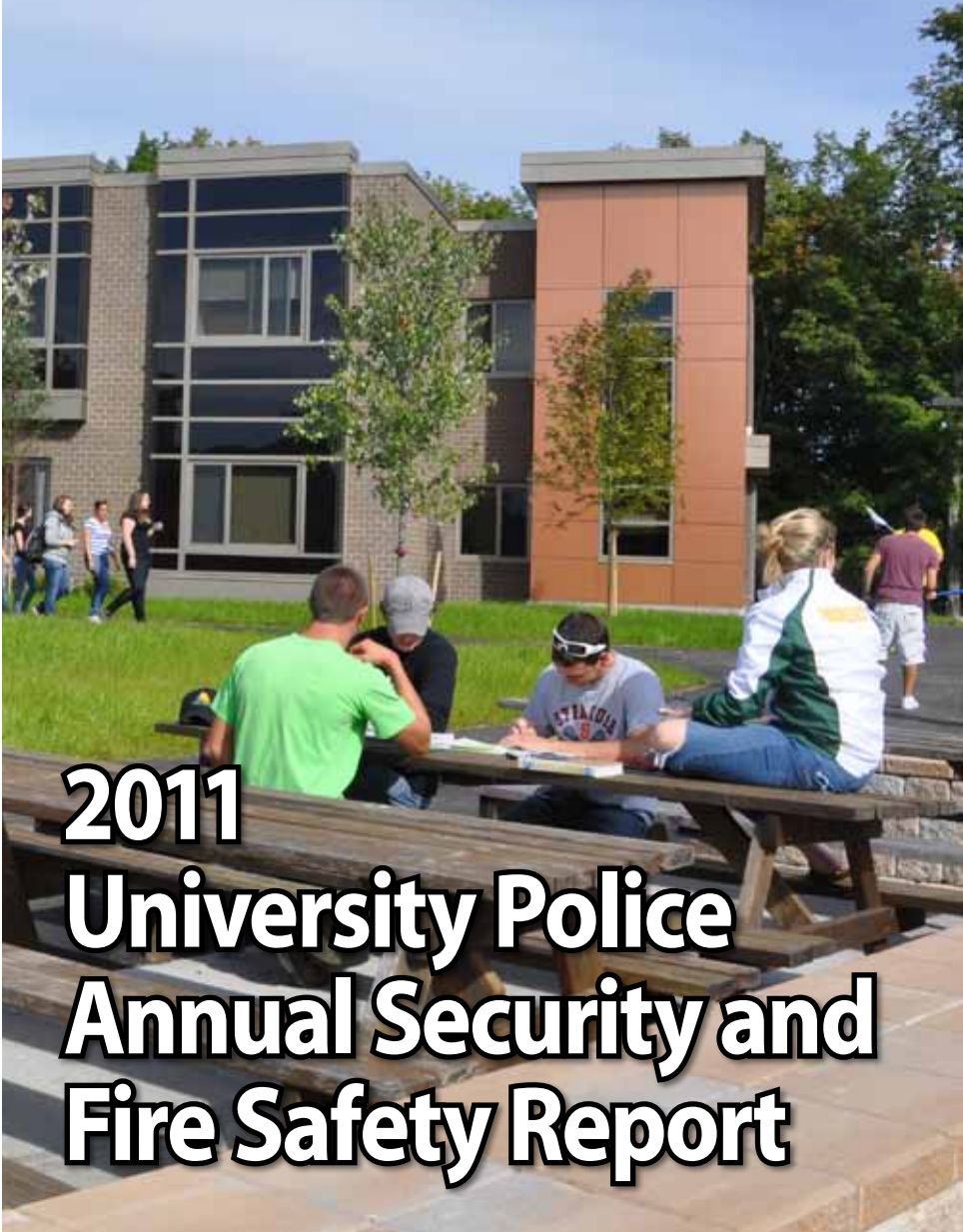


# Clery Report

In Partnership with our  
Educational Community



# 2011 University Police Annual Security and Fire Safety Report

# **Campus Security and Fire Safety Report**

## **2011 Report – Issued September 2011**

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).

