

Annual Security Report and Annual Fire Safety Report
Clinton Community College
September, 2009

Introduction

Clinton Community College recognizes the importance of keeping our students, faculty and staff safe and healthy. The college's Health, Safety and Security Committee is tasked annually with reviewing campus policies and procedures regarding the Health, Safety and Security of students, faculty and staff. The committee membership is:

Nicole Allen (chair)
Angela Alphonso
Laurie Bethka
John Conley
Donna Dixon
Michael Lawliss
Tullio Nieman
Chrisa O'Connell
Lisa Raino
Doc Sheehan
Mark Silver
Steve St. Onge, Ph.D. (ex-officio)

As required by 1998 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, this report describes Clinton Community College's policies and procedures for documenting and reporting criminal activity at Clinton Community College. These data includes residence halls and property owned by the Faculty Student Association Incorporated of Clinton Community College. Included in this report are the campus crime statistics for 2008.

1. Procedures for the reporting of criminal actions or other campus emergencies

Contact Campus Security (562-4215) or in Room 105M (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity should be reported to Campus Security. Those who report Clery Act violations are protected under the college's non-retaliation policy. In addition, you may report a crime to the following areas:

Vice President for Student Services	562-4120	227 Main Building
Vice President for Administration	562-4130	224 Main Building
College Nurse	562-4129	149 Main Building
Director of Human Resources	562-4138	225 Main Building

2. Procedure for making timely warnings to members of the campus community

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Student Services and Captain of Security, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college email system to

students, faculty and staff by the Vice President for Student Services and will be posted on campus and in the campus residence halls as is appropriate.

Anyone with information warranting a timely warning should report the circumstances to Campus Security (562-4215) or in Room 105M.

3. Policies for preparing the annual disclosure of crime statistics

The Vice President for Student Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.clinton.edu/StudentServices/>. This report is prepared in cooperation with our Captain of Security, College Nurse and local law enforcement agencies.

Campus crime, arrest and referral statistics include those reported by Campus Security, designated campus officials (including but not limited to Vice Presidents, Department Heads, College Nurse and Faculty Student Association (FSA) personnel associated with managing residence halls). These statistics may include crimes that have occurred in private residences or businesses and are not required by law. Counseling and Advisement staff, as well as the College Nurse, inform clients of the procedures to report crime to Campus Security on a voluntary or confidential basis, should they feel it is in the best interest of the student.

Each year an email notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive a similar email with the web site provided. Copies of this report may be obtained through the Office of the Vice President for Student Services, room 227 M, (518) 562-4120. The web site address is made available to all CCC employment applicants.

4. Voluntary confidential reporting and limited voluntary confidential reporting

Voluntary Confidential Reporting

Clinton Community College does not have a policy for confidential reporting procedures.

Limited Voluntary Confidential Reporting

Clinton Community College's Office of Campus Security encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public record under state law, we cannot hold reports of crime in confidence. Confidential reports for purpose of inclusion in the annual disclosure of crime statistics can generally be made to other CCC campus security staff or administrative personnel as identified below. Confidential reports of crime may also be made by calling Campus Security at 562-5215.

Campus Security	562-4215
Vice President for Student Services	562-4120
Vice President for Administration	562-4130
Vice President for Academic Affairs	562-4110
College Nurse	562-4129
Director of Human Resources	562-4138

5. **Security of campus facilities and access to campus facilities**

Facilities of the College should be used for purposes for which they were designed and according to the following activity-based priorities:

1. Academic Programs.
2. Extra-Curricular Programs, including Athletics.
3. College Affiliated Groups (Foundation, Alumni, etc.).
4. Non-College Group Functions.

Because of schedule problems, it is possible that late requests from high-priority groups may need to be rejected in favor of commitments to lower-priority groups. This requires the need for centralized and early scheduling of all College and College-related activities. Residence Halls are locked 24 hours per day, and access to registered residence hall students can only be obtained through use of a Personalized Entry Device (PED) that tracks via computer database all entries into the building. Cameras are maintained throughout the residence hall complex for added security measures.

The use of College facilities shall be generally limited to groups engaged in educational, cultural, or charitable activities. Use by groups for purposes which are primarily profit-oriented are not to be permitted. This, however, does not rule out educational activities which may also enhance the user's profit potential. An example of this would be training sessions or classes for member of a professional group or trade association designed to enable the participant to serve society more effectively.

