



# Campus Security and Fire Safety Report

August, 2011



Clinton Community College

***Published in compliance with U.S. Code Section 1092 (f) the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act for the 2010 Calendar Year***

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**Note: Paper Copies of this report are available through the Office of the Vice President for Student Affairs.**

## General Information

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 2010.

This law mandates that institutions receiving Title IV funds disseminate crime statistics for certain offenses on campus for the previous and two calendar years.

## Related Web Sites

History of the Campus Security Act:

[www.campussafety.org/aboutsoc/didntknow.html](http://www.campussafety.org/aboutsoc/didntknow.html)

Campus Judicial Procedures including student behavioral expectations:

<http://www.clinton.edu/studentservices/Content-docs/dc/3354/gid/22/document.cml>

Clinton Community College Campus Crime Statistics

<http://www.clinton.edu/studentservices/crimestatistics.cxml>

Campus Crime Statistics—US Department of Education

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

## This Report

This report was compiled by the Vice President for Student Affairs Office and is available on the web through the link provided below:

<http://www.clinton.edu/studentservices/crimestatistics.cxml>

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



## Crime Prevention Tips

Always remember to secure your personal belongings and to be aware of your surroundings.

Employees and students should familiarize themselves with the emergency evacuation procedures for Clinton Community College.

posted in their buildings. In addition, the campus community should read and understand the emergency activation procedures for Clinton Community College.



## Overview

Students are encouraged to identify a person who College officials can contact in the event that they are determined "missing". Students can provide this contact information to the Office of the Vice President for Student Affairs (229 Moore Building).

Missing persons should be reported directly to Campus Security or to the Office of the Vice President for Student Affairs. **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, 2) the student's contact person (if provided), 3) parents of students under the age of 18 years of age.

### 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.

#### Residence Hall Students

Any person who believes a student is missing should be directed to Campus Security in the Tech Annex, 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:

Residence hall room check; Call student cell phone; Discussion with roommate  
Discussion with RA and friends; Check meal plan usage; Check vehicle  
Review of class attendance; Check with employer (if possible); Check hospital admittance records  
Check cameras; Check residence hall access card reader; 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:

Make a copy of ID card picture, circulate an "All Points Bulletin" to Campus Security at CCC and University Police at Plattsburgh State University  
Notification to local law enforcement and transfer of information  
Notification to the college's crisis management team  
Notification to the Associate Vice President for Institutional Advancement for possible press contacts/questions  
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.

## Emergency Response

A campus emergency is designated as any situation that significantly disrupts regular college functions for any period of time.

The campus has designated the Vice President for Administration and Business Affairs as the Incident Commander responsible for directing all campus emergency /activation responses.

A campus evacuation is when a building or campus must be immediately vacated due to an imminent threat to personal health or safety.

Campus Notification. Campus alerts for emergency or evacuation notices will be sent out immediately (within 5 minutes) after recognition of a campus emergency by the incident commander or designee unless sending such a message will compromise the effort to deal with the emergency or to rescue a victim. The campus will be notified of a campus emergency or campus evacuation by use of the following systems:

Activation of the active alert broadcast system which broadcasts messages across campus across a series of campus speakers. Initiated by the Incident Commander or designee. This is immediate and should occur within five minutes of the incident.

Campus email system to all students, faculty and staff. Initiated by the Incident Commander or designee.

This is immediate and should occur within five minutes of the incident.

Campus voicemail to all students, faculty and staff. Initiated by the Incident Commander or designee. This is immediate and should occur within five minutes of the incident.

Messages posted to the campus web page. Initiated by the Associate Vice President for Institutional Advancement. This should occur within a ½ hour of the incident.

Press Releases to local news media and radio stations. Initiated by the Associate Vice President for Institutional Advancement. This should occur within a ½ hour of the incident.

Individuals tasked with the authority to send emergency notifications are as follows:

President of the College  
Vice President for Administration and Business Affairs (Incident Commander)  
Director of Buildings and Ground  
Vice President for Student Services  
Vice President for Academic Affairs  
Associate Vice President for Institutional Advancement

Testing emergency response and evacuation system.

Testing should occur once per year under the direction of the Director of Buildings and Ground. Records will be kept and maintained by the Director of Buildings and Grounds for each test, including the following information:

A description of the test

The date and time of the test

Whether the test was announced or unannounced

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

Go online to <http://www.suny.edu/sunyalertsec>

Select "Clinton" from the drop-down menu

User ID and password is your Clinton Log-



### Campus Crime Alerts or "Timely Warnings"

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 the Tech Annex.

