

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**

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.

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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



Further information on the legal ramifications of drug and alcohol abuse, including the Student Rights and Responsibilities document and the text t aand

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.

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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 VehiclecB 3 0 Td .5 0 Td [(M)-1 (ot)-2 (or)3 ( V)2 (e)4 (hi)-2 ( )2F 0 b.25 -1.15 Td (d.>j ( ).At			

Arrests

Arrests-On Campus	2006	2007	2008
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 Violations 70 Td ( )Tj264264 (7)Tj /T 31 >>0/MCID 35 >>BI