

Annual Security Report  
Clinton Community College  
September, 2008

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  
Carole Amsterlaw  
John Conley  
Kristen Howe  
Alan Kirby  
Michael Lawliss  
Diane Merkel  
Chrisa O'Connell  
Mark Silver  
Steve St. Onge, Ph.D. (ex-officio)  
Lauren Touhey

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 2005-2007.

**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



## 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.

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 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 for reporting of crime statistics. Violations of the law will be referred to law enforcement agencies for reporting of crime statistics.

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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, in collaboration with the Coordinator of the Violence Against Women Project (funded by a grant through the Department of Justice) 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

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 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. Three year campus crime statistics for the 2007 calendar year**

Criminal Offenses

|   |          |          |          |
|---|----------|----------|----------|
| Criminal Offenses-On Campus                     | 2005     | 2006     | 2007     |
| a. Murder/Non-negligent Manslaughter            | 0        | 0        | 0        |
| b. Negligent Manslaughter                       | 0        | 0        | 0        |
| c. Sex Offenses-Forcible                        | 3        | 1        | 1        |
| d. Sex Offenses-Non-forcible                    | 0        | 0        | 0        |
| e. Robbery                                      | 0        | 0        | 0        |
| f. Aggravated Assault                           | 0        | 0        | 0        |
| g. Burglary                                     | 5        | 2        | 1        |
| h. Motor Vehicle Theft                          | 0        | 0        | 0        |
| i. Arson  | 0        | 0        | 0        |
| <br>Criminal Offenses-On-Campus Residence Halls | <br>2005 | <br>2006 | <br>2007 |
| a. Murder/ Non-negligent Manslaughter           | 0        | 0        | 0        |
| b. Negligent Manslaughter                       | 0        | 0        | 0        |
| c. Sex Offenses-Forcible                        | 3        | 1        | 1        |
| d. Sex Offenses-Non-forcible                    | 0        | 0        | 0        |
| e. Robbery                                      | 0        | 0        | 0        |
| f. Aggravated Assault                           | 0        | 0        | 0        |
| g. Burglary                                     | 5        | 1        | 1        |
| h. Motor Vehicle Theft                          | 0        | 0        | 0        |
| i. Arson  | 0        | 0        | 0        |
| <br>Criminal Offenses-Public Property           | <br>2005 | <br>2006 | <br>2007 |
| 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

| Hate Offenses-On Campus                    | 2005 | 2006 | 2007 |
|--|------|------|------|
| 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    |
| j. Any Other Crime Involving Bodily Injury | 0    | 0    | 0    |

| Hate Offenses-On Campus Residence Halls    | 2005 | 2006 | 2007 |
|--|------|------|------|
| 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    |
| j. Any Other Crime Involving Bodily Injury | 0    | 0    | 0    |

| Hate Offenses-Public Property         | 2005 | 2006 | 2007 |
|---------------------------------------|------|------|------|
| 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    |

|  |   |   |   |
|--|---|---|---|
| j. Any Other Crime Involving Bodily Injury | 0 | 0 | 0 |
|--|---|---|---|

Arrests

| Arrests-On Campus   | 2005 | 2006 | 2007 |
|---|------|------|------|
| a. Illegal Weapons Possession                             | 1    | 1    | 0    |
| b. Drug Law Violations                                    | 0    | 0    | 3    |
| c. Liquor Law Violations                                  | 0    | 0    | 0    |
| Arrests- On Campus Residence Halls                        |      |      |      |
| a. Illegal Weapons Possession                             | 0    | 5    | 0    |
| b. Drug Law Violations                                    | 0    | 3    | 3    |
| c. Liquor Law Violations                                  | 0    | 0    | 0    |
| Disciplinary Actions/Judicial Referrals On Campus         |      |      |      |
| a. Illegal Weapons Possession                             | 0    | 4    | 2    |
| b. Drug Law Violations                                    | 4    | 3    | 6    |
| c. Liquor Law Violations                                  | 81   | 52   | 29   |
| 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    |