### **Inside This Report**

- Emergency Response & Communication
- Reporting Agents
- Safety & Security Responsibility
- Alcohol & Other Drugs
- Definitions for Crime Data Reporting
- Sample of Campus Programs
- Sexual Crimes, Assistance for Victims and NY State Penalties
- Crime Statistics 2008, 2009, 2010
- Map of Reporting Area
- Community Resources
- Fire Safety Information

### **Our #1 Concern**

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

SUNYIT 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 SUNYIT 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**

In 2010 SUNYIT enrolled approximately 1725 full-time and 995 part-time undergraduate students. Approximately 175 full-time and 705 part-time graduate students were also enrolled. The campus employs a full- and part-time workforce (excluding undergraduate students) of 400. More than 500 undergraduate students reside in 2 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.campusafety.org/aboutsoc/didntknow.html](http://www.campusafety.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:

[http://sunyit.edu/pdf/student\\_handbook.pdf](http://sunyit.edu/pdf/student_handbook.pdf)

Crime alert information, crime statistics & prevention, patrol information, emergency blue light phone system, anonymous witness program:

[http://sunyit.edu/university\\_police/](http://sunyit.edu/university_police/)

Campus crime statistics – US Department of Education:

<http://ope.ed.gov/security/>

*Paper copies of this document are available at the University Police Department, the Admissions Office, and the Human Resources Office.*

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](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 alleged violations of this act.

## Missing Students

Students are encouraged to identify a person who College personnel should contact in the event they are determined to be “missing”. Missing persons should be reported directly to University Police. Do not wait if you believe a student is missing. Federal law states that the campus is required to provide missing person notification to: 1) all local police agencies pursuant to the Memorandums of Understandings; 2) the student’s designated contact person if provided; and 3) parents of students under 18 years of age. University Police immediately conducts an initial investigation, and if after a reasonable period of time (not more than 24 hours) the student has not been located, University Police will proceed with the required notifications. The sooner the investigation begins the better chance of locating the missing person.

## 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 Vice President for Administration, 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 SUNYIT

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.

Note that SUNYIT tests its entire emergency notification system two times per year, and its siren and fire alarms three times per year. Pursuant to its procedures, fire drills are not announced, and testing of the other emergency systems may be announced or unannounced. For more information on the emergency notification system, visit [https://www.sunyit.edu/environmental\\_health\\_safety/](https://www.sunyit.edu/environmental_health_safety/)

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.

**All members of the campus community are advised to sign up with NY Alert to receive emergency notifications.**

**Go online to [www.suny.edu/sunyaalertsec](http://www.suny.edu/sunyaalertsec) and select SUNYIT from the drop-down menu.**

**User ID and password is your SUNYIT log-on. Submit and log off.**

## **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 SUNYIT 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. Should such a report be received, SUNYIT's University Police would request assistance from these agencies and would conduct a complete investigation.

## Campus Reporting Agents

Descriptions of incidents are reported to University Police for the purpose of statistics, except those reported to Counseling and Health Services. 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.

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

University Police Emergency - ext. 7111

University Police Non Emergency - ext. 7222, B126 Kunsela Hall

VP for Student Affairs - ext. 7505, A221 Kunsela Hall

Judicial Affairs - ext. 7530, 209 Campus Center

Student Health Services - ext. 7172, 217 Campus Center

Residence Life & Housing - ext. 7810, A226 Kunsela Hall

Director of Athletics - ext. 7520, 221 Campus Center

Counseling Center - ext. 7805, 218 or 214A Campus Center

***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.***

## **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. SUNYIT 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, (24) outdoor emergency blue light phones and (12) residence hall lounge and laundry emergency phones are connected directly to University Police. In addition, 64 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 Institute of Technology 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 5 p.m. to 8 a.m. each weekday and 5 p.m. to 5 p.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 Vice President 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, color, national origin, religion, age, sex or sexual orientation, disability or marital status. Allegations of unlawful discrimination can also be discussed with the counseling center or the Vice President for Student Affairs.

SUNYIT 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.
3. Emergency Call Boxes – high visibility – blue lights.
4. “Key-less Locks” on all outside doors – locked 24 hours a day.
5. Door Bell System – all outside doors.
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. 64 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 SUNYIT 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. SUNYIT 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. SUNYIT 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, Campus Center, Room 217 or call (315) 792-7808. A complete description of alcohol and other drug policies and support services appears in the Student Handbook and/or on the Health & Wellness website at [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, Somatmax, 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, forcible and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent.

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

*Forcible Sodomy:* oral or anal sexual intercourse with another person forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*Sexual Abuse & Aggravated Sexual Abuse:* Sexual abuse is the touching of the private body parts of another person for the purpose of sexual gratification forcibly and/or against that person's will or in circumstances where the victim is incapable of giving consent because of his/her youth or mental defect or mental or physical incapacity. Aggravated sexual abuse is sexual abuse by use of an object that is inserted (no matter how slightly) into the genital or anal cavity of the victim forcibly or in circumstances where the victim is incapable of giving consent because of his/her youth or mental defect or mental or physical incapacity. The crime is compounded when injury occurs.