Approval on applications may be given, provided:

1. The activity does not conflict with regularly scheduled activities of the College or specially planned events or programs not regularly scheduled but approved by the administration. Generally, requests for use of facilities on Sundays or during College vacation periods will not be approved.
2. The primary function of the group is educational or cultural. The group of activity may not be primarily social, fund raising, political or religious, or a political action group.
3. The group has adequate leadership and supervision to ensure adherence to College regulations.

Procedures

To promote consistency, all requests from off-campus groups shall go initially to the Director of Buildings and Grounds who will determine whether the group is eligible. All applications must be completed on a form provided by the Director for each time the use of a facility is desired. Each Applicant will be reviewed separately. All requests shall be submitted in a timely manner.

A contract shall be signed by the user which spells out the obligations of both parties, including charges. When required by the Vice President for Administration, a certificate of insurance shall be provided by any group using space.

The College does not permit smoking, drinking or eating in any classrooms. Alcoholic beverages are not permitted on campus, unless specific permission is requested from and granted by the Board of Trustees (see Policy 1500). Nothing may be sold, given, exhibited or displayed in connection with the use of facilities unless written permission has been requested by the organization and permission granted by the Vice President for Administration.

Campus security regularly patrols the grounds for lighting and security issues. The residence halls also have security staff in place to monitor safety related issues.

6. Campus security authority and jurisdiction

Campus Security is provided by Securitas. Campus security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Clinton Community College. Campus Security officers are to act as referral agents to local law enforcement and to campus officials, and may make referrals to the campus judicial process through the Vice President for Student Services. Campus Security personnel do not have the power to arrest. Campus security personnel have a very good history of communication and collaboration with local law enforcement, who at times are asked to respond to serious situations on campus.

Criminal offenses are reported to the local police for their investigation. Campus Security personnel do maintain close communication with local law enforcement agencies.

All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

7. General procedures for reporting a crime or emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to campus security in a timely manner.

To report a crime or emergency on the Main Campus contact security at (518) 562-4215, or in the residence halls at (518) 324-9577.

All incident reports are referred to the Office of the Vice President for Student Services for review and potential disciplinary action.

If assistance is needed from the local police agencies, they will be contacted. If a rape or sexual assault should occur, the College Nurse and local agencies may become involved at the request of those involved.

Crimes should be reported to the Campus Security Office for inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

8. Policy statement addressing counselors

All reports will be investigated. The college does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and

when appropriate, to the college disciplinary process for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued through e-mail announcements, and the posting of flyers on campus.

9. Security awareness programs

During Orientation in August students are informed of services offered by Campus Safety, The Office of the Vice President of Student Services and the Counseling and Advisement office. Residence hall staff discuss residence hall safety during their first floor meetings. Health, Wellness and Safety programming is done throughout the academic year by the Counseling and Advisement staff.

When time is of the essence, information is released to the college community through security “timely warning” alerts posted throughout campus and via direct e-mail announcements to students, faculty and staff.

10. Crime prevention programs

Crime prevention programs and programs addressing individual safety are offered by various campus offices throughout the year. Resident Assistants regularly offer programs on personal health, wellness, and safety as part of their programming requirement in the residence halls.

Campus Security offers an campus escort program offering to escort any faculty, staff or student to their vehicle should they request an escort.

11. Criminal activity off-campus

Clinton Community College does not have any off-campus student organizations requiring monitoring by local law enforcement agencies. Clinton Community College does not have any “non-campus” property. The two areas of campus are the Main Campus (136 Clinton Point Drive) and the Residence Halls (14 Dormitory Drive).

The Faculty Student Association Incorporated of Clinton Community College does operate two residence halls 2.5 miles from campus. This property has evening security personnel assigned which work with local law enforcement agencies should the need arise.

12. Policy on alcoholic beverages

Clinton Community College is a drug and alcohol-free campus.

Possession, use or distribution of illegal drugs or alcohol on college property or at college-sponsored events will result in serious disciplinary action. Students could be expelled. Employees could be fired. It is important to note that, under local, State and Federal laws, illegal uses of drugs and alcohol are serious crimes. Conviction of a felony carries serious consequences, including loss of citizenship rights during the period of sentence, and possible jail terms. Convictions jeopardize future employment opportunities.

