Annual Security Report
Clinton Community College
September, 2005

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)
Kathy Alexander
Angela Alphonso
Carole Amsterlaw
Kim Bresette
Jennifer Carlo
Sharon Columbus
Ken Duffy
Alan Kirby
Michael Lawliss
Diane Merkel
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 2004.

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. 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 client.

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 will be 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	562-5215
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.

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). Please advise all participants to observe the posted handicapped and restricted parking areas. 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.

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 required by 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 issues 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. Campus Security facilitates a program during opening day for all faculty and staff, and offers a safety program to all students once per semester. 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.

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 o 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 o 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, counseling services, referrals and college disciplinary action 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. <u>Three year campus crime statistics for the 2004 calendar year</u>

Criminal Offenses

Criminal Offenses-On Campus	2002	2003	2004
a. Murder/Non-negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses-Forcible	0	0	1
d. Sex Offenses-Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	1
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0

Criminal Offenses-On-Campus Residence Halls	2002	2003	2004
a. Murder/ Non-negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses-Forcible	0	0	1
d. Sex Offenses-Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated Assault	0	0	0
g. Burglary	0	0	1
h. Motor Vehicle Theft	0	0	0
i. Arson	0	0	0

Criminal Offenses-Public Property	2002	2003	2004
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	2002	2003	2004
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	2002	2003	2004
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	2002	2003	2004
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	2002	2003	2004
a. Illegal Weapons Possession	0	0	1
b. Drug Law Violations	0	0	1
c. Liquor Law Violations	0	0	0
Arrests- On Campus Residence Halls			
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	0	0	1
c. Liquor Law Violations	0	0	0
Disciplinary Actions/Judicial Referrals On Campus			
a. Illegal Weapons Possession	0	0	0
b. Drug Law Violations	0	3	6
c. Liquor Law Violations	0	25	36
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