistics - Calendar Years 2014, 2013, 2012

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<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
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<th>Unfounded Crimes</th>
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<td>Additional hate crimes to be reported, listed by Clery location</td>
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<td>←see left column</td>
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<td>Destruction, damage, vandalism of property, making graffiti hate crimes</td>
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</table>

When a hate crime is reported, it will be labeled with the following categories of prejudice: R=race, G=gender, GI=gender identity, REL=religion, SO=sexual orientation, SI=sexual identity, NO=National Origin, E=ethnicity and/or DI=Disability. In 2012 two on-campus intimidation incidents were reported, one characterized by race and religion, while the second was characterized by sexual orientation.
**Campus Fire Safety**

SUNY Poly’s “fire log” is maintained and available by contacting University Police. The following chart is a compilation of fires that occurred on campus property for 2012, 2013 and 2014. Note that cases of arson would also be reported in the crime section of this document.

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Type/Cause</th>
<th>Number of related injuries treated at medical facility</th>
<th>Related deaths</th>
<th>Property damaged</th>
<th>Value of damaged property</th>
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For the safety of all residents, use and/or possession of these appliances will not be allowed in any of the residence halls:

- Space heaters
- hot plates
- hot pots (permissible if thermostatically controlled)**
- electric coils
- any other electrical appliance used for cooking or preparing food (Foreman grills/ovens, propane grills)
- any lamps with plastic shades, i.e. “octopus” lights
- refrigerators***
- extension cords*
- potpourri pots
- lava lamps
- toaster/toaster ovens
- air conditioners
- microwave ovens
- electric blankets (permissible if thermostatically controlled)**
- electric percolators and drip coffee pots* *

* Electrical, polarized, grounded power strips with built-in circuit breakers are acceptable. Regular extension cords/zip cords/adaptors/3-way taps/orange heavy cords/damaged cords or wires are prohibited.

** Students can have UL approved coffee pots, hot pots and electric blankets with built-in automatic shut-offs.

*** Students requiring refrigerators for medical needs must provide medical documentation from the College Health & Wellness Center to support the need and to obtain Residential Life & Housing approval.

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

No combustible materials are permitted in the residence halls.

All residence halls are non-smoking. Smoking is allowed outside of residence halls in designated areas.

Candles or incense of any type are not permitted in student suites due to the potential fire threat they pose to all students living in the community. This includes any decorative or fragrant candles. Because of the danger of fire, candles and any kind of open flame (including charcoal, propane, grills, stoves and incense) cannot be allowed in the residence halls. Alternative non-flame (electric/battery operated) candle usage for religious observances may be permitted under controlled circumstances through the Office of Environmental Health and Safety.
### Fire Safety Systems
#### Student Housing Facilities

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Fire Alarm Monitoring done on site (by UPD)</th>
<th>Partial *1 Sprinkler System</th>
<th>Full *2 Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of Evacuation (fire) Drills each calendar year</th>
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<tbody>
<tr>
<td>Adirondack Hall Central Commons D</td>
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<td>Oriskany Hall</td>
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*1 Partial Sprinkler System is defined as having sprinklers in the common areas only.
*2 Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

**Total 35**

Note: Fire alarm pull stations are provided in every building to provide manual activation of the fire alarm system.

As residence halls are rehabilitated, special attention is given to fire safety systems. SUNY Poly has included posting evacuation instructions on the back of residence hall suite doors.

All fires need to be reported to the University Police (315) 792-7111 or the County 911 Center.

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**In 2012, a total of 25 fire drills were held in campus residence halls.**
**In 2013, 43 fire drills were held.**
**In 2014 35 fire drills were held.**

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### Responsibilities

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

Supervisors will assist with efforts to provide Emergency Response Plan training to employees.

Students have responsibility for:

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

### Emergency Evacuation

**Terms and Definitions:**

Evacuation Assembly Area (EAA)—an outside location at least 50 feet from the building away from roads and walkways used by emergency vehicles.

Evacuation Site (ES)—a building in close proximity to the evacuated building that will provide protection from the weather or other elements in the case of a prolonged evacuation. The on-site incident commander, usually a University Police Officer, will determine if personnel should move from the Evacuation Assembly Area to the Evacuation Site.