Further information on the legal ramifications of drug and alcohol abuse, including the Student Rights and Responsibilities document and the text of Public Law 101-226, is available in the college library and in the Vice President for Student Services office. Violators are subject to college disciplinary action and possible criminal prosecution.

13. **Policy on illegal drugs**

Possession, use or distribution of illegal drugs or alcohol on college property or at college-sponsored events will result in serious disciplinary action. Students could be expelled. Employees could be fired. It is important to note that, under local, State and Federal laws, illegal uses of drugs and alcohol are serious crimes. Conviction of a felony carries serious consequences, including loss of citizenship rights during the period of sentence, and possible jail terms. Convictions jeopardize future employment opportunities.

Further information on the legal ramifications of drug and alcohol abuse, including the Student Rights and Responsibilities document and the text of Public Law 101-226, is available in the college library and in the Vice President for Student Services office. Violators are subject to college disciplinary action and possible criminal prosecution.

14. **Alcohol and substance abuse information**

Prevention Programs

Clinton Community College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students, faculty and staff. The program provides services related to drug use and abuse including making available informational materials, educational programs, and referrals coordinated through the Office of Counseling and Advisement.

Local, State & Federal Legal Sanctions Governing Alcohol

The State of New York sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws are available from the Office of Campus Security. A violation of any law regarding alcohol is also a violation of the College's Code of Student Conduct and will be treated as a separate disciplinary matter by the College.

15. **Sexual assault prevention and response**

The College educates the student community about sexual assaults and date rape through Fall programming offered through the Office of Counseling and Advisement. The Counseling and Advisement Office also offers programs on sexual assault education upon request from students, faculty or staff. Literature on date rape education, risk reduction and the college's response is available at the Office of Counseling and Advisement and the Health Office.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Victims of a sexual assault are encouraged to report the incident in a timely manner. Time is a critical factor for evidence collecting and preservation. An assault should be reported directly to a College administrator and/or a member of the

Residence Life staff (if involving a residential student). Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim receives the necessary medical treatment, provide for the opportunity to collect evidence, and assure that the victim has access to free confidential counseling. In all cases, college personnel will assist students in notifying authorities if requested.

When a sexual assault occurs, Campus Security will notify the local police who will take over the investigation should the student wish to complete a formal report with the police. Students will have counseling services available to them off campus and the Counseling and Advisement staff would make a referral to an off campus agency should that be requested of them. Should a student request a change in their course section or residence hall room these requests will be accommodated.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook. The Handbook provides, in part, that the accused and the accuser are entitled to the same opportunities to have others present (who have no formal legal training) during the hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the College's sexual misconduct policy could be both criminally prosecuted and suspended or expelled from the College for the first offense.

16. Statement of current policies regarding immediate emergency response and evacuation procedures

Clinton Community College will, without delay, and taking into account the safety of the community, determine the content of any notification and will initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Clinton Community College has several methods of communicating to campus members when an emergency arises. Current campus policies are being drafted to direct the usage of a new Active Alert Broadcast System which is currently being installed on campus, which will broadcast emergency related messages throughout campus. Students, faculty and staff will also receive e-mail notification about specific procedures as needed. In addition, Clinton Community College participates in the SUNY NY Alert Emergency notification system, a process to notify the campus immediately upon the confirmation of a significant emergency or dangerous situation involving the potential harm to campus constituents. Emergency response systems will be tested on an annual basis. Instructions for participation in the system (which notifies students/faculty/staff of any emergency by phone/fax/email/text is as follows:

Instructions to Enroll in the SUNY NY ALERT Program at Clinton Community College

The State University of New York system, in partnership with the State Emergency Management Office, have created a State University of New York systemwide alert messaging system. If there is an emergency that effects you as faculty, students or staff of Clinton Community College, or as members of the State University of New York system, you are able to receive messages through this alert system. Participation is your choice, and the system allows you to receive alert notification in a variety of formats to suit many different communication mediums based on your choice (email, cell phone, home phone, text messaging, etc.). I hope that you sign up and make use of this important resource.

Students, faculty and staff can subscribe to the campus emergency alert system by going to <http://www.suny.edu/sunyalertsec>. You must have a valid CCC network username and password to subscribe. These login instructions are provided with the best information that CCC has available at this time.

Once at the site, log in as follows:

NOTE: do not be dissuaded by the "Unauthorized Access Prohibited" message!

