



HARTWICK
COLLEGE

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Campus Safety and Security Report & Fire Report

Containing crime statistics for 2016, 2017, 2018
Containing fire statistics for 2016, 2017, 2018

Hartwick College
Oneonta, New York 13820

The Campus Safety and Security Report is available online at:

<https://www.hartwick.edu/campus-life/campus-safety/>

For a hard copy, call Campus Safety at 607-431-4111.

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Introduction

Hartwick College has issued this report to inform the Hartwick community, campus visitors, and the general public of the College policies and procedures for campus safety and security. Hartwick has made a firm commitment to maintaining a safe campus environment in which to live, learn and work. Though emergencies and incidents of serious crime are relatively few at Hartwick, it is crucial that all members of the campus community know how to report such situations and have an understanding of our security operation. Hartwick's security programs include awareness seminars for all students, thorough training of residential-life staff, and a professional campus security force. The Campus Safety Department emphasizes open communication with students and employees, and has a close working relationship with local, county, and state law-enforcement agencies.

Hartwick College is located in Oneonta, NY, a small, rural city that is 4.4 square miles and has a population of approximately 13,900. The Town of Oneonta, which surrounds the city, is 33 square miles and has approximately 5,300 residents. The Oneonta area is known for its picturesque views of the Susquehanna River Valley, two colleges (Hartwick & Oneonta State), a variety of fine restaurants & coffee shops, Foothills Performing Arts Center, the Baseball Hall of Fame, Glimmerglass Opera House and a number of historical museums.

Hartwick's core campus consists of 23 buildings on approximately 400 acres at the northwest edge of the city, within walking distance from the downtown area. The College property includes an additional 250+ acres and 17 buildings at the Pine Lake Environmental Campus, located eight miles from the main campus. The main campus offers eight residence halls as well as townhouses and apartments. The College has an enrollment of approximately 1,190 students and a workforce of approximately 395, including about 160 faculty.

The annual Hartwick College *Campus Safety and Security Report* includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Hartwick, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security with regard to alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, bias-related crime, and other matters.

The Advisory Committee on Campus Security will provide, upon request, all campus crime statistics as reported to the U.S. Department of Education. You can obtain a copy of this report by contacting Campus Safety at 607-431-4111. The report also is available at <https://ope.ed.gov/campussafety/#/> and <http://www.hartwick.edu/campus-life/campus-safety/reporting-crimes-emergencies/>

Annual Campus Safety and Security Report

Notification to the Hartwick Community about an Immediate Threat: Timely Warnings and Emergency Notification Bulletins

If Campus Safety, Facilities, the Environmental Health and Safety Manager, the Communications Director, Vice President of Student Experience, or another College authority confirms there is an emergency or dangerous situation, which poses an immediate threat to the health or safety of some or all members of the Hartwick community, the aforementioned will collaborate to determine the content of a message to campus using some or all of the systems described below. The message will communicate the threat to the Hartwick community or to the appropriate segment of the community in the event the threat is limited to a particular building or segment of the population.

Campus Safety will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

First responders include, but are not limited to, Campus Safety, the Oneonta Police Department, New York State Police, the Otsego County Sheriff's Department, the Oneonta Fire Department, and Emergency Medical Services.

In the event of a serious incident that poses an immediate threat to members of the Hartwick community, the College has various systems in place for quickly communicating information. Some or all of these methods of communication may be activated in the event of an immediate threat to the Hartwick campus community.

These methods of communication include network e-mails, emergency text messages thru RAVE Alert System, emergency messages that appear on computer screens when logged into the College system, and postings in buildings and residential halls.

The office also works with the student newspaper to report on safety and security issues. It can be found online at <http://www.hartwick.edu/campus-life/campus-safety/reporting-crimes-emergencies/>.

Hartwick College Campus Safety Department

Hartwick College employs a security and dispatcher force of 16 full-time and part-time employees. All members of Campus Safety receive extensive training, and many have had prior police training and experience. The director of campus safety is in charge of the department. He and the assistant director share the responsibility of being on-call 24 hours a day, 365 days a year. Between them, they have more than 62 years of state police experience. In case of a serious crime or emergency, the on-call director is notified immediately and then supervises the investigation.

Campus Safety officers are all New York-licensed security guards empowered by the College to enforce the institution's rules and regulations. They are not law enforcement officers and do not have law enforcement authority. Campus Safety has an excellent working relationship with the Oneonta Police Department, which is the law enforcement agency with primary jurisdiction for the investigation of all criminal matters occurring on campus. Campus Safety also has an excellent working relationship with the New York State Police. Written memoranda of understanding for the investigation of alleged criminal offenses exists between the College and both OPD and the NYSP.

The safety officers receive training that includes first aid, CPR/AED, NARCAN, emergencies, use of force, crime-scene preservation, diversity, sexual assault, Title IX/VAWA, Campus Security Authority (CSA) and conflict-resolution skills. The officers provide campus patrols 24 hours a day and are responsible for enforcing safety rules and regulations, supervising all fire and safety drills, and handling all emergencies on campus. In addition, they work closely with the residential-life staff, facilities services staff, and the Student Senate Government Association to address quality-of-life issues on the campus. Campus Safety works closely with local, county, and state law enforcement agencies, both in the investigation of crimes and in crime prevention. The department is in contact with all area law-enforcement agencies regarding the collection of information and crime statistics that may impact the College and are required to be reported.

The Hartwick College Campus Safety Department does not fit the definition of NY EDN. LAW 6435 – Appointment of Private College Security Officers.

Security Cameras and Closed Circuit Television

Hartwick College employs the use of security cameras and closed circuit television (CCTV) monitors to enhance the safety and security of campus community members and to extend the protection by Campus Safety officers, even when officers are not in an immediate area.

(Refer to Appendix A – Hartwick College Security Cameras and Closed Circuit Television Policy)

Reporting Crimes and Emergencies

Witnesses and victims of a campus crime or emergency, as well as anyone who is suspicious of people or situations on campus, are urged to immediately contact Campus Safety or local authorities.

Campus Safety can be reached at campus extension 4111 for emergencies and extension 4000 for non-emergencies, or from an outside line at 607-431-4111. In addition, the department has a confidential Silent Witness Program at <https://info.hartwick.edu/forms/silentwitnessform.html> for anyone to anonymously report suspicious or criminal activity.

The Oneonta Police Department can be reached at 607-432-1111 for emergencies and non-emergencies. Cellular 911 calls are answered by the New York State Police or the Otsego County Sheriff's Department, depending on the callers location.

Each residence hall room is equipped with a campus telephone outlet, and a phone is located at the main entrance of each residence hall. One can also report incidents in person to Campus Safety, located on the third floor (main side entrance) of Dewar Union.

If a person is unable to contact Campus Safety directly to report an emergency, that person should notify a staff member, administrator in charge, or residence hall staff member, who, in turn, will contact Campus Safety. In the case of any reportable offenses covered under the Clery Act, the incident is listed in campus crime statistics when it is reported to local police agencies or "any official of the institution who has significant responsibility for student and campus activities." These officials include housing and disciplinary staff, the athletic director and coaches, and faculty advisors to student groups. In addition, while not mandated by law, Hartwick's mental health staff voluntarily reports sexual assaults for inclusion in these statistics.

The College has an agreement with local police, who will monitor any criminal activity at off-campus student organizations recognized by the College, including student organizations with off-campus housing facilities. Hartwick currently has five organizations, such as fraternities and sororities that operate off-campus facilities or residences. None of these facilities are owned by Hartwick College.

Confidential Reporting

Mandated reporters and the general public are able to report incidents of crimes confidentially by utilizing the online Silent Witness Program at <https://info.hartwick.edu/forms/silentwitnessform.html>. Counseling staff, clergy and medical staff are also considered confidential sources of reporting. Campus Security Authorities (CSA) are not confidential reporters. They include: all Student Experience staff; coaches; club advisors; J-Term Program Directors. CSA's are trained annually on their responsibilities regarding reporting requirements.

Response to Reports of Crime and Incidents

If a crime or incident is reported to Campus Safety, the following steps are taken:

- A safety officer is dispatched immediately to assess the situation and secure the scene, if needed. The safety officers are trained to attend to the needs of victims and to take control of the situation. If the incident warrants, outside services — including police, EMS, and the fire department — the appropriate agency is called. At the scene, the safety officer is responsible for maintaining order, interviewing and counseling victims and witnesses, and preserving evidence.
- In the case of injury or illness, the individual may be cared for at the College's health services facility or he/she may choose the A.O. Fox Hospital emergency room.

- The director or assistant director of Campus Safety notifies the appropriate Hartwick officials of the incident as needed in accordance with the College's emergency communications plan.
- The investigating officer files a written incident report, which is forwarded to the appropriate College officials. All serious crimes and accidents occurring on campus are reported to and investigated by the Oneonta police, New York State Police, or the Otsego County Sheriff.
- If an incident is considered serious and poses an immediate threat to people and/or property, a safety alert is posted at specified locations on campus to alert the entire campus community. This information is also sent to the student newspaper. In addition, e-mails are used when appropriate.
- The College has a written Memorandum of Understanding with the Oneonta Police Department that they will respond to and investigate serious crimes and missing persons. In addition, they will reach out for additional local and state police resources as needed.

Daily Crime Log

Campus Safety maintains a daily crime log that records criminal incidents and alleged criminal incidents reported to Campus Safety. The log outlines the logistics of the crime (date, time, location), the nature of the crime, and how the crime was handled. The log is accessible on-site at the Campus Safety Office during business hours, or on-line 24/7 at <https://www.hartwick.edu/campus-life/campus-safety/reporting-crimes-emergencies/>

Emergency Response Procedures/Notification

- The College has an Emergency Management Team that meets to prepare up-to-date procedures to respond to any emergency that may occur on campus. These procedures include, but are not limited to emergency response and evacuation, and shelter-in-place. The College conducts emergency-response exercises, including tabletop exercises, and tests of the emergency notification system on campus (Rave Alert). These tests are designed to assess and evaluate the emergency plans and capabilities of the College. Campus Safety officers and supervisors have received training in Incident Command Systems and in responding to critical incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Safety, OPD, and OFD. They typically respond and work together to manage the incident using NIMS and ICS protocols. Depending on the incident, other College departments and other local or federal agencies also may be involved in responding to the incident. General information about the emergency response and evacuation procedures for Hartwick College are publicized each year as part of the institutions Clery Act compliance efforts.
- The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. Warnings will be withheld only if they would compromise efforts to contain the emergency.
- When an emergency occurs on campus, safety officers are dispatched to assess and render aid. Additionally, local and state police, fire, and EMS resources are immediately requested depending on the emergency.
- When it is confirmed that a serious emergency or dangerous situation exists, relevant information will be disseminated to the College community by various means. These include the Rave Alert emergency cellular-text-messaging system, e-mails, website postings, fliers, and personal contact.
- Response procedures and communication systems are tested on campus several times each year. Students and staff also are provided instruction and training in emergency procedures, including evacuation drills several times each year.
- When a sexual assault is reported to one of the College's designated officials, or otherwise comes to the attention of Campus Safety, the College informs the Title IX Coordinator and initiates an investigation and

informs victims of their options for having the investigation handled by Hartwick's judicial system, the criminal justice system of the State of New York, or both. The College and/or the victims may file formal charges through Hartwick's judicial system (when the alleged assailant is a Hartwick student), and either party may file criminal charges with local or state police. When appropriate, Hartwick issues a campus safety alert and uses other means of communication to inform all members of the Hartwick community. Hartwick's resources (medical, legal, and counseling options) are available regardless of whether the alleged assailant is a member of the Hartwick community.