**Sex Offenses (non forcible):** unlawful, non-forcible sexual intercourse.

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

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

**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.

**The SUNYIT community does not tolerate hate/bias-related activities. Contact University Police ext. 7222 Or the VP for Student Affairs ext. 7505, For information on the protocol for bias-related incidents.**

## 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.

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

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-j(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 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.

## Sexual Crimes and Assistance for Victims

The SUNY Institute of Technology 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.

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

SUNYIT provides counseling and support services at our Counseling Center (ext. 7160). Rape Crisis Services in Utica is on call 24 hours a day at (315) 733-0665.

***In addition to criminal definitions, Sexual Assault and Rape are prohibited conduct as specified in the SUNYIT Student Handbook found at [http://sunyit.edu/pdf/student\\_handbook.pdf](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 SUNYIT campus through criminal courts and/or through the University’s internal disciplinary process (under the Campus Code of Conduct). SUNYIT 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 previously) regardless of where the assault occurred.

### Follow Up Medical Care

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

***In the eyes of the law and college policy, a person who is drunk, drugged, otherwise incapacitated or underage cannot consent to sexual activity.***

## **Victims' Rights**

Victims have the right to pursue criminal charges against their offender. If the offender is a student, victims can also pursue campus action through the Judicial Affairs Office (ref. Code of Student Conduct) regardless of where the offense occurred.

### **Statement of Rights for Student Campus Crime Victims**

Every victim of a crime who reports the incident to the University Police Department or the Student Affairs staff will be afforded the following rights:

1. The right to have the incident promptly and thoroughly investigated by appropriate college officials.
2. The right to have the incident duly adjudicated by campus, civil, and/or criminal authorities with appropriate jurisdiction.
3. The right to full and prompt cooperation from the appropriate college officials in order to notify the proper investigating or judicial authorities.
4. The right to be free from any pressure from college officials who would suggest that the victim:
  - a. not report crimes committed against them to civil and criminal authorities or to campus University Police and Student Affairs officials.
  - b. report crimes as lesser offenses than the victim perceives them to be.
5. The right to have complete access to the college's counseling services or other available community-based counseling or victim advocate services.
6. The right to receive written notice of these rights from the University Police Department when a crime is reported to them.
7. For victims of violent or sexual assault offenses, the right to receive regular information about the proceedings of any college judicial action resulting from the complaint. This includes the composition of the judicial hearing board, the witnesses who will testify, and the final outcome of the judicial proceeding after the appeal process is complete.

### **Statement of Rights for Student Campus Sexual Assault Victims**

A student who reports a sexual assault or other sexual offense, which took place on property under the college's jurisdiction or at a college-sponsored event, will be afforded the following rights:

1. The right to be free from suggestions by college officials that:
  - a. sexual assault or sexual offense victims are "responsible" for the commission of crimes against them.
  - b. sexual assault victims were contributorily negligent or "assumed the risk" of being assaulted.
  - c. by reporting crimes the college would incur unwanted publicity.
2. The right to have complete access to immediate medical treatment and/or counseling support services.
3. The right to decline to go forward with criminal proceedings.
4. The right to be treated with dignity and compassion by each college official who is involved in the counseling, investigative, or adjudicatory process.
5. The right to receive regular information about the proceedings of any college judicial action resulting from the complaint. This includes the composition of the judicial hearing board, the witnesses who will testify, and the outcome of the judicial proceeding after the appeals process is complete.
6. The same right to assistance, or right to have others present, which is afforded the accused during any college judicial action.
7. The right to request that campus personnel take the necessary steps reasonably available to prevent unwanted contact or proximity with an alleged assailant(s). This

could include a reassignment of the victim's campus housing, reassignment of the victim's academic class schedule, or interim suspension of the alleged assailant(s) from the college.