#### Reporting a Crime

Contact Campus Security (562-4215) or in the Tech Annex (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 Affairs 562-4120  
229 Main Building

Vice President for Administration 562-4130  
224 Main Building

College Nurse 562-4129  
149 Main Building

### Health Safety and Security Committee

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  
Chrissa O'Connell  
Adrienne Boyd-Wiley  
Doc Sheehan  
Mark Silver  
Steve St. Onge, Ph.D. (ex-officio)

#### Standard Facility Access

**Students and employees (faculty and staff) have access to academic, recreational, and administrative facilities during scheduled hours. Access to the residence halls is limited to students and their guests according to procedures outlined in the Residence Hall Policies and Procedures manual and the Code of Student Conduct.**

### Campus Reporting Agents

#### **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 re-

ports 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.

#### Reporting Agents

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



### Campus Security

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.

### Access to Campus Facilities/Security of 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.

#### Residence Life and Housing

Staff are committed to supporting the college's health and safety agenda in the residence halls. Our residence halls are supervised by a professional Director of Campus Life who lives in the residence halls, and additionally each residence hall has an Assistant Hall Director (live-in) and each floor has at least one Resident Advisor (live in student staff member) to make students aware of safety concerns and prevention tactics.

Access to the residence halls is through a key swipe system, and security staff are a visible presence on campus each evening. In addition, security cameras are placed inside and outside the residence

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 members 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 no 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.
- 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.

## 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.

## Reporting Locations

Clinton Community College has a main campus located at 136 Clinton Point Drive in Plattsburgh, NY.

The Faculty Student Association of Clinton Community College, Inc. is a not-for-profit corporation that owns two residence halls and a dining hall approximately 2 miles from the main campus.

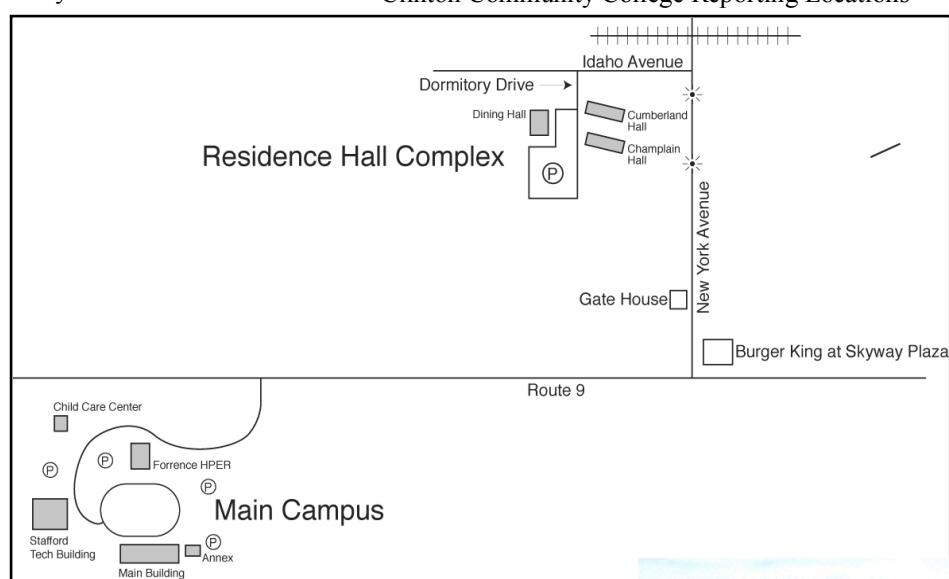
The address of the residence halls is 14 dormitory Drive, Plattsburgh, NY.

Statistics from both locations are reported.

## Behavioral Assessment Team

Clinton Community College has a Behavioral Assessment Team that meets weekly. The intent of this group's creation is to formalize a process for identifying and reporting and addressing specific student behaviors that do not fall within existing reporting procedures. The intent of this group is to identify possible

Please see the map (below) on this page to better understand the definition of “campus” as required by the Clery Act.



students who are “at risk” for continued behavioral or academic issues to and develop strategies to discuss issues of concern with students and to support the student in achieving success while at Clinton. Specifically, this group will 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 and off-campus resources, or disciplinary action as appropriate.

## 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

## 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).



## Alcohol and Other Drugs

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 Affairs office. Violators are subject to college disciplinary action and possible criminal prosecution.



**Alcohol remains the primary drug of choice among college students. Through our CORE Alcohol and Drug survey, we have discovered that 9 out of 10 CCC students think binge drinking is harmful, and 3 out of 4 CCC students are concerned about preventing alcohol and drug usage.**

**Sources: 2007 Core Survey, 2009 Core Survey**

## 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.

Clinton Community College offers an Alcohol education seminar once each month for students to inform them on the effects of drinking on the human body. CCC also offers alcohol awareness nights once per month.