Timely Warning Policy

The Campus Crime Alert is provided to give students, faculty, and staff timely notification of crimes that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. The alert also seeks information that may lead to arrest and conviction of the offender when violent crimes against people or substantial crimes against property have been reported.

Campus Safety is responsible for issuing a Campus Crime Alert when a crime is reported to or brought to the attention of Campus Safety or other campus-security authorities and that crime represents a serious or ongoing threat to the safety of members of the campus community. Information for alerts also comes from other law-enforcement agencies. Every attempt will be made to distribute the alert promptly; however, the release is subject to the availability of accurate facts concerning the incident. Alerts are created and distributed by Campus Safety and/or the Vice President for Student Experience or his/her designee with the assistance of the media relations manager.

Timely Warning Procedure

Campus Safety will prepare a Campus Crime Alert whenever a report is received of a violent crime against a person or a substantial crime against property on campus that represents a serious or ongoing threat to the safety of students, faculty, and staff. Alerts provide details of the crime, a description of the suspect (if known), whom to contact with information, and safety tips. Campus Crime Alerts will be e-mailed as quickly as possible to faculty, staff, and students, distributed throughout the campus, provided to campus media, posted on the Hartwick College website, and, if appropriate, posted in off-campus areas frequented by students.

Whenever the Oneonta Police Department issues a news release about an off-campus crime that represents a serious or ongoing threat to the safety of students, faculty, and staff, the College will assist in publicizing the crime on campus.

Campus Crime Alerts typically include the following information:

1. A succinct statement of the incident.
2. Any connection to previous incidents.
3. Physical description and/or composite drawing of the suspect, if appropriate.
4. Date and time the alert was released.
5. Other relevant and important information.
6. Appropriate safety tips.

Emergency Text-Messaging System

Hartwick College uses Rave Alert to provide emergency notification services to the College community via cell-phone text messages and e-mail. The Rave Alert Emergency Text-Messaging System is available to students, faculty, and staff.

Students can register/add their cell phone number to Rave Alert by doing so

at: <http://www.hartwick.edu/academics/student-services/office-of-the-registrar/registrarforms/>.

Faculty/Staff can register/add a cell phone number to Rave Alert by updating their information thru Human Resources by following these directions:

- Go to edirectory.hartwick.edu
- In the search bar at the top of the page, select "Last Name" that "Contains", then enter your last name in the blank box, select "Employees" and click Search.
- Click on your name to review your information. You will be prompted to enter your username and password. If your information is correct, you are finished and do not need to proceed further. If any of your information is incorrect, go to step 4.
- Click "update your info" at the bottom of the box. In the New Value column on the right, enter only the information that needs correction. (i.e. if your office location and office telephone extension are the only changes needed, enter only the correct information relative to your office location and office telephone extension in the appropriate new value field.) Enter your name as the person submitting the request, and click Submit Changes Now.

Messages may be used for situations that pose immediate danger or the closing of an entire campus. Messages about campus-crime alerts generally will **not** be sent unless it is decided there is an **imminent** threat of danger. This notification service is provided in addition to existing emergency reporting procedures and does not replace or eliminate any emergency notification system.

Emergency Evacuation Procedures

An evacuation drill is coordinated by Campus Safety each semester for all residential facilities and academic and administrative buildings. Thus, the emergency response and evacuation procedures are tested at least twice each year. Students learn the locations of the emergency exits in the building and are provided guidance by Campus Safety and Residential Life staff about the direction they should travel when exiting each facility for a short-term building evacuation.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. In addition, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Campus Safety and Residential Life to evaluate egress and behavioral patterns. Students receive information about evaluation and shelter-in-place procedures during their first floor meetings in their residence halls and during other educational sessions they can participate in throughout the year. Residential Life staff members are trained in the procedures, as well, and act as an ongoing resource for students living in residential facilities.

Shelter-in-Place Procedures

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving an area may expose you to that danger. Thus, to shelter-in-place means to make a shelter of the building that you are in, and, with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

Basic Shelter-in-Place Guidance

If an incident occurs and the building you are in is not damaged, stay inside, seeking an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, WICKit card, medication) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, quickly seek shelter at the nearest College building. If Campus Safety, police or fire departments are on the scene, follow their directions.

How You Will Know to Shelter-in-Place

A shelter-in-place notification may come from several sources, including Campus Safety, Residential Life staff, other College employees, police or fire departments, or other authorities utilizing the College's emergency communication tools.

How to Shelter-in-Place

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need arise, follow these steps, unless directed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed to the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be an interior room, above ground level, and without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows and close exterior doors. Lock or barricade doors as best as possible.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (College staff will turn off ventilation as quickly as possible.)
- Make a list of the people with you and ask someone (Residential Life, faculty, or other staff) to call in the list to Campus Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.
- Open the door only when you are satisfied the person on the other side is there to help you.

Annual Fire Safety Report

If a fire occurs in a Hartwick building, community members should immediately notify Campus Safety at 431-4111. Campus Safety will initiate a call to Otsego County 911 and can summon the fire department quickly, while also dispatching Campus Safety to the scene. If a member of the Hartwick community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident.

Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The fire marshal/state fire inspector can levy fines and penalties against individuals who fail to evacuate a building promptly — but a more important reason for evacuating is safety!

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are trapped in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the Campus Safety dispatcher.

Campus Safety publishes the fire safety report as part of its annual Clery Act Compliance document, which contains information with respect to the fire safety practices and standards for Hartwick College. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire (see charts in this document for more information). The compliance document is part of the Annual Security report and is available at the Campus Safety office or on-line.

Fire-Protection Equipment/Systems

A majority of College buildings are equipped with automatic fire detection and alarm systems, which are constantly monitored by Campus Safety staff through the Simplex Fire Alarm system. Refer to Page 27 to review the Fire Safety Amenities in Hartwick College Residential Facilities chart for information about fire detection, notification, and suppression systems in each residential facility.

Kerry Rose Fire Sprinkler Notification Act

Hartwick Colleges complies with the Kerry Rose Fire Sprinkler Notification Act, signed into law by New York Governor Andrew M. Cuomo on July 25, 2013 to enhance fire prevention and safety for our College students. In doing so, the following information is provided to each student living in a college-owned or operated housing facility:

- Description of the fire safety system for each housing facility, including whether or not the housing facility is equipped with a sprinkler system, and;
- Information on how to access Hartwick College's Campus Fire Safety Report

Health and Safety Inspections

The Office of Residential Life, Campus Safety, and Facilities and Environmental Health and Safety perform Residential Hall Health and Safety Inspections twice a year — once in the fall and once in the spring.

These inspections are primarily designed to find and eliminate safety violations. The inspections include, but are not limited to, visual inspections of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems. In addition, each room is examined for the presence of prohibited items (sources of open flame, such as candles; non-surge-protected extension cords; halogen lamps; portable cooking appliances in non-cooking areas, etc.) or prohibited activity (smoking in the room, tampering with life-safety equipment, possession of pets, etc.). This inspection also includes a general assessment of food and waste storage, and cleanliness of the room. Prohibited items will be immediately confiscated or disabled and donated/discarded if found, without reimbursement.

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to a fire longer than those of an individual room do. It is important that these doors are **closed** for them to work. Additionally, if a door has a device that automatically closes the door, it should **not** be propped open and the automatic closer should **not** be removed.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. **Do not obstruct the sprinkler heads with materials like clothing hanging from the piping.**

- Smoke detectors cannot do their job if they are disabled or covered, which is a violation of College policy.
- Almost 75% of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. **Smoking is not permitted in any Hartwick building.**

A daily fire log (similar to the daily crime log) is available for review 24 hours a day at the Campus Safety dispatch desk in Dewar Union. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

Education of Members of the College Community

Campus security and fire safety procedures are discussed during new-student orientation. Campus Safety, Residential Life, Facilities and Environmental Health and Safety, the Oneonta Fire Department, and the New York State Office of Fire Prevention and Control participate in programs in residence halls to address students and explain College security, public safety, and fire-safety measures and procedures. Members of Campus Safety conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the College. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at Hartwick; fire safety information; and information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus.

The Student Experience Division, which includes Campus Safety, Residential Life and Housing, Wellness Education, Greek Life and Leadership, and Student Activities, conducted numerous programs during the 2018 academic year, including information regarding alcohol education, fire safety, personal safety, and crime prevention for the Hartwick community. Some of these programs also included awareness and discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention.

Security and Access to Campus Facilities

All Hartwick buildings are equipped with exterior locks, and many buildings have electronic anti-intrusion devices. All residence halls are locked 24 hours a day. All student rooms in residence halls are equipped with locks. Campus Safety patrols the campus 24 hours a day, checking all campus buildings and placing special emphasis on residence halls during late-night and early-morning hours. Safety personnel conduct daily fire and safety checks on all floors of all residence halls during late-night and early-morning hours.

As part of the safety and security sessions held for all students each year, students are reminded that it is not permissible under any circumstances to prop open the doors of campus buildings. Campus safety officers and residential-hall staff are instructed to report and close any doors found propped open. The hours that administrative and classroom buildings are open vary depending on the patterns of usage for the specific buildings and the needs of students and employees. During the academic year, Yager Library is open until 11:59 p.m. Sunday through Thursday, until 5 p.m. Friday and 6 p.m. Saturday (extended hours are offered at the library during exam time). Campus Safety offers an escort service for any member of the campus community who requests this service.