1. Click on the dropdown menu and select "Clinton."

2A. STUDENTS

2A1. Enter your network username in the "Campus ID" box (your username is the first four letters of your last name followed by the last four digits of your social security number, with no spaces or punctuation).

2A2. Enter your current campus network password in the "Campus Password" box.

2A3. Click the "login" button.

2B. FACULTY and STAFF

2B1. Your username for this application is firstname.lastname; enter that in the "Campus ID" box.

2B2. Enter your current campus network password in the "Campus Password" box.

2B3. Click the "login" button.

3. At the "SUNY Emergency Alert" screen, enter the information and make the selections required and click "submit." The application will do some error checking and ask you to make corrections as necessary. Once your data is accepted you will be given a confirmation screen.

NOTE: if you choose to be contacted via text message and your service provider is not listed, simply choose one of the providers listed. As noted on the form, standard charges will apply for text messages sent via this system, and the providers listed will handle the billing necessary to make the call to you.

Your information will be forwarded by SUNY to the NY Alert system. When CCC administrators issue a campus emergency alert, NY Alert will contact you using the information you provided.

This information must be updated periodically, and CCC will let you know when that is required.

17. Process for emergency notification

In the event of an emergency situation on campus, the President of the College (or Officer in Charge) will convene the campus leadership team (The President's Council consisting of the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Administration/Business Affairs, and the Associate Vice President for Institutional Advancement) to confirm that an emergency situation exists and to institute the emergency notification protocol. This group will determine who to notify, the content of the notification, and the individual responsible for initiating the notification system.

It is the responsibility of the Vice President for Administration/Business Affairs to test the emergency response and evacuation procedures at least once per year, which includes publicizing the evacuation procedures annually and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

Information will be disseminated to the larger community through the Public Relations Officer of the College as directed by the Associate Vice President for Institutional Advancement.

18. Process for reporting a missing student

Clinton Community College MISSING STUDENT Policy and Procedure

A Missing Student is defined as any student who resides in a facility owned or operated by Clinton Community College and is reported missing from his or her residence on campus. Missing Student Reports will be referred immediately to the Vice President for Student Affairs, Campus Security, and local law enforcement.

If a student has been missing for 24 hours, contact:

Vice President for Student Affairs, 518-562-4120, Room 227 Main
Captain of Security, 518-562-4215

The Missing Student Policy may also be activated for students missing less than 24 hours if circumstances warrant faster implementation of the policy.

Each student living in an on-campus student housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers may have access to this information as part of investigating a missing student report. All students should be aware that local law enforcement will be notified if a student is expected of being missing (even if the student has not registered a contact person). If a student is less than 18 years of age and is not emancipated that their parent or guardian MUST be notified.

Residence Hall Students

Any person who believes a student is missing should be directed to Campus Security in the Main Building (Room 123), phone number: (518) 562-4215.

Campus Security will initiate a Missing Student Incident Report.

Campus Security will escort, or contact via phone after hours, the individual filing the report to the Vice President for Student Services. The following Level I protocol occurs during the first 60 minutes:

1. Residence hall room check
2. Call student cell phone
3. Discussion with roommate
4. Discussion with RA and friends
5. Check meal plan usage
6. Check vehicle
7. Review of class attendance
8. Check with employer (if possible)

9. Check hospital admittance records
10. Check cameras
11. Check residence hall access card reader
12. Check emergency contact number

Based on information gathered, and conversation with the emergency contact person, the Vice President for Student Services will decide if this case escalates to a Level II protocol. Level II protocol includes:

1. Make a copy of ID card picture, circulate an "All Points Bulletin" to Campus Security at CCC and University Police at Plattsburgh State University
2. Notification to local law enforcement and transfer of information
3. Notification to the college's crisis management team
4. Notification to the Associate Vice President for Institutional Advancement for possible press contacts/questions
5. Notify Roger Johnson, Assistant Vice Chancellor for University Policy at SUNY System Administration at (518) 443-5859 or Dispatch (24 hours/day) at (518) 443-5500.

Commuter Students

Off campus individuals who contact a College office in an attempt to locate a student should be transferred to the Office of the Vice President for Student Services to file a Missing Persons Incident Report or for the VP to attempt delivery of a message to the student assumed missing.