## 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.

**The Campus Security Act also delineates what violations need to be reported. The definitions presented in this report are taken 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 Crime Reporting (UCR/National Incident-Based Reporting System (NIBRS) definitions.**

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**CCC does not tolerate bias-related activities. Contact Campus Security (ext. 215) or the Office of the Vice President for Student Affairs (room 229 M, ext. 120) for information on reporting a bias-related incident on campus.**

## Crime Definitions

### Hate Crime

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

### Robbery

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

### Aggravated Assault

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

### 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.

### Drug Law 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.

### 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.

### Weapon Law Violation

Violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale or possession of deadly weapons and all attempts to commit any of the aforementioned.

### Criminal Homicide, Manslaughter by Negligence

The killing of another person through gross negligence.

### Criminal Homicide, Murder and Non-Negligent Manslaughter

The willful killing of one human being by another.

CCC Security officers do not have the power to arrest, but work collaboratively with city police, county sheriff and state police. CCC has agreements with each of these agencies for them to assist the campus with the

## Sex Related Offenses

### Sexual Abuse and 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 into the genital or anal cavity of the victim forcibly or in circumstances where the victim is incapable of

giving consent. The crime is compounded when injury occurs.





## Sex Related Offenses

### 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.

### 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 capacity.

ment mental or physical capacity 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 against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical capacity.

### Weapons Policy at CCC

*Firearms and dangerous weapons of any type are not permitted on campus. Our code of student conduct states: "Unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college or FSA premises" is prohibited.*

## 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 re-

port 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.

Clinton County Sexual Assault Services can be contacted at: 1-877-212-2323

The CVPH SANE (Sexual Assault Nurse Examiner) can be contacted at 562-7370.

The New York State Police can be contacted at 563-3761.

**Reporting a crime to a college official does not obligate a victim to pursue criminal prosecution. CCC staff will assist, upon request, students with contacting local law enforcement personnel.**



## **Sex Offender Registry**

**is available to the public on the following web site:**

**Www.criminaljustice.state.ny/nsor/index.htm**

## **Sexual Offender Registration Act**

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

Low Risk (Level 1)

Moderate Risk (Level 2)

High Risk (Level 3)

The Act requires that DCJS also maintain a subdirectory of level 3 sex offenders.

The DCJS Sex Offender Registry site contains their subdirectory of Level 3 sex offenders as well as other information regarding New York State's Sex Offender Registry.

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.

## **Campus Disciplinary System and Sex Offenses**

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary meeting, and both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.

## **Notifications regarding college follow-up for students involved in sex offenses**

Personal advisement is available through the Counseling and Advisement Office, ( Room 142 M).

Counseling or Mental Health referrals can be made to community agencies through the Counseling and Advisement Office for students affected by a sex offense.

Victims have the right to choose counseling and medical treatment and to report and prosecute their case through the college judicial system and/or the off-campus court system. They have the right to refuse these options without reproach from any College personnel.

If requested by a student, CCC will change a victim's academic and living situation after the alleged sex offense, and the options for those changes are available through the Office of the Vice President for Student Affairs.



## **Sanctions for Sex Offenses-Clinton Community College**

Clinton Community College outlines the following sanctions for judicial violations in the Student Handbook as part of the Code of Student Conduct. CCC's Lower Disciplinary Board may impose the following sanctions:

Warning

Censure

Community Service

Restitution

Disciplinary/Residence Hall Probation

Bans/Temporary or Permanent Relocations

Suspension

Expulsion

Other (Research Papers, etc.)



## Student Due Process Rights

### Conference and Disciplinary Board Referrals

The Vice President of Student Services, or his/her designee, will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the College. Students not subject to suspension or expulsion will be entitled to an informal disciplinary conference with the Vice President of Student Services, or his/her designee. Students who are subject to suspension or expulsion will be entitled a disciplinary hearing before the Lower Disciplinary Board.

Students referred for a disciplinary hearing by the Vice President of Student Services, or his/her designee, may elect to have their cases resolved in accordance with *Disciplinary Conferences* sections of this Code.

Such an election must be in writing, affirming that the student is aware a disciplinary hearing is being waived and that the full range of sanctions may be imposed, including suspension or expulsion from the College.

The Vice President of Student Services, or his/her designee, may defer proceedings for alleged minor violations of this Code for a period not to exceed ninety days. Pending charges may be withdrawn thereafter, at the discretion of the Vice President of Student Services, or his/her designee.

### Disciplinary Conferences

Students may choose to have an administrative hearing with the Vice President of Student Services and her/his designee in lieu of a Lower Judicial Board hearing for offenses which would not result in the expulsion or suspension of students. In the

case of residence hall students, the Director of Campus Life may serve as the administrative hearing officer. In the case of commuter students, the Chair of the Lower Judicial Board may serve as the administrative hearing officer. Student rights include:

1. Written notice of the specific charges at least three (5) business days prior to the scheduled conference.
2. Reasonable access to the case file prior to and during the conference. The case file consists of materials, which would be considered “educational records,” pursuant to the Family Educational Rights and Privacy Act of 1974; personal notes of College staff members or complainants are not included.
3. An opportunity to respond to the evidence and to call relevant and necessary witnesses.
4. A right to be accompanied by an advisor.