The College also has a maintenance staff on duty from 4 a.m. until 10 p.m. Monday through Friday, and staff available for recall after hours and on weekends. This crew has radio contact with Campus Safety and is available immediately to carry out building maintenance or repairs related to security and safety. In addition, all maintenance jobs with security and/or safety ramifications are given a special priority designation.

Awareness Programs

Hartwick College offers many programs specifically designed to inform members of the campus community about security procedures and policies, personal safety, and crime prevention. In addition to a number of programs tailored for students, the College offers this information to employees through new-employee orientation, the employee handbook, and a brochure on Hartwick policies regarding drug and alcohol use/abuse. Residence-hall staff members undergo extensive training each summer in preparation for their responsibilities. As part of this training, staff members must attend a series of workshops focusing on security and safety, disciplinary procedures for infractions of rules, fire safety, sexual harassment, diversity, and sexual assault. They also are advised of their reporting requirements according to the Clery Act and Title IX. Residence hall staff, in turn, hold sessions each fall in their buildings to inform the general student body about security and safety issues — one meeting for the entire residence hall and then smaller meetings on individual floors. Campus Safety officers also are involved with many of these informational meetings.

The Hartwick College Student Handbook (also available online) is made available to each new student. It presents information on fire prevention and campus security issues, as well as Hartwick's policies on alcohol and drugs.

Missing-Person Protocol

Hartwick will initiate an investigation into any report of a missing person as soon as the report is received. The College also has a missing-student notification policy for students who reside on campus. This policy gives students the option of identifying an individual who will be contacted by the College no later than 24 hours after the student is determined missing. The notification procedure is confidential and requires students under 18 who are not emancipated to register the name of their custodial parent or guardian. The protocol includes notification to students that the institution will inform the Oneonta Police Department or the appropriate law-enforcement agencies about missing students (considered missing after 24 hours since a report and confirmation of their status to the institution). This notification to the Oneonta Police Department is consistent with our MOU (Memorandum of Understanding regarding this and other matters of mutual interest.

Any missing-person report about an on-campus student must be immediately referred to Campus Safety. The department will contact the student's contact person, if any. If the student is 18 or older, an emancipated student under 18, or has not registered a contact person, Campus Safety will report his/her missing status to the appropriate law-enforcement agency upon confirmation, no later than 24 hours after receiving information that the student is missing.

A student who wishes to identify a confidential contact can do so through the online Check-In Gateway, which all students must pass through at the beginning of each semester. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

Title IX – Preventing Gender Discrimination, Sexual Harassment, and Violence

Hartwick College complies with Title VI of the Federal Civil Rights Act of 1964 as amended, and Title IX of the Department of Education Amendments of 1972. Hartwick's policy prohibits sexual harassment or discrimination in any form, in all programs and services. All students, faculty, staff and visitors to the College are expected to comply with this policy and adhere to a standard of conduct that is respectful of the rights of all individuals. Hartwick College's Title IX Coordinator is Traci Perrin, 607-431-4293. The Title IX Deputy Coordinator is John Czarnecki, Director of Athletics, 607-431-4702. To view the official policy, visit:

<http://www.hartwick.edu/about-us/employment/human-resources/employment-opportunities/notice-of-non-discrimination/>

VAWA & SaVE Act – Violence Against Women Reauthorization Act (VAWA) and Campus Sexual Violence Act provision (SaVE Act) (Refer to VAWA Amendment in this report for additional information.)

On March 7, 2013, the VAWA was signed into law, which imposes new obligations on colleges and universities under its Campus Sexual Violence Act provision. The effective date of the new obligations under this law was March 7, 2014. They include requirements to report domestic violence, dating violence and stalking beyond categories the Clery Act already mandates. It also requires colleges and universities to adopt certain student discipline procedures and certain institutional policies related to these categories. Hartwick College has, and will continue to comply fully with VAWA and the SaVE Act.

Sexual Assault Policy, Overview (Refer to VAWA Amendment in this report for additional information.)

Hartwick's annual orientation of students includes sessions on the prevention of sexual assault, alcohol and drug abuse, and safety precautions. In addition, the College's residence hall staff and Campus Safety officers receive special training in sexual-assault awareness, and they provide ongoing education and support for students in the residence halls. To assist in this effort, the College has developed a Title IX brochure on its sexual-assault policy, including Preventing Gender Discrimination, Sexual Harassment, Stalking, Dating Violence and Domestic Violence, which is provided to all students and employees. Students are also advised of the availability of counseling (on and off campus) and other victim services, as well as the importance of preserving evidence for criminal action. They are also advised of their option to report the assault to the police and that Campus Safety will assist in this notification.

Memorandum of Understanding (MOU) with Oneonta Police Department

Hartwick College and the Oneonta Police Department have entered into an MOU setting forth the parties understanding of the respective duties and obligations concerning coordination of law enforcement efforts between the College and the City pursuant to Chapter 22 of the Laws of 1999 ("The Campus Safety Act.") The MOU identifies the Oneonta Police Department as the primary law enforcement agency having jurisdiction of all property under the control of Hartwick College in the City of Oneonta. Hartwick College works closely with the Oneonta Police Department and will notify them and request they investigate any serious criminal incident and all Violent felony offenses on Hartwick property including: violent crimes, sexual assaults and Title IX-related matters, missing persons and felony offenses. Violent felony offense means a violent felony offense as defined in subdivision one of section 70.02 of the NYS Penal Law.

In compliance with the New York Safety Act, Hartwick College notifies the Oneonta Police Department within 24 hours of receiving a report of a violent felony, or when a student who resides in campus housing is missing

Campus Sex Crimes Prevention Act (Sex Offender Registration)

The College complies with the requirements of the Violent Crime Control and Law Enforcement Act of 1994 and the federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, and put into effect on October 28, 2002. Under this act, sex offenders must register with the state in which an institution of higher education is located (even if they do not reside in that state) once they are enrolled or begin employment at that institution of higher education. Changes in enrollment or employment status also must be made known to the state.

Individuals covered by the act include those enrolled at an institution of higher education in any state on a full-time or part-time basis or those with any full-time or part-time employment at an institution of higher education in any state, with or without compensation, for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year.

The law requires institutions of higher education to issue a statement advising their campus community where to obtain law-enforcement-agency information provided by their state concerning registered sex offenders. Under the New York State Sex Offender Registry Act (SORA), rules have been established regarding the dissemination of information on sex offenders. Complete information can be obtained at the SORA website:

<http://www.criminaljustice.ny.gov/nsor/>. SORA has four distinct procedures for community notification:

- Local law-enforcement agencies are notified whenever a sex offender moves into their jurisdiction. That agency may notify schools and other “entities with vulnerable populations” (including Hartwick College) about the presence of a Level 2 or Level 3 offender if the offender poses a threat to public safety. The Oneonta Police Department (607-432-1111) collects and disseminates this information in the Oneonta community.
- SORA established a for-fee 900-288-3838 information line that citizens can call to determine if an individual is listed in the registry.
- SORA provides for the distribution of the subdirectory of high-risk (Level 3) sex offenders to law-enforcement agencies throughout the state. Citizens can review the subdirectory at local law enforcement agencies. The subdirectory includes photographs of all Level 3 offenders.
- The subdirectory is available at <http://www.criminaljustice.ny.gov/>.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Hartwick College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Hartwick College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, Hartwick College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of Hartwick College community.

For a complete copy of Hartwick College’s policy governing sexual misconduct, visit <http://www.hartwick.edu/about-us/employment/human-resources/title-ix/>.

A. Definitions

There are numerous terms used by Hartwick College in our policy and procedures.

Consent is defined in New York by defining a “lack of consent.” A “Lack of Consent” is defined as:

Under New York State law, a sexual offense occurs when certain sexual acts are perpetrated against a victim without his or her consent. The law defines both (1) the behavior and the physical nature (body parts, etc) of a sex offense and (2) the lack of consent involved.

"Lack of consent" is defined in New York State's Penal Law as occurring in the following circumstances:

Forcible Compulsion:

- actual physical force.
- the threat of physical force, expressed or implied, that puts the victim in fear of being physically harmed or of another person being physically harmed (e.g. one's child).
- the threat to kidnap the victim or a third person.

OR

Physically helpless: physically unable to indicate a lack of consent (e.g. because victim is unconscious or because of a physical disability that makes one unable to physically or verbally communicate lack of consent).

OR

Under 17 years of age: New York law states that a person less than 17 years of age is legally incapable of consenting to sexual intercourse or other sexual contact. These laws are typically known as statutory rape laws.

- If the victim is under 13, and the defendant is at least 18, this constitutes a 1st degree sexual offense. 1st degree crimes are considered the most serious ones and carry the longest penalties.
- If the victim is under 15 and the perpetrator is at least 18, this constitutes a 2nd degree sexual offense. However, if the defendant is less than 4 years older than the victim, this may constitute an affirmative defense. Affirmative defenses are those in which the defendant introduces evidence which negates criminal liability.

OR

Mentally Incapacitated: when the victim is made temporarily incapable of understanding or controlling his or her conduct because a drug or other intoxicating substance (e.g. alcohol) was given to them without their consent.

OR

Mentally Disabled: when a person suffers from a mental illness or a condition that renders them incapable of understanding the nature of their conduct.

OR

Some Factor Other Than Incapacity to Consent: Rape 3 and Criminal Sexual Act 3 have recently been modified with a "no means no" clause. In cases of intercourse only, if the victim expressed that he or she did not consent to the sex act in such a way that a reasonable person would have understood those words or acts as expressing lack of consent, this would be prosecutable as Rape in the third degree or Criminal Sexual Act in the third degree. This makes a case easier for the District Attorney to prosecute because it is based on a reasonable person standard, and not on the specific interpretation of a defendant.

Affirmative Consent

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of affirmative consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Consent is free and informed permission. Consent given verbally is evidenced by affirmative agreement to engage in specific sexual activity. Consent through action is active participation in the specific sexual activity. Past consent to sexual activity cannot be presumed to be consent to engage in the same sexual activity in the future, and consent can be withdrawn at any time, and, if so, the sexual activity must cease. Consent to some sexual activity (e.g., kissing, fondling) cannot be presumed consent for other sexual activity (e.g., intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. Certain conditions prevent a person from being able to consent. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained,

or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol or drugs or other intoxicants may be incapacitated and therefore unable to consent.

A person who has been drinking or using drugs is still responsible for ensuring that he or she has the other person's affirmative consent and/or appreciating the other person's incapacity to consent. This means that, even if the accused was drunk or high and, as a result, did not realize that the other person was not consenting to or was unable to consent to sexual activity, the person who committed the non-consensual act is still responsible for having violated this policy.