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

- A student has the right to a hearing by an unbiased judicial body.
- A student has the right to have an advisor present at the hearing.
- A student has the right to written notice of the charges which indicates the time and place of the hearing. Proper written notification shall be defined as delivery of mail to a student's on-campus mailbox, hand-delivery by campus staff, or delivery by the U.S. Post Office to a student's local off-campus address. Students shall be held responsible for the contents of mail for which they have refused receipt.
- A student has the right to receive a copy of the written report(s) stating the circumstances and allegations involved. This information shall generally be given to the student at the time that they receive notification of the time and place of the hearing.
- A student has the right to object to a Board/Panel member or Hearing Officer who is serving in the capacity of the judicial body. The judicial advisor will determine the validity of the objection.
- A student has the right not to present information against herself/himself.
- A student has the right to hear and respond to all information presented against her/him. This includes the right to question all parties through the judicial body.
- A student has the right to present information and witnesses in her/his own behalf.
- A student has the right to written notification of the results of a hearing no later than ten school days after the hearing.
- A student has the right to appeal the outcome of a hearing, except in cases of accepted Residence Hall Director decisions. A student must be informed of their right to appeal, and the process by which to do so.

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

## **New York State Penalties for Sex Offenses**

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

### **Sexual Misconduct**

When a person engages in sexual intercourse with another person without such person's consent; or

When a person engages in oral or anal sexual conduct with another person without such person's consent; or

When a person 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 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;

When a person being 21 years old or more engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.



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

A Class D felony. Punishable by four to seven years in prison.  
New York State Penalties for Sex Offenses

### **Rape in the Second Degree**

When a person being 18 years old or more engages in sexual intercourse with another person less than fifteen years old;

When a person engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section 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.

### **Rape in the First Degree**

When a person engages in sexual intercourse with another person:

By forcible compulsion; or

Who is incapable of consent by reason of being physically helpless; or

Who is less than 11 years old; or

Who is less than thirteen years old and the actor is eighteen years old or more.

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

### **Persistent Sexual Abuse**

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

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

### **Criminal Sexual Act in the Third Degree**

When a person:

Engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old;

Being 21 years old or more, he or she engages in oral or anal sexual conduct with a person less than 17 years old;

Engages in oral or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

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

### **Criminal Sexual Act in the Second Degree**

When a person:

18 years old or more engages in oral or anal sexual conduct with another person less than fifteen years old; or

Engages in oral or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section 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 person engages in oral or anal sexual conduct with another person:

By forcible compulsion; or

Who is incapable of consent by reason of being physically helpless; or

Who is less than 11 years old; or

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

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

## **Sexual Abuse in the Third Degree**

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

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

## **Sexual Abuse in the Second Degree**

When a person subjects another person to sexual contact and when such other person is:

Incapable of consent by reason of some factor other than being less than 17 years old; or

Less than 14 years old.

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

## **Underage or incapacitated persons cannot legally consent to sexual activity.**

## **Aggravated Sexual Abuse in the Fourth Degree**

When a person inserts a foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than 17 years old; or

When a person inserts a finger in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than 17 years old.

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 or rectum of another person:

By forcible compulsion; or

When the other person is incapable of consent by reason of being physically helpless; or

When the other person is less than eleven years old.

When a person inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

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

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 or rectum of another person causing physical injury to such person:

By forcible compulsion; or

When the other person is incapable of consent by reason of being physically helpless; or

When the other person is less than eleven years old.

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

A Class C felony. Punishable by six to 15 years in prison.

## **Aggravated Sexual Abuse in the First Degree**

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

By forcible compulsion; or

When the other person is incapable of consent by reason of being physically helpless; or

When the other person is less than eleven years old.

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

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

## **Course of Sexual Conduct Against A Child in the First Degree**

1. When over a period of time not less than three months in duration a person:

Engages in two or more acts of sexual conduct which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact with a child less than 11 years old; or

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.

2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

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

## **Course of Sexual Conduct Against A Child in the Second Degree**

1. When over a period of time not less than three months a person:

Engages in two or more acts of sexual conduct with a child less than 11 years old; or

Being 18 years old or more engages in two or more acts of sexual conduct with a child less than 13 years old.

2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

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

## **Incest**

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

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

**SUNYIT 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 Sexual Assault Programs Offered

At the beginning of each school year, SUNYIT provides sexual assault awareness programs in all of the residence halls. 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 specific examples of what we do:

**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/](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 WILDcat”**— 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** — SUNYIT'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 VP 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 VP 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.

## Stalking

Stalking is broadly defined as repeated harassment or threatening behavior that would cause a reasonable person to feel fear.

These behaviors can include unwanted contact, attention or harassment; invasive communication via e-mail, phone, text message or mail and direct or indirect threats.

### How Can I Protect Myself?

- Call On campus – University Police – (315)792-7111  
Off campus – NY State Police (315) 736-0121  
Oneida Co. Sheriffs Dept. (315) 736-0141  
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](http://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.