## Sanctions for Some Sex Offenses-New York State

NYS definitions for sex offenses differ slightly from those required for this report (UCR/NIBRS) definitions.

### Sexual Misconduct

These are considered Class A misdemeanors, punishable by up to one year in prison.

### Rape in the Third Degree

These are considered Class D felonies, punishable by four to seven years in prison.

### Rape in the Second Degree

These are considered Class D felonies, punishable by four to seven years in prison.

### Rape in the First Degree

These are considered Class B felonies, punishable by nine to 25 years in prison.

### Criminal Sexual Act in the Third Degree

These are considered Class E felonies, punishable by one to

three years in prison.

### Criminal Sexual Act in the Second Degree

These are considered Class D felonies, punishable by four to seven years in prison.

### Persistent Sexual Abuse

These are considered Class E felonies, punishable by one to three years in prison.

### Criminal Sexual Act in the First Degree

These are considered Class B felonies, punishable by nine to 25 years in prison.

### Forcible Touching

These are considered Class A misdemeanors, punishable by up to one year in prison.

### Sexual Abuse in the Third Degree

These are considered Class B misdemeanors, punishable by up to one year in prison.

### Sexual Abuse in the Second Degree

These are considered Class A misdemeanors, punishable by up to one year in prison.

### Sexual Abuse in the First Degree

These are considered Class D felonies, punishable by four to seven years in prison.

The purpose of campus disciplinary proceedings is to provide a fair evaluation of an accused student's responsibility for violating College regulations. Formal rules of evidence will not be applied, nor will deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the College may result.





## Campus Security and Fire Safety Report

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### Three year campus crime statistics for the 2010 calendar year

	Criminal Offenses			
	2008	2009	2010	Hate Offenses
Criminal Offenses-On Campus				
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	7	2	0	
h. Larceny	0	0	1	
i. Motor Vehicle Theft	0	0	0	
i. Arson	0	0	0	
Criminal Offenses-On-Campus Residence Halls	2008	2009	2010	
a. Murder/ Non-negligent Manslaughter	0	0	0	
b. Negligent Manslaughter	0	0	0	
c. Sex Offenses-Forcible	1	1	0	
d. Sex Offenses-Non-forcible	0	0	0	
e. Robbery	0	0	0	
f. Aggravated Assault	0	0	0	
g. Burglary	7	1	0	
h. Larceny	0	0	1	
i. Motor Vehicle Theft	0	0	0	
i. Arson	0	0	0	
Criminal Offenses-Public Property	2008	2009	2010	
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	
	Arrests			
Arrests-On Campus	2008	2009	2010	
a. Illegal Weapons Possession	0	0	0	
b. Drug Law Violations	6	0	4	
c. Liquor Law Violations	0	0	0	
Arrests- On Campus Residence Halls				
a. Illegal Weapons Possession	0	0	0	
b. Drug Law Violations	6	0	4	
c. Liquor Law Violations	0	0	0	
Disciplinary Actions/Judicial Referrals On Campus				
a. Illegal Weapons Possession	0	0	2	
b. Drug Law Violations	23	10	6	
c. Liquor Law Violations	25	10	9	
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	

Hate Offenses  
There were no reported hate crimes for the years 2008, 2009, or 2010. Updates to Clery in 2009 include larceny-theft, simple assault, intimidation, and vandalism/damage of property to the list of reportable hate crimes.



## Campus Security and Fire Safety Report

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### Campus Fire Safety

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 con-

ducted for both buildings at the same time.

For the 2010 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: Fire drills were conducted of the residence hall complex. The dates were:

**March 9, 2010**

**April 27, 2010**



### Clinton Community College — Campus Fire Log

**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

Anthony Williams, Director of Campus Life (Housing and Dining)

#### Campus Fire Log

**Clinton Community College has approximately 250 residents living in two buildings**

This information is kept by the Director of Buildings and Grounds and the Director of Security and includes the following information:

Location of fire, Type/Cause of Fire, Number of related injuries treated at a medical facility, Related Deaths, Property Damage, and Value of Property Damage.

### 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.

#### Fire Safety Rules in the 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 are 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.).

During daily rounds, residence hall maintenance staff check fire extinguisher levels, exit signs, deters, doors, pull stations and emergency lights within each residential unit.

Residence Life and maintenance staff conduct monthly Health and Safety inspections of student rooms to ensure compliance with all fire, health and safety policies.