Sexual activity as the result of coercion is non-consensual. Coercion is a threat, undue pressure, or intimidation to engage in sexual activity.

Sexual relationships between faculty and students, and staff and students, are problematic due to the inherent power differential. Therefore, sexual or romantic relationships between faculty and students, and between staff and students, are prohibited

Students' Bill of Rights

All students have the right to:

- (1) Make a report to local law enforcement and/or state Police;
- (2) Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- (3) Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by Hartwick College;
- (4) Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- (5) Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
- (6) Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- (7) Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- (8) Be protected from retaliation by Hartwick College, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the College;
- (9) Access to at least one level of appeal of a determination;
- (10) Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- (11) Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Hartwick College.

ADDITIONAL RIGHTS

Anyone reporting an incident of sexual assault, domestic violence, dating violence or stalking, also has the right to:

A. Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding:

- (i) options to proceed, including the right to make a report to Campus Safety, local law enforcement, and/or state police or choose not to report; to report the incident to Hartwick College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College, as set out in its Discrimination, Sexual Harassment & Sexual Misconduct Policy.

- (ii) where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
- (iii) detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney;
- (iv) whether such College official is authorized to offer the reporting individual confidentiality or privacy; and
- (v) the reporting individual's other reporting options.

B. Disclose confidentially the incident to Hartwick College representatives, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;

C. Disclose confidentially the incident and obtain services from the state or local government;

D. Disclose the incident to Hartwick College representatives who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;

E. File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate College representatives for information and assistance. Reports shall be investigated in accordance with Hartwick College policy and a reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy, subject to the College's ability to meet its obligation to provide a safe, non-discriminatory environment for all members of the Hartwick College community;

F. Disclose, if the accused is an employee of the College, the incident to Hartwick College's human resources representatives or the right to request that a confidential or private employee assist in reporting to the appropriate human resources representatives; and

G. Receive assistance from appropriate Hartwick College representatives in initiating legal proceedings in family court or civil court.

H. Withdraw a complaint or involvement from the College's conduct process at any time.

Sexual Assault: "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as a non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: The term “domestic violence” means

- 1) Felony or misdemeanor crimes of violence committed—
 - (i) By a current or former spouse or intimate partner of the victim;
 - (ii) By a person with whom the victim shares a child in common;
 - (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - (v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating Violence: The term “dating violence” means violence committed by a person:

- 1) who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - (ii) Dating violence does not include acts covered under the definition of domestic violence.
- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: The term “stalking” means

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - (i) fear for the person’s safety or the safety of others; or
 - (ii) Suffer substantial emotional distress.
- 2) For the purposes of this definition—
 - (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Applicable Laws and Penalties

The applicable laws relating to Sexual Offenses are contained in Article 130 of the NYS Penal Law (Sections 130.00 through 130.96, Misdemeanor to “A Felony”).

The applicable laws relating to Stalking Offenses are contained in Article 120 of the NYS Penal Law (Sections 120.45 through 120.60, Misdemeanor to “D Felony”).

The applicable laws relating to Domestic Violence Offenses are contained in Procedures for Family Offense Proceedings, NYS Family Court Act Section 812; and Article 120 of the NYS Penal Law (Sections 120.00 to 120.12, Assault Offenses; Sections 120.13 to 120.15, Menacing Offenses; and 120-45 to 120.60, Stalking Offenses.)

The penalties range from up to one year in the County Jail for a Misdemeanor (Class “A” and “B”), to the following penalties for convictions of felonies:

- “E Felony Non-Violent” – No jail, Probation or 1 1/2 to 4 years
- “E Felony Violent” – No jail, Probation or 1 1/3 to 4 years
- “D Felony Non-Violent” – No jail, Probation or 1-3 to 7 years
- “D Felony Violent” – 2 to 7 years
- “C Felony Non-Violent” – No jail, Probation, 1-2 years to 15 years
- “C Felony Violent” – 3 ½ to 15 years
- “B Felony Non-Violent” – 1-3, Max 25 years
- “B Felony Violent” – 5-25 years
- “A Felony Violent” – Life, 20-25 years

Amnesty for Individuals Who Report Sexual Misconduct

The health and safety of every student at Hartwick College is of utmost importance. Hartwick College realizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Hartwick College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Hartwick College officials or law enforcement will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

Proceeding: The orderly process that uses the authority of the College in order to enforce a policy through fact-finding, presentation of evidence to support claims, discussion in favor of particular interpretations of the policy, and obtaining remedies pursuant to those policies (if any).

Results of any Proceeding: The name of the student, the findings of the proceeding board/official, any sanctions imposed by the institution, and the rationale for the findings and sanctions (if any).

B. Education and Prevention Programs

Hartwick College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of New York and using the definition of consent found in the Student Code of Conduct.
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic

- violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
 - f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Hartwick College has developed an annual educational campaign¹ consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation;

¹ Under the 2013 Reauthorization of the Violence Against Women Act, institutions must implement “primary prevention and awareness programs for **all incoming students and new employees**” AND “ongoing prevention and awareness campaigns for **students and employees**” that include a-f above under section B. While “campaign” is yet to be defined, examples of “primary prevention programs” as they relate to incoming students may be found here: <https://www.justice.gov/ovw/grant-programs>

Hartwick College offered the following **ongoing awareness and prevention programs** for **students** in 2018:

<u>Name of Program</u>	<u>Date and Time Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>	<u>ByStander Intervention</u>	Target Audience
Student Health 101 Article #GetEmpowered – Sexual assault coverage	January 2018	Online wellness periodical Student Health 101 Via email & Social Media	DoV, DaV, SA, S*	BI	student body
Student Health 101 Article #GetEmpowered – Sexual assault coverage Sexual literacy	February 2018	Online wellness periodical Student Health 101 Via email & Social Media	DoV, DaV, SA, S*	BI	student body
Student Health 101 Article #GetEmpowered – Sexual assault coverage Students with disabilities are at higher risk of sexual assault	March 2018	Online wellness periodical Student Health 101 Via email & Social Media	DaV, SA	BI	student body
Student Health 101 Article #GetEmpowered – Sexual assault coverage On campuses, alcohol consumption is closely associated with sexual assault.	April 2018	Online wellness periodical Student Health 101 Via email & Social Media	DoV, DaV, SA, S*	BI	student body
Take Back the Night	April 2018	SUNY Oneonta and Hartwick College & Oneonta VIP	DoV, DaV, SA, S*	BI	student body
1 Million Yards for Yardley	April 2018	Hartwick College Campus	DoV, DaV, SA, S*	BI	Student body
Student Health 101 #GetEmpowered – Sexual assault coverage Many students are unaware that sexual assault and coercion within established relationships are still sexual assault and coercion.	May 2018	Online wellness periodical Student Health 101 Via email & Social Media	DoV, DaV, SA, S*	BI	student body
Student Health 101 Article #GetEmpowered – Sexual assault coverage This feature presents actionable ways students can support survivors	June 2018	Online wellness periodical Student Health 101 Via email & Social Media	DaV, SA, S	BI	student body
Student Health 101 Article #GetEmpowered – Sexual Assault Coverage – What is Sexual Assault	September 2018	Online wellness periodical Student Health 101 Via email & Social Media	DoV, DaV, SA & S*	BI	student body
Hazing Prevention & Awareness	September 2018	Live interactive tabling event	DaV, SA	BI	student body
One Love: Escalation Workshop	September/October 2018	Classroom workshop through One Love Foundation	DoV, DaV, SA & S*	BI	Athletic Teams
Student Health 101 Article 7 ways to help yourself	October 2018	Online wellness periodical Student Health 101 Via email & Social Media	DoV, DaV, SA & S*	BI	student body ²²

and others navigate the drinking scene & What would you do in an active shooting scenario?					
Oneonta VIP Clothesline Project	October 2018	Live tabling display event	DoV, DaV, SA & S*	BI	Student Body
Day of Healing	October 2018	Live interactive tabling event w/ Oneonta VIP	DoV, DaV, SA & S*	BI	student body
Student Health 101 Article #GetEmpowered Consent isn't complicated	November 2018	Online wellness periodical Student Health 101 Via email & Social Media	DoV, DaV, SA & S*	BI	student body

Name of Program	Date	Time	Location	Behavior Topics Covered	Bystander Intervention	Target Audience
Athlete Annual Sexual Misconduct Training	2/2/18	1:00 PM	Shineman	DoV, DaV, SA, S	BI	New Int'l Athletes
RA Sexual Misconduct Training	2/12/2018	1:30 PM	Shineman	DoV, DaV, SA, S	BI	New Residence Hall Advisors
Athlete Annual Sexual Misconduct Training	2/27/2018	2:20 PM	Eaton	DoV, DaV, SA, S	BI	Spring Athletes
Greek Life Annual Sexual Misconduct Training	3/4/2018	2:30 PM	Golisano	DoV, DaV, SA, S	BI	Greek Life
Athlete Annual Sexual Misconduct Training	4/5/2018	2:20 PM	Shineman	DoV, DaV, SA, S	BI	Spring Athletes
Awareness Tabling: Silent Witness	4/10/2018	10:00 AM	Dewar - Commons	DoV, DaV, SA		Campus Community
Empty Space at The Table and What Were You Wearing Displays and Presentation	4/10/2018	5:30 PM	Anderson	DoV, DaV, SA		Campus Community
Take Back the Night	4/12/2018	6:00 PM	Outdoor March	DoV, DaV, SA	BI	Campus Community
RA Annual Sexual Misconduct Training	July 2018		Online	DoV, DaV, SA, S	BI	Residence Hall Advisors
RA Annual Sexual Misconduct Training	8/17/2018	12:00 PM	Golisano	DoV, DaV, SA, S	BI	Residence Hall Advisors