### 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 – NY State Police (315) 736-0121
- Oneida Co. Sheriffs Dept. (315) 736-0141
- 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 Institute of Technology police mandate to protect all members of the SUNYIT 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, 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, SUNYIT 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 SUNYIT 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 Institute of Technology provides counseling and support services at our Counseling Center (ext. 7805). Rape Crisis in Utica is on call 24 hours a day at 797-7740.

For general information on SUNYIT security procedures, see [http://sunyit.edu/university\\_police/](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 (315) 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**, Vice President (315) 792-7505
- Colleen McSweeney**, Counselor (315) 792-7172 (counseling)
- Ms. Jo Ruffrage**, Director of Health Services (315) 792-7172 (medical assistance)
- Mr. John Borner**, Director of Campus Life (315) 792-7530 (judicial affairs officer)

### **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 – 798-8100
- St. Luke's Hospital Emergency – 624-6222
- Faxton Medical Center Emergency – 624-5226
- YWCA Domestic Violence Hotline (24 hours) – 793-3621

**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.**

## FBI Index Crimes (including hate crimes) January 1 – December 31

Criminal Offense	On Campus (Includes residence halls)			Residence Halls Only			Non-Campus Buildings			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	1*	0	0	1*	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses (Incest and statutory6 rape)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	1
Burglary	5	2	1	5	2	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	1	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0

Statistics	On Campus Arrests (includes residence halls)			Arrests - Residence Halls Only			Judicial Referrals On Campus			Judicial Referrals Residence Halls			Judicial Referrals Non-Campus			Judicial Referrals Public Property		
	'08	'09	'10	'08	'09	'10	'08	'09	'10	'08	'09	'10	'08	'09	'10	'08	'09	'10
Liquor Law Violations (does not include DWI)	0	1	4	0	1	3	31	33	33	31	31	28	0	0	0	0	0	0
Drug Law Violations	8	4	5	6	4	3	6	4	16	6	4	14	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	2	0	0	2	0	0	4	0	0	4	0	0	0	0	0	0

More Statistics	Arrests – Non Campus			Arrests – Public Property		
	2008	2009	2010	2008	2009	2010
Liquor Law Violations (does not include DWI)	0	0	0	0	0	0
Drug Law Violations	0	0	0	1	0	0
Illegal Weapons Possessions	0	0	0	0	0	0

Criminal Offense Hate Crimes	On Campus (Includes residence halls)			Residence Halls Only			Non-Campus Buildings			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses (Incest and statutory6 rape)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0

When a hate crime is reported, it will be labeled with the following categories of prejudice: R=race, G=gender, REL=religion, SO=sexual orientation and E=ethnicity. In addition to the above categories, the following crimes need to be reported if they are hate crimes: larceny, theft, simple assault, intimidation, destruction, damage, or vandalism of property. SUNYIT did not have any hate crimes in those categories for 2008, 2009 or 2010.

\*Oneida County District Attorney's Office declined prosecution

## Campus Fire Safety

SUNYIT'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 2010. Note that cases of arson would also be reported in the crime section of this document.

Location	Type/Cause	Number of related injuries treated at medical facility	Related deaths	Property damaged	Value of damaged property
<b>SUNYIT had no fires in its residence halls during 2009 &amp; 2010</b>					

For the safety of all residents, use and/or possession of these appliances will not be allowed in any of the residence hall:

- 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

Building	Assembly Space	Detection Type	Sprinkler or Fire Suppression (Y/N/Partial)	Fire Alarm Sound	Strobe Lights (Y/N)
Adirondack Hall	Quad North or Quad South, furthest from fire location	Heat/Smoke	Y/Partial	Horn & Voice	Y
Mohawk Hall	Quad area	Heat/Smoke	Y/Partial	Horn & Voice	Y

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. SUNYIT 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.

**In 2009, a total of 14 fire drills were held in campus residence halls.  
In 2010, 25 fire drills were held.**

## 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, EEA as well as the designated ES. It is imperative that students know to stay together as a class while at the EEA 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 EEA or ES until University Police give permission to do so.

### **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 EEA and meet with other persons from the class or lab. Wait at EEA for directions.
- Account for faculty, staff and students and write down their names while at the EEA. 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. Incidentals 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.