19. Annual fire safety report

In 2009, updates to the Clery Act require each campus to produce an Annual Fire Safety Report for any campus that has residence halls. In addition, Campus Security is responsible for maintaining a "Fire Log" to track any fire related incidents in the residence halls. Clinton Community College has two residence halls which operate as one residential complex, and fire drills are conducted for both buildings at the same time.

For the 2008-2009 calendar year, we report the following statistics:

The number of fires: 0

The number of deaths related to fire: 0

The number of injuries related to fire that resulted in treatment at a medical facility: 0

The value of property damage related to fire: 0

Fire drills held: Two drills were conducted of the residence hall complex. The dates were:

2/5/2009

2/22/2009

Description of the fire safety system for each on-campus housing facility

Each residence hall is equipped with a fully functional sprinkler system and the system is monitored by Mahony Notify. Each residence hall floor is equipped with 2 fire extinguishers, and there is a fire extinguisher in each laundry room and by each entryway. Each residence hall has a fire hydrant beside the building.

Policies/Rules on portable electrical appliances, smoking, and open flames in residence halls

Students are permitted to bring a mini-fridge (no larger than 4.0 cubic feet) and may only have one fridge per room. Electric appliances with exposed heating elements are not permitted. Rice cookers, toasters, George Forman grills may NOT be used in the residence halls. Coffee makers are allowed as long as they have an automatic shut-off feature. Students are allowed to bring their own microwaves as long as they are under 750 watts.

Our residence halls are smoke free, there is no smoking allowed in the residence halls at Clinton Community College. In addition, open flames, halogen lamps, incense, and cooking in the residence halls is prohibited.

Procedures for student housing evacuation

Evacuation plans are posted on each residence hall floor, and the evacuation procedures are discussed at residence hall orientation with incoming students. In addition, Fire Marshals are appointed on each residence hall floor, and procedures are reviewed during floor meetings. Residence Life and Security staff also conduct monthly health and safety inspections to make sure that sprinklers and smoke detectors in individual resident rooms are functioning properly. Students who do not comply with evacuation procedures are subject to judicial sanctions.

Each semester, the Residence Life staff meets with local Fire Department officials to review and discuss policies and procedures related to equipment and evacuation procedures.

Policies for fire safety education and training programs for students, faculty and staff

During the beginning of each semester, residence hall students are trained on the evacuation procedures and fire safety rules by the Director of Buildings and Grounds. Residence Life staff are trained by personnel from the local fire department during their annual training just prior to the opening of the residence halls. Topics include fire safety awareness, staff roles during an emergency, and proper use of fire safety devices (smoke detectors, pull stations, etc.).

List of the titles of each person or organization to which individuals should report that a fire has occurred

South Plattsburgh Fire Department
Dr. Stephen St. Onge, Vice President for Student Affairs
Mark Silver, Director of Security
John Conley, Director of Buildings and Grounds
Tullio Nieman, Assistant Dean of Student Affairs (Housing and Dining)

20. Three year campus crime statistics for the 2008 calendar year

Criminal Offenses

Criminal Offenses-On Campus	2006	2007	2008
a. Murder/Non-negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses-Forcible	1	1	1
d. Sex Offenses-Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	2	1	7
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
Criminal Offenses-On-Campus Residence Halls	2006	2007	2008
a. Murder/ Non-negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses-Forcible	1	1	1
d. Sex Offenses-Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	1	1	7
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0
Criminal Offenses-Public Property	2006	2007	2008
a. Murder/ Non-negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses-Forcible	0	0	0
d. Sex Offenses-Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	0
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0

Hate Offenses

There were no reported hate crimes for the years 2006, 2007, or 2008.

Arrests

	2006	2007	2008
Arrests-On Campus			
a. Illegal Weapons Possession	1	0	0
b. Drug Law Violations	3	3	6
c. Liquor Law Violations	0	0	0
Arrests- On Campus Residence Halls			
a. Illegal Weapons Possession	1	0	0
b. Drug Law Violations	3	3	6
c. Liquor Law Violations	0	0	0
Disciplinary Actions/Judicial Referrals On Campus			
a. Illegal Weapons Possession	5	2	0
b. Drug Law Violations	3	6	23
c. Liquor Law Violations	52	29	25
Disciplinary Actions/Judicial Referrals (Public Property)			
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	0	0	0
c. Liquor Law Violations	0	0	0