Peer Leader Annual Sexual Misconduct Training	8/20/2018	1:00 AM	Johnstone	DoV, DaV, SA, S	BI	Peer Group Leaders
10/50 Peer Counselor Annual Sexual Misconduct Training	8/24/2018	1:00 PM	Farrington	DoV, DaV, SA, S	BI	Peer Counselors
Blue Key Sexual Misconduct Training	8/25/2018	1:30 PM	Bresee	DoV, DaV, SA, S		Blue Key Student Ambassadors
Blue Key Sexual Misconduct Training	8/26/2018	1:30 PM	Bresee	DoV, DaV, SA, S		Blue Key Student Ambassadors
Student Organization Leader Annual Sexual Misconduct Training	8/2/2018	1:00 PM	Johnstone	DoV, DaV, SA, S	BI	Student Organization Leaders
Athlete Annual Sexual Misconduct Training	8/5/2018	1:30 PM	Anderson	DoV, DaV, SA, S	BI	Fall Athletes
Athlete Annual Sexual Misconduct Training	8/7/2018	1:00 PM	Golisano	DoV, DaV, SA, S	BI	Winter/Spring Athletes
Sexual Assault Panel Forum	8/12/2018	1:30 PM	Slade	DoV, DaV, SA, S		Campus Community
Athlete Annual Sexual Misconduct Training	8/10/2018	2:20 PM	Golisano	DoV, DaV, SA, S	BI	Winter/Spring Athletes
Athlete Annual Sexual Misconduct Training	8/11/2018	1:00 PM	Golisano	DoV, DaV, SA, S	BI	Winter/Spring Athletes
Title IX Brochure	Various		Various locations and events	DoV, DaV, SA, S	BI	All Students
Rights Posters	Various		Posted in all Buildings	DoV, DaV, SA, S	BI	All Students

Hartwick College offered the following **primary prevention and awareness programs for all incoming students** in 2018:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>	<u>ByStander Intervention</u>	<u>Target Audience</u>
Resident Community Meetings	Welcome Weekend August 22 – 25, 2018	Individual Residence Halls	DoV, DaV, SA & S* Policies	BI	<u>FY/T</u>
Rights and Responsibilities	Welcome Weekend August 22 – 25, 2018	Slade Theater	DoV, DaV, SA & S* Policies	BI	<u>FY/T</u>
Get Informed: Be Safe	Welcome Weekend August 22 – 25, 2018	Anderson Theater	DoV, DaV, SA & S* Policies	BI	<u>FY/T</u>

The Real Deal Part II	Welcome Weekend August 22 – 25, 2018	Slade Theater	DoV, DaV, SA & S* Policies	BI	<u>FY/T</u>
EverFi- Sexual Assault Prevention	Must complete prior to arrival on campus	Required online course	DoV, DaV, SA & S* Policies	BI	<u>FY/T</u>
EverFi-AlcoholEdu	Must complete prior to arrival on campus	Required online course	Alcohol	BI	<u>FY/T</u>

* DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking
FY/T means all first year and transfer students

Hartwick College offered the following **primary prevention and awareness programs** for all **new employees** in 2018:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
New Employee Orientation	3/21/2018; 9:00am-12:00pm	Celebration Room, Shineman Chapel	SA, DaV, DoV, S*
New Employee Orientation	6/5/2018; 9:00am-12:00pm	Celebration Room, Shineman Chapel	SA, DaV, DoV, S*
New Employee Orientation	8/20/2018; 9:00am-12:00pm	Celebration Room, Shineman Chapel	SA, DaV, DoV, S*
New Employee Orientation	9/24/2018; 9:00am-12:00pm	Celebration Room, Shineman Chapel	SA, DaV, DoV, S*
New Employee Orientation	12/10/2018; 9:00am-12:00pm	Celebration Room, Shineman Chapel	SA, DaV, DoV, S*
Mosaic: Prevent Harassment and Discrimination Together; Mosaic: Prevent Sexual Violence Together	01/01/2018-12/31/2018	Web-based training. All employees complete annually.	SA, DaV, DoV, S*
Mosaic: Prevent Harassment and Discrimination Together; Mosaic: Prevent Sexual Violence Together	01/01/2018-12/31/2018	Web-based training. All new employees are required to complete within 30-days of employment.	SA, DaV, DoV, S*

C. Procedures for Reporting a Complaint

Hartwick College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant² and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Hartwick College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement. Students and employees should contact Title IX Coordinator, Traci Perrin, 607-431-4293, JohnCzarnecki, Title IX Deputy Coordinator, 607-431-4702, or Campus Safety, 607-431-4111.

2 This document will use “victim” and “complainant” and “perpetrator” and “accused party” interchangeably. Each institution needs to use language consistent with their institutional policies.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at A.O. Fox Hospital, 1 Norton Ave., Oneonta, NY 13820. In New York evidence may be collected even if you chose not to make a report to law enforcement³

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the previous 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although Hartwick College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether to make such a report and victims have the right to decline involvement with the police. Hartwick College will assist any victim with notifying local police if they so desire. The Oneonta Police Department may be reached directly by calling 607-432-1111, or in person at Oneonta Police Headquarters, 81 Main St., Oneonta, NY 13820.

Additional information about the Oneonta Police Department may be found online at:
<http://www.oneonta.ny.us/departments/police/>

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Traci Perrin, at 607-431-4293, PerrinT@Hartwick.edu, Human Resources Office in Shineman Chapel House, by calling, emailing or responding to the office in person. Hartwick College Campus Safety (if the victim so desires.) will provide resources on campus, off campus, or both, to include medical and mental health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or Oneonta Police Department to preserve evidence in the event that the victim changes her/his mind later.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to Hartwick College, the below are the procedures that Hartwick College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

3 Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

Incident Being Reported:		Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	1.	Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care	Preponderance of the evidence
	2.	Institution will assess immediate safety needs of complainant	
	3.	Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department	
	4.	Institution will provide complainant with referrals to on and off campus mental health providers	
	5.	Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "Cease & Desist"/"No Contact" directive between both parties	
	6.	Institution will provide written instructions on how to apply for an Order of Protection	
	7.	Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution	
	8.	Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is	
	9.	Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation	

Stalking	1.	Institution will assess immediate safety needs of complainant	Preponderance of the evidence
	2.	Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department	
	3.	Institution will provide written instructions on how to apply for Protective Order	
	4.	Institution will provide written information to complainant on how to preserve evidence	
	5.	Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate, including a "Cease & Desist Order"	
	6.	Institution will provide a "Cease & Desist" (PNG) directive to accused if deemed appropriate	
Dating Violence	1.	Institution will assess immediate safety needs of complainant	Preponderance of the evidence.
	2.	Institution will assist complainant with contacting local	

		police if complainant requests AND complainant provided	
		with contact information for local police department	
	3.	Institution will provide written instructions on how to apply	
		for Protective Order	
	4.	Institution will provide written information to complainant	
		on how to preserve evidence	
	5.	Institution will assess need to implement interim or long-	
		term protective measures to protect the complainant, if	
		appropriate , including a “Cease & Desist Order”	
	6.	Institution will provide a “Cease & Desist” (PNG) directive	
		to accused party if deemed appropriate	
Domestic Violence	1.	Institution will assess immediate safety needs of	Preponderance of
		complainant	the evidence.
	2.	Institution will assist complainant with contacting local	
		police if complainant requests AND complainant provided	
		with contact information for local police department	
	3.	Institution will provide written instructions on how to apply	
		for Protective Order	
	4.	Institution will provide written information to complainant	
		on how to preserve evidence	
	5.	Institution will assess need to implement interim or long-	
		term protective measures to protect the complainant, if	
		appropriate , including a “Cease & Desist Order”	
	6.	Institution will provide a “Cease & Desist” (PNG) directive	
		to accused party if deemed appropriate	

D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Hartwick College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In New York, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights: A Booklet explaining all rights of the victim can be found at: <https://ovs.ny.gov/ovs-services>. Further Hartwick College complies with New York State Law in recognizing orders of protection by ensuring that, any person who obtains an order of protection from New York or another state should provide a copy to Campus Safety and the Office of the Title IX Coordinator. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for campus safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but not limited to: safety escorts, special parking arrangements, changing classroom location or allowing a student to complete some assignments from home, etc. Hartwick College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services in conjunction with the local law enforcement agency in the particular area. Orders of Protection may be available through the local courts by first initiating a complaint with the law enforcement agency having jurisdiction where the incident occurred. Hartwick College may issue an institutional Cease and Desist order if deemed appropriate or at the request of the victim or accused. To the extent of the victim’s cooperation and consent, College offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered

changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating / adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Hartwick College does not publish the name of crime victims nor house identifiable information regarding victims in the campus safety departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request to the Director of Campus Safety, Dewar Union, Hartwick College.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking (On-Campus)

Counseling	Gary Robinson, Director	Perrella Wellness 607-431-4420
Health	Amy Gardner, Director	Perrella Wellness 607-431-4120
Mental Health	Gary Robinson, Director	Perrella Wellness 607-431-4420
Victim Advocacy	Gary Robinson, Director	Perrella Wellness 607-431-4420
Campus Safety	Terry Shultz, Director	Dewar Union, 607-431-4111
Title IX Coordinator	Traci Perrin	Shineman Chapel 607-431-4293
Fifty-Fifty Peer Counselors	Student Peer Counselors	Dewar Union, Room 310

Off Campus Resources

Counseling	Opportunities for Otsego-VIP	607-433-8000
Health	Fox Hospital, Oneonta, NY	607-432-2000
Mental Health	Otsego County Mental Health	607-433-2343
Victim Advocacy/Rape Crisis	Opportunities for Otsego-VIP	607-433-8000
Legal Assistance	Legal Aid Society of Mid-NY	800-821-9895
Oneonta Police Department	Main St., Oneonta, NY	607-432-1113

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<https://www.justice.gov/ovw/sexual-assault> - Department of Justice

<https://www.nyscadv.org> – New York State Coalition Against Domestic Violence

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”⁴ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911.

⁴ Bystander intervention strategies adapted from Stanford College’s Office of Sexual Assault & Relationship Abuse

This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so

they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - a. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
1. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
2. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

A. Adjudication of Violations

Whether or not criminal charges are filed, Hartwick College⁵ or a person may file a complaint under the Title IX Policy alleging that a student or employee violated Hartwick College's policy on Title IX. The Student Handbook and Employee Handbook describes each type of disciplinary proceeding used by the institution to include information about:

Bringing a Complaint

Any student, faculty, staff or visitor who has been a victim of or a witness to an personally offended by discriminatory practices or behavior may discuss their concerns and/or file a complaint for possible violations of Title IX with the Title IX Coordinator, Deputy Title IX Coordinator, Assistant Vice President of Student Experience or Campus Safety.

Anticipated timeframe

The timeframe for an investigation and adjudication from the day of report is typically within 60 days, however the timeframe allows for extensions for good cause

Decision-making process

While a Special Hearing Board is typically used, Hartwick College determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault or Stalking. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

⁵Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "College" may assume the role of the complainant.