**Procedures:**

Evacuation is required any time the fire alarm sounds, an evacuation announcement is made, or a university official orders evacuation from a building to the Evacuation Assembly Area (EAA). When an evacuation occurs, departments should put their evacuation plan into effect. After the building has been evacuated, the building cannot be re-entered until University Police give permission. The silencing of alarms is not the sole indicator that it is safe to re-enter.

Faculty members should notify each class at the beginning of the semester of the designated evacuation plan. The department’s plan should indicate a meeting place outside of the building, EAA as well as the designated ES. It is imperative that students know to stay together as a class while at the EAA or the ES. Everyone must be accounted for and their names should be written down, or checked off an attendance roster. You cannot release students from the EAA or ES until University Police give permission to do so.

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43
General Evacuation Procedures for Academic and Administrative Buildings

Quickly shut down any hazardous operations or processes and render them safe.

- Notify others in the area of the alarm if they did not hear it
- Exit the room
- Take jackets or other clothing needed for protection from the weather.
- If possible, close windows and doors as you leave, but do not lock the doors.
- If you are away from the class/lab room when the alarm sounds, exit the building immediately and do not return to the room. You should meet the class at the EEA.
- Exit the building, walk to the nearest safe exit route (do not run).
- Do not use elevators.
- Move away from the building, report to the class/lab designated EAA and meet with other persons from the class or lab. Wait at EAA for directions.
- Account for faculty, staff and students and write down their names while at the EAA. Report any missing or trapped people to the emergency responders. Keep existing groups together.
- Review with everyone the location of the Evacuation Site, should this have been an instance where you would have been required to go there.
- Do not re-enter the building until University Police gives the “all clear” signal.

Student Housing

Evacuation procedures are posted in each suite. Special procedures are in place for evacuating students with disabilities and are disseminated through the student fire safety presentations and brochures each year.

In the residence halls, students are expected to leave the facility immediately after the fire alarm is activated. Any on-site staff members at the time of an alarm are expected to leave at the time of an alarm and if safely possible, make additional notification to others as they progress downward to the main floor of a building. Staff members assume responsibilities such as prohibiting students from reentering the building as they wait for the University Police or fire department to determine the cause of the alarm activation. Staff members report to University Police and the local fire department any special needs or issues they observe while evacuating the facility. Specific evacuation procedures and staff responses are outlined in the Emergency Response Plan for the Residence Life and Housing staff.

University Police has responsibility for 1) assisting with fire drills and emergency evacuations; 2) reporting fires and emergencies to the appropriate agencies; and 3) responding to or assisting with other campus emergencies.

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

Employees have responsibility for 1) reporting fires and other emergencies; 2) correcting or reporting unsafe conditions; and 3) observing evacuation procedures and protocol for other campus emergencies.

Fire Safety Education and Training

All faculty, staff, and students are expected to familiarize themselves with the evacuation plan for the buildings in which they occupy including the identified assembly places. Evacuation routes are posted in the hallways on every floor. In the residence halls, students are instructed at the opening residence hall meeting on evacuation procedures. Programs are also presented in residence halls on various safety issues including fire safety. Students are reminded about fire evacuation procedures during all hall meetings, floor meetings, or after problems occur during fire drills and accidental activations of the alarm. Additionally, all first-year students are required to attend a fire safety presentation and receive a fire safety brochure.

Employees, as well as resident assistants are advised to report any fire safety concerns relating to fire safety equipment such as fire extinguishers, exit signs, detectors, doors, pull stations, and emergency lights within their residence hall. Work requests are subsequently submitted to address items that require corrective action or if immediate attention is needed. Facilities and/or University Police are to be notified. Additionally, student rooms are thoroughly inspected during each semester. Incidents such as misuse of extension cords, candles, and unapproved appliances are scrutinized. Any “illegal” item found during an inspection may be confiscated and, in some instances, students may be referred to the office of Judicial Affairs.

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

Copies of the Emergency Response Plan and the SUNY Fire Safety Report are available through SUNY Poly’s Environmental Health and Safety Office.

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