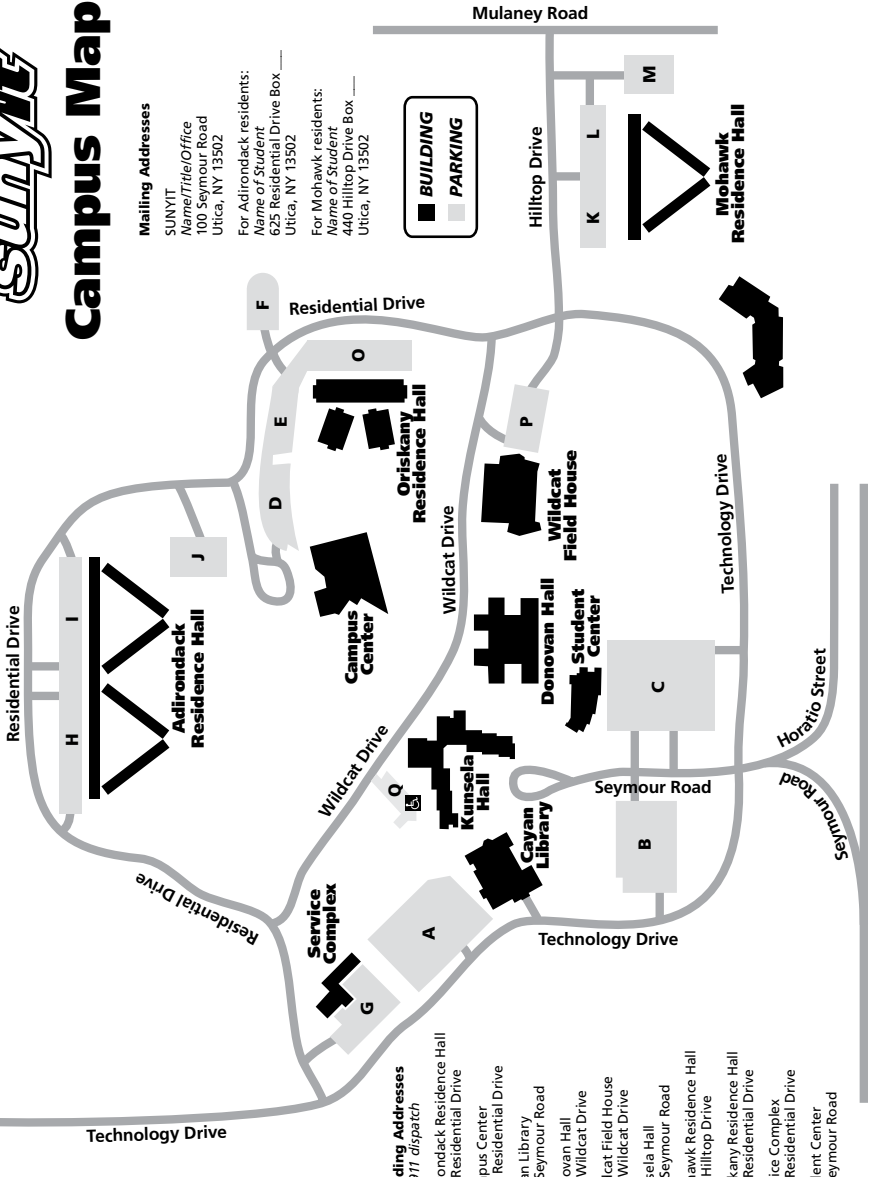
Employees will receive Emergency Response Plan training when they are initially assigned to a position and annually thereafter. Employees will also receive training when certain responsibilities and aspects of this plan change. This training will include: protocol for reporting fires; procedures for 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 SUNYIT's Environmental Health and Safety Office.**



# Campus Map

Edic Road (to Route 49)



### Mailing Addresses

SUNYUT  
 Name/Title/Office  
 100 Seymour Road  
 Utica, NY 13502

For Adirondack residents:  
 Name of Student  
 625 Residential Drive Box \_\_\_\_  
 Utica, NY 13502

For Mohawk residents:  
 Name of Student  
 440 Hilltop Drive Box \_\_\_\_  
 Utica, NY 13502

**BUILDING**

**PARKING**

### Building Addresses for 911 dispatch

- Adirondack Residence Hall  
625 Residential Drive
- Campus Center  
575 Residential Drive
- Cayan Library  
110 Seymour Road
- Donovan Hall  
860 Wildcat Drive
- Wildcat Field House  
880 Wildcat Drive
- Kunsela Hall  
100 Seymour Road
- Mohawk Residence Hall  
440 Hilltop Drive
- Oriskany Residence Hall  
555 Residential Drive
- Service Complex  
755 Residential Drive
- Student Center  
96 Seymour Road

Routes 8/12