Hartwick College disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The Title IX policy provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
3. The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;
4. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
5. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated Hartwick College's Student Conduct Code?";
6. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
7. The accuser and the accused each have the right to appeal the outcome of the hearing by appealing to the Vice President of Student Experience (for students) or the President (for employees) and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the right to confer with a procedural advisor of not more than one person to be chosen by the accuser from the Hartwick College campus community (student, faculty or staff member) to help prepare information to present at the hearing, and better understand the process. This procedural advisor may be present at the hearing, but only to answer questions that the accuser may have during the course of the proceedings. The procedural advisor may not speak during the hearing unless specifically requested to do so by the chairperson of the College Hearing Board. The procedural advisor may not be called as a witness.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in Hartwick College's policy against Sexual Harassment

<http://www.hartwick.edu/studenthandbook> and <http://www.hartwick.edu/about-us/employment/human-resources/employment-opportunities/notice-of-non-discrimination/> in order to remedy any hostile environment.⁶

All conduct proceedings against students, however, will be resolved through the Student Conduct Process.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, Hartwick College's ability to respond to the complaint may be limited.

Confidentiality

Hartwick College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Title IX Policy occurred will lead to the initiation of disciplinary procedures against the accused individual. College sanctions including, for students: a letter of censure; mandatory counseling; disciplinary probation; suspension from Hartwick College; expulsion from Hartwick College. For employees: a letter of censure; mandatory counseling; suspension without pay; dismissal, may be imposed upon those determined to have violated this policy. Hartwick College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: (liaison with local law enforcement to assist applying for court-ordered Order of Protection, College cease & desist orders, safety escorts, special parking arrangements, changing classroom location, or residence hall or allowing a student to complete some assignments from home). For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Sexual assault, domestic violence, dating violence, and stalking are criminal acts, which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: liaison with local law enforcement to assist applying for court-ordered Order of Protection, College cease & desist orders, safety escorts, special parking arrangements, changing classroom location, or residence hall or allowing a student to complete some assignments from home, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.⁷ Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Hartwick College.

⁶ "Hostile Environment" is the term used by Title VII in employment law as it relates to action taken against a person in retaliation of a complaint of sexual harassment or for cooperating with a sexual harassment investigation. Under Title IX, the term used is "retaliation." Institutions may choose to provide both terms for clarification although it is not required

⁷ Applicable law requires that, when taking such steps to separate the complainant and the accused, Hartwick College must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

Hartwick College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Policies for Possession, Use, and Sale of Alcoholic Beverages

New York law states that no person under the age of 21 may possess or consume alcoholic beverages. While Hartwick College complies with New York State Alcohol Beverage Control laws, campus policy goes beyond mere compliance by defining acceptable behavior with regard to alcohol and by placing emphasis on individual responsibility and educational awareness. Violations of the College's alcohol policy are considered infractions of the Hartwick Student Code of Conduct and are subject to appropriate campus disciplinary action. Key points of the alcohol policy are given below:

- No person under the age of 21 shall possess or consume any alcoholic beverage on campus.
- At all-College academic, cultural, athletic, and social events, alcohol may be served to those who are 21 years or older. Alcoholic beverages may be served and consumed only within a roped-off area. Campus Safety officers are present to oversee every event at which alcohol is served.
- At all events where alcoholic beverages are served, non-alcoholic beverages also are made available throughout the event.
- All mass-consumption containers (kegs, beer balls, containers of punch, etc.) are permitted only at sponsored all-College events and only in those College facilities where such containers are not banned. Mass containers are not permitted in the dining hall, academic buildings, or residence hall buildings where alcohol is permitted.

Policies for Possession, Use, and Sale of Illegal Drugs

The New York State Public Health Law: Article 33, Mental Hygiene Law: Article 81, and Penal Law: Article 220 mandate that it is unlawful for any citizen to sell or possess certain drugs, defined by law as "controlled substances," except as expressly allowed by law. In addition, the Drug-Free Workplace Act (Public Law 100-690, 102 Stat. 4304) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, Section 22) require colleges and universities to show good-faith effort toward combating illegal drugs and alcohol abuse in the workplace.

Hartwick policy states that the manufacture, distribution, dispensation, possession, or use of controlled substances without explicit and current prescription from one's medical doctor, or from a Hartwick physician, are prohibited. Violation of this policy on Hartwick College property will result in College sanctions appropriate to the situation and will not protect employees or students from arrest or prosecution by local criminal-justice authorities for illegal involvement with drugs or alcohol.

The College is prepared to enforce its drug policy vigorously and will bring disciplinary charges against students involved with illegal drug use and distribution. The College also reserves the right to contact police authorities regarding violations of law pertaining to controlled substances. The College may summarily dismiss students found to be selling illegal drugs, pending any appropriate disciplinary hearings. Students who seek medical or psychiatric counseling with regard to drug abuse will be helped and will not be reported by the privileged counselors. However, a student cannot be protected if he or she continues illegal use of drugs and is detected by legal or College authorities. Since drug abuse is a serious legal and medical problem, all members of the College community are encouraged to seek assistance for themselves or others from appropriate College services. The Hartwick College Student Handbook outlines the specifics of the College's policies regarding alcoholic beverages and illegal drugs. The College also publishes an employee brochure on these policies. Upon enrollment, the College shall provide to each student a separate, clear, and conspicuous written notice that advises the student of the penalties for drug violations, and the institution shall provide in a timely manner to each student who has lost eligibility for any grant, loan, or work-study assistance a separate, clear, and conspicuous written notice of the loss of eligibility, advising the student of the ways in which the he/she can regain eligibility.

Drug and Alcohol Counseling and Education

Students with drug- or alcohol-related problems are encouraged to seek confidential counseling and referral services through the College Counseling Center and/or Health Services. To assist students, Hartwick has on staff a substance-abuse prevention educator. Employees with such problems are encouraged to use the confidential referral service offered through the Employee Assistance Program. All medical and rehabilitation records concerning student or employee drug or alcohol use/abuse, including records of the identity, diagnosis, prognosis, or treatment, are confidential and may be disclosed only as authorized by law. Hartwick College is committed to sponsoring a full range of educational, training, and counseling programs to ensure all members of the College community know the dangers of drug and alcohol use/abuse, the College's policies regarding drug and alcohol use/abuse, and the availability of its counseling and referral services. (*Refer to Appendix B – Drug and Alcohol Abuse Prevention.*)

Bias-Related Incidents (NY State Hate Crimes Act of 2000)

Bias or hate crimes are crimes motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000. Bias-related incidents are behaviors, which constitute an expression of hostility, against the person or property of another because of the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, or disability. According to New York Penal Law Section 485, a person commits a hate crime when he or she commits a specified criminal offense and either:

1. intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
2. intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings. Hartwick College is required to report statistical incidence of bias crimes on or around campus annually as part of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). Bias crime statistics can be found in the Campus Safety annual report or online in the Department's Campus Safety Daily Crime Log. Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous conviction of the offender. Students, staff or faculty who commit bias crimes are also subject to university disciplinary procedures where a range of sanctions is available both up to and including suspension, expulsion or termination of employment.

In order to effectively handle and investigate incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to immediately report incidents to Campus Safety by calling (607) 431-4111. Please remember that any evidence such as graffiti, e-mails, written notes or voice mail messages should be preserved. Campus Safety will investigate and follow the appropriate college adjudication procedures. Victims of bias crime can also avail themselves of counseling and support services through the Office of the Vice President for Student Experience.

Hartwick College informs incoming students about bias-related crime and prevention measures through programs that include workshops, seminars, discussion groups, and orientation sessions. The purpose of these programs is to disseminate information about bias-related crime, promote discussion, encourage reporting of incidents of such crime, and facilitate prevention. Complete information can be obtained at <https://www.hartwick.edu/about-us/employment/human-resources/employment-opportunities/notice-of-non-discrimination/>.

Procedures for Preparing the *Campus Safety and Security Report & Fire Report*

Campus Safety compiles the annual statistics for crimes that are included in this report. The information included is acquired from various sources, including Campus Safety, local police agencies, and all officials of the College who have significant responsibility for student and campus activities. These officials include Residential Life staff, Student Experience staff, faculty advisors, and athletic coaches. In addition, Hartwick accepts confidential reporting of crimes and encourages mental-health and pastoral counselors to report statistics regarding these violations of law. These statistics contain crimes for the calendar year in which they are reported.

The following statistics represent all official reports of these crimes on the Hartwick campus and are reported in compliance with the Clery Act. They conform to the FBI Uniform Crime Reporting System. (Crime and sex offense definitions are listed below.)

Crime Definitions from the *Uniform Crime Reporting Handbook (in addition to definitions in VAWA Amendment for Stalking, Dating Violence and Domestic Violence)*

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime was successfully completed.)

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, or personal property of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, 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 (non-negligent) killing of one human being by another

Motor-vehicle theft

The theft or attempted theft of a motor vehicle.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Hate crimes

Any of the aforementioned offenses and larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury that manifests evidence that the victim was intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to Campus Security authorities or local police agencies.

Weapon-law violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug-abuse violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (enzedr, methadone), and dangerous non-narcotic drugs.

Liquor-law violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Unfounded Crimes

Of those crimes that occurred On-Campus; in On-Campus Student Housing Facilities; on or in Non-Campus property or buildings, and on Public Property, Hartwick College documents the number of crimes that were unfounded. The total number of unfounded crimes will include all Clery criminal offenses, hate crimes, arrest or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded. If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is unfounded. Only sworn or commissioned law enforcement personnel may unfind a crime. Unfounded crimes shall be documented/counted in the year in which they were originally reported.

Hartwick College Crime Statistics (2016, 2017, 2018)

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2018	6	0	0	6	6
	2017	6	1	0	7	6
	2016	4	0	0	4	4
Sex Offenses, Non Forcible (Incest and Statutory)	2018	0	0	0	0	0
	2017	1	0	0	1	1
	2016	0	0	0	0	0
Robbery	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Aggravated Assault	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	2	0	2	0
Burglary	2018	8	0	0	8	8
	2017	8	0	0	8	8
	2016	4	0	0	4	4
Motor Vehicle Theft	2018	0	0	0	0	0
	2017	1	0	0	1	0
	2016	0	0	0	0	0
Liquor Law Arrests	2018	0	0	0	0	0
	2017	1	0	0	1	0
	2016	0	0	0	0	0
Drug Law Arrests	2018	2	0	0	2	2
	2017	3	0	0	3	2
	2016	2	0	0	2	0
Weapons Law Arrests	2018	0	0	0	0	0
	2017	0	0	0	0	0

	2016	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2018	51	0	0	51	51
	2017	95	6	0	101	93
	2016	36	0	0	36	36
Drug Law Violations Referred for Disciplinary Action	2018	60	1	0	61	50
	2017	83	0	0	83	69
	2016	39	0	0	39	32
Weapons Law Violations Referred for Disciplinary Action	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	1	0	1	0
Arson	2018	0	0	0	0	0
	2017	1	0	0	1	1
	2016	0	0	0	0	0
Domestic Violence	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Dating Violence	2018	1	0	0	1	1
	2017	0	0	0	0	0
	2016	2	0	0	2	1
Stalking	2018	4	0	0	4	4
	2017	2	0	0	2	1
	2016	2	0	0	2	1

Hartwick College is required to disclose the occurrence of the following hate crimes when the motivation for the crime is the victim's membership or perceived membership in a particular race, gender, gender identity, religion, sexual orientation, nationality, ethnicity or disability:

Murder/non-negligent manslaughter
 Negligent manslaughter
 Forcible sex offense
 Non-forcible sex offense
 Robbery
 Aggravated assault
 Burglary
 Motor vehicle theft

Arson
 Domestic Violence
 Dating violence
 Stalking Larceny-theft
 Simple assault
 Intimidation
 Destruction, damage, vandalism to property
 Any other crime involving bodily injury

Hartwick College experienced no reported HATE CRIME in 2016 or 2017.

Hartwick College experienced one (1) reported Hate Crime in 2018.

1 - On-Campus (student housing) – Burglary – Race

Hartwick College experienced no crimes or incidents determined to be UNFOUNDED in 2018.

Annual Fire Report
Statistics and Information Regarding Fires in Hartwick Residential Facilities
(01/01/16– 12/31/16)

Hartwick College Residential Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause Of Fire	No. of Injuries That Required Treatment at a Med. Facility	No. of Deaths Related To Fire	Value of Property Damage Caused By Fire
Saxton	0							
Holmes	0							
Wilder	0							
Smith	0							
Van Ess	0							
Leitzell	0							
Townhouses	0							
Oyaron	0							
Hilltop	0							
37 West St	0							
67 West St	0							
71 West St	0							
Outback 1	0							
Outback 2	0							
Outback 3	0							
Robertson Lodge	0							
Redwood 1	0							
Redwood 2	0							
Cabin Bailey	0							
Hill & Dale	0							
Farmhouse	0							
Crossroads	0							
Strawbale	0							
Cobb House	0							

Annual Fire Report
Statistics and Information Regarding Fires in Hartwick Residential Facilities
(01/01/17 - 12/31/17)

Hartwick College Residential Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause Of Fire	No. of Injuries That Required Treatment at a Med. Facility	No. of Deaths Related To Fire	Value of Property Damage Caused By Fire
Saxton	0							
Holmes	0							
Wilder	0							
Smith	1	1	3/16	02:05	Intentional/Paper sign lit on fire	0	0	\$0-99
Van Ess	0							
Leitzell	0							
Townhouses	0							
Oyaron	0							
Hilltop	0							
Outback 1	0							
Outback 2	0							
Outback 3	0							
Robertson Lodge	0							
Redwood 1	0							
Redwood 2	0							
Cabin Bailey	0							
Hill & Dale	0							
Farmhouse	0							
Crossroads	0							
Strawbale	0							
Cobb House	0							

Annual Fire Report
Statistics and Information Regarding Fires in Hartwick Residential Facilities
(01/01/18– 12/31/18)

Hartwick College Residential Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause Of Fire	No. of Injuries That Required Treatment at a Med. Facility	No. of Deaths Related To Fire	Value of Property Damage Caused By Fire
Saxton	0							
Holmes	0							
Wilder	0							
Smith	0							
Van Ess	0							
Leitzell	0							
Townhouses	0							
Oyaron	0							
Hilltop	0							
Outback 1	0							
Outback 2	0							
Outback 3	0							
Robertson Lodge	0							
Redwood 1	0							
Redwood 2	0							
Cabin Bailey	0							
Hill & Dale	0							
Farmhouse	0							
Crossroads	0							
Strawbale	0							
Cobb House	0							

Annual Fire Safety Reporting on Student Housing

01/01/18 – 12/31/18

Fire Safety Amenities in Hartwick College Residential Facilities

Hartwick College Residential Facility	Fire Alarm Monitoring Done On-site (Campus Safety, Fyr Fyter & Simplex)	Partial Sprinkler System (1)	Full Sprinkler System (2)	Smoke Detection	Fire Extinguisher Devices	Evacuation Plan/ Placards	Number of Evaluation (fire) Drills Each Calendar Year
Saxton Hall	X		X	X	X	X	2
Holmes Hall	X		X	X	X	X	2
Wilder Hall	X		X	X	X	X	2
Smith Hall	X		X	X	X	X	2
Leitzell Hall	X		X	X	X	X	2
Van Ess Hall	X		X	X	X	X	2
Townhouses	X		X	X	X	X	2
Oyaron House	X		X	X	X	X	2
Hilltop House	X		X	X	X	X	2
Outback 1	X			X	X	X	2
Outback 2 & 3	X			X	X	X	2
Robertson Lodge	X	Yes Basement Furnace	Yes Basement Furnace	X	X	X	2
Redwood 1	X			X	X	X	2
Redwood 2	X			X	X	X	2
Cabin Bailey	X			X	X	X	2
Hill & Dale	X			X	X	X	2
Crossroads Cabin	X			X	X	X	2
Strawbale	X			X	X	X	2
Cobb House	X			X	X	X	2

1. Partial Sprinkler System is defined as having sprinklers in the common areas only.
2. Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.



HARTWICK COLLEGE

EST. 1797

- | | | |
|--------------------------------|---|-----------------------------------|
| 1 Perrella Wellness Center | 11 Bresee Hall | 20 Ritchie Quad-Townhouses* |
| 2 Saxton Hall' | 12 Elmore Field | 21 Apartment Complex |
| 3 Anderson Center for the Arts | 13 Gollisano Hall | 22 Oyaron House' |
| 4 Wilder Hall' | 14 Yager Hall | 23 Hilltop House' |
| 5 Holmes Hall' | 15 Leitzell Hall' | 24 Table Rock field |
| 6 Dewar Union | 16 Binder Physical Education Center | 25 Ernest B. Wright Observatory |
| 7 Campbell Fitness Center | 17 Johnstone Science Center and Miller Hall | 26 Strawberry Field |
| 8 Shineman Chapel House | 18 van Ess Hall' | 27 Pine Lake Environmental Campus |
| 9 Clark Hall | 19 Smith Hall' | |
| 10 Wright Stadium | | |

27 Located eight miles from main campus, Hartwick's Pine Lake Environmental Campus includes student housing alongside a spring-fed lake on ecologically diverse land with an abundance of plant, animal, and bird species. Features include high and low ropes courses, extensive nature trails, and an indoor climbing wall.



* As required by amendments to the Clery Act, the areas in the above map represent the geographic areas from which incidents and/or crimes that took place in 2018 were recorded for the purposes of this report. These statistics are listed in this report.

Hartwick Campus Safety Department

Location: Dewar Hall, third floor

Phones: x4111, 911 (emergency); x4000 (non-emergency); 607-431-4111 (off campus)

Silent Witness Program: <https://info.hartwick.edu/forms/silentwitnessform.html>

Website: www.hartwick.edu/campussafety

Hours: 24 hours a day

Director: Terry L. Shultz

Assistant Director: Michael G. MacInerney

Other Important Phone Numbers

Hartwick Campus:

Perella Wellness Center/Health Services 607-431-4120

VP of Student Experience 607-431-4532

Office of Residential Life 607-431-4501

Counseling Center 607-431-4420

Oneonta Police Department:

Emergency: 911

Non-emergency: 607-432-1111

Appendix A:

SECURITY CAMERAS & CLOSED CIRCUIT TELEVISION POLICY

PURPOSE:

The purpose of this policy is to regulate the use of security cameras and closed circuit television (CCTV) monitors and the recording of public and restricted areas on the Hartwick College campus for the purposes of safety and security.

SCOPE:

This policy applies to all personnel, departments, offices, and other subdivisions of the College in the use of security cameras and CCTV monitoring and recording and surveillance. This policy does not include the use of video equipment for recording of public performances or events, interviews, or other use for broadcast, athletic or educational purposes.

ESTABLISHMENT OF CAMERAS ON CAMPUS:

Temporary cameras are defined as cameras that are established by the Campus Safety to provide additional security for a campus event or situation and that are not in place for more than 30 days. Permanent cameras are established as part of the campus infrastructure and require planning and approval by the appropriate authorities.

GENERAL PRINCIPLES:

1. Hartwick College respects the privacy of campus community members and is sensitive to balancing that privacy with safety needs on campus. Cameras extend the protection by Campus Safety, even when officers are not in an immediate area.
2. Campus Safety is committed to enhancing the quality of life for the campus community by utilizing technology as a necessary component of a best practices approach to Campus Safety. The use of closed circuit television (CCTV) is a critical technology component in comprehensive crime prevention program. Campus Safety has the primary responsibility for crime prevention and other public safety and security matters on the campus and other

college-owned property. Hence, Campus Safety will control the cameras and recordings and have the primary responsibility for enforcing the policy.

3. Cameras are not a guarantee of safety, but are a tool that assists Campus Safety. Cameras protect campus community members from dangers by serving as deterrents and expediting investigations.

4. CCTV video monitoring will be conducted in a professional, ethical, and legal manner. Personnel involved in video monitoring will be appropriately trained and supervised to ensure the responsible use of this technology. Violations of this policy will result in disciplinary action consistent with the rules and regulations of Hartwick College.

5. Video monitoring of public areas at Hartwick College is limited to legitimate safety and security purposes that do not violate the reasonable expectation of privacy as defined by law. These include, but are not limited to:

- Protection of buildings and property.
- Building perimeter, entrances and exits, lobbies and corridors, elevators, receiving docks, special storage areas, laboratories, cashier locations, etc.
- Monitoring and recording restricted access transactions at entrances to buildings and other areas.
- Verification of security alarms.
- Intrusion alarms, exit door controls, etc.
- Electronic patrol of public areas.
- OPT bus stops, parking lots, College streets, vehicle intersections, etc.
- Vandalism, burglary, and theft surveillance.
- Protection of pedestrians.
- Monitoring of pedestrian and vehicle traffic and vehicles in traffic areas at intersections.

6. Information obtained through video monitoring will be used exclusively for Campus Safety and Office of Student Experience purposes. Information obtained through video monitoring will be released outside Campus Safety only when authorized by the Director of Campus Safety as established in this policy.

7. Video monitoring of public areas will be conducted in a manner consistent with NYS law and College policies. This policy specifically prohibits the monitoring of persons based solely on race, gender, sexual orientation, national origin, or disability.

8. Except as required to maintain evidence for the Student Experience office or local criminal court investigations, or where otherwise required by law, video recordings of public areas at Hartwick College will be retained no longer than thirty days.

9. Departments other than Campus Safety who utilize video monitoring of public or private areas are required to abide by this policy, and must notify Campus Safety of such usage. All proposed video installations regulated by this policy must be approved by Campus Safety prior to their installation.

10. Cameras shall be used exclusively for campus safety purposes. The Hartwick College Institutional Review Board (IRB), which governs research involving human subjects, does not have jurisdiction over recordings by cameras and may not authorize any individual researcher or organization, whether faculty, staff, student or the general public, to use these cameras, or recordings from the cameras, for research purposes.

11. Surveillance cameras will not be used to evaluate employee performance unless a formal investigation results in a determination that a safety or security issue may exist.

12. Cameras may be used to monitor a student or employee work area, such as an area with financial transactions, even if there is only one student, faculty, or staff member employed in that work area. Cameras used to monitor a work area are not intended to view the contents of computer screens. If the cameras can pan to view computer screens, that area will be electronically blurred so that these cameras are not used to monitor employee computer use.

13. The College will not use cameras to monitor parking rules, unless review results in a determination that a campus safety issue exists.

RESPONSIBILITIES:

1. Campus Safety is the department authorized to oversee and coordinate the use of CCTV monitoring for safety and security purposes at Hartwick College. All College divisions and departments using CCTV monitoring are responsible for implementing this policy in their respective operations. Campus Safety has primary responsibility for disseminating the policy and assisting other units in implementing the policy and procedures.

2. The Director of Campus Safety has the responsibility to authorize all CCTV monitoring for safety and security purposes at Hartwick College. All CCTV installations will follow this policy.

3. Campus Safety will monitor new developments in relevant case law and in industry practices to ensure that CCTV use at Hartwick College is consistent with the highest standards and protections.

4. The release of video records to any outside agency or organization or to a Hartwick College department other than Campus Safety, must be approved by the Director of Campus Safety.

CAMERA PLACEMENT:

The following guidelines apply to the placement of cameras on campus:

1. Campus Safety may establish temporary or permanent cameras in public areas of the campus. These cameras will not make audio recordings.

2. Cameras may not be established in private areas of the campus without a court order. Private areas include residence hall rooms, bathrooms, shower areas, locker and changing rooms, areas where a reasonable person might change clothes, and private offices. Additionally, rooms for medical, physical, or mental therapy or treatment are private. Private areas also include the entrances, exits, lobbies, exam rooms or hallways of the Perrella Wellness Center. The only exceptions are cameras used narrowly to protect money, documents, supplies or pharmaceuticals from theft, destruction, or tampering.

3. Cameras shall not be directed or zoomed into the windows of any private residential space or office. To the maximum extent possible, electronic shielding will be placed in the camera so that the camera does not have the capability to look into or through windows.

4. Cameras shall not be directed or zoomed into the windows of any private building not on College property.

5. The Director of Campus Safety, in consultation with the Safety and Security Committee, Facilities, Environmental Health and Safety Manager and the Vice President for Student Experience, shall determine placement and use of cameras. Other departments, committees or individuals may recommend placement of cameras.

NOTIFICATION OF THE CAMPUS COMMUNITY (SIGNAGE):

This policy shall be available to all students, faculty, staff, and visitors upon request and shall be printed in the annual safety report required by the Clery Act and other appropriate publications. Signs announcing the presence of security cameras on campus will be utilized.

CAMERA MONITORING:

1. Images and recordings may only be monitored by Campus Safety officers, staff with responsibility for residence hall security, persons responsible for adjudication of campus code of conduct violations, and other officials as authorized by the Vice President of Student Experience. No students may be hired to monitor recordings or images. Staff responsible for installation and maintenance of surveillance equipment may access recordings only to the extent necessary to carry out their duties.
2. If Campus Safety, in consultation with the Vice President of Student Experience, believes it is necessary to aid in an investigation or search, short recordings or image stills may be released to the media or the public. Prior to releasing the recordings or images, the face and identifying features of all those persons not of interest to the investigation will be blurred and the President's Office, and Marketing and Communications, will be informed or consulted.
3. Those officers and authorized staff approved for monitoring will receive training in effective, legal and ethical use of the monitoring equipment. These officers and authorized staff will receive a copy of this policy and provide written acknowledgement that they have read and understand this policy. Officers and authorized staff will receive any and all updates or amendments to this policy.
4. During the spring meeting of the Safety and Security Committee each year, a periodic review of the effectiveness of the security technology will take place to ensure the security camera and CCTV program is meeting objective.

STORAGE MEDIA:

1. Recordings will be stored in a manner consistent with available technology. Recordings or images not related to or used for an investigation or judicial purposes will be kept strictly confidential and will be maintained on the server for a period of 30 days. After this period, the recordings will be destroyed and removed from the server.
2. Recordings or images used for judicial proceedings on campus or criminal investigation off campus shall be retained until the end of the court or judicial proceedings and appeal period unless directed otherwise by a court or the Office of Student Conduct. No attempt shall ever be made to alter any recording. Editing or otherwise altering recordings or still images, except to enhance quality for investigative purposes or blur features as described above, is strictly prohibited.

DESTRUCTION OR TAMPERING WITH CAMERAS:

Any person who tampers with or destroys a camera or any part of the security camera and CCTV system may be prosecuted in the criminal justice system as well as the campus Student Conduct system.

Appendix B: DRUG AND ALCOHOL ABUSE PREVENTION

Hartwick College affords equal opportunity to all employees and applicants for admission or employment regardless of race, gender, religion, national origin, age, or disability. Hartwick College will make reasonable accommodations for persons with disabilities

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

I. INTRODUCTION

It is the policy of Hartwick College that during the month of September of each academic year, the information contained in this document shall be made available to each student and employee of Hartwick College.

It is further the policy of Hartwick College that each year, a committee assigned by the President of Hartwick College shall review its Drug and Alcohol Abuse Prevention Program and shall

1. determine the effectiveness of its program and report to the President any revisions needed by the program to make it more effective; and
2. ensure that the standards of conduct described in part II hereof are fairly and consistently enforced; and
3. submit a written report to the President stating the findings and recommendations of the committee.

The President shall implement, effective the ensuing September, such of the committee's recommended revisions as he/she shall deem appropriate and reasonable.

II. STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

The College is a private educational institution and, as such, shall not allow on its premises, or at any activity it sponsors, the unauthorized or illegal possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, the College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, suspension, expulsion, and/or arrest or referral to the appropriate law enforcement agency. For an employee, such administrative or disciplinary action may include, but is not limited to, reprimand, suspension, or termination of employment or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program and/or arrest or referral to the appropriate law enforcement agency. Any visitor engaging in any act prohibited by this policy shall be called on to immediately cease such behavior and shall be subject to other sanctions including referral to law enforcement officials for arrest and prosecution.

If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

For detailed information concerning drug and alcohol abuse programs, contact the Health and Wellness Office on the Fourth floor of Dewar Union, or visit:

<https://www.hartwick.edu/campus-life/health-wellness/health-resources/>

For detailed information concerning Alcohol Policies and Procedures Pertaining to Employees, refer to the Employee Manual, <https://www.hartwick.edu/about-us/employment/human-resources/employees/>

III. LEGAL SANCTIONS REGARDING UNLAWFUL USE, POSSESSION, OR DISTRIBUTION OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS*

A. Local Offenses

City of Oneonta:

The City of Oneonta has adopted and enforces an open container law, violation of which could result in a fine.

B. State Offenses

State of New York:

Effective October 19, 1989, persons under the age of 21 who present an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to ninety (90) days and may also be required to apply to the Department of Motor Vehicle for a restricted use driver's license following the suspension.

Effective November 1, 1989, persons under the age of 21 who present falsified or fraudulently altered proofs of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation, punishable by a fine of up to \$100 and a community service requirement of up to thirty (30) hours. Previously, violations of this section were punishable only by the imposition of a one-year probationary period or fine.

Effective January 1, 1990, persons under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage. Exceptions are provided for consumption in an instructional setting and in cases where the alcoholic beverage is provided by a parent or guardian. Violators are subject to a fine of up to \$50 per offense, but are not subject to arrest. Alcoholic beverages involved in alleged violations of this law may be seized by the authorized law enforcement officials, including campus public safety officers. Disposal and destruction of the seized alcoholic beverages are also authorized but cannot be carried out until three days after the initial appearance date, unless otherwise ordered by a court. The court may order the beverage returned if it is determined that return would be in the interest of justice or the beverage was improperly seized.

Employees must abide by the terms of this statement and must notify Human Resources of any criminal drug statute conviction for a violation occurring at the workplace, or at a work site, no later than five (5) working days after such conviction.

Hartwick College will make a good faith effort to maintain a drug-free workplace. That effort will include drug awareness education programs, an Employee Assistance Program and the implementation and strict enforcement of this policy.

An Employee Assistance Program is available on campus for employees who wish to seek assistance in dealing with drug or alcohol related problems, as well as other personal and family matters. Please call Human Resources at 607-431-4315 for information or questions concerning this policy.

C. Federal Offenses

Activities which violate federal laws concerning illicit possession, use, and distribution of alcoholic beverages and drugs include, but are not limited to, the following:

21 U. S. C. 841 makes it a crime (a) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or (b) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance.

(The U. S. Code establishes and authorizes the U. S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five “schedules,” Schedule I being comprised essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” when compared with drugs in schedules I-IV.

Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams.)

The penalties for a first offense conviction of violating the laws described in items (a) and (b) above are as follows:

1. In the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine of not more than \$25,000, or both.
2. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000, or both.
3. In the case of a Schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000, or both.
4. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000, or both.
5. Notwithstanding subparagraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than \$5,000.
6. Notwithstanding subparagraphs (1) through (4) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, “angel dust”) is punishable by up to ten (10) years in prison and/or a fine of not more than \$25,000.

Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

*Penalties, laws, and statutes may change without notice.

IV. HEALTH RISKS OF DRUG AND ALCOHOL USE AND ABUSE

The following is a list of some of the health risks and symptoms associated with the following categories of substances. It is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

A. Cannabis

1. Cannabis includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
2. Regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car.

Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco.

Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of the users’ lives.

B. Cocaine

1. Cocaine includes the powder form and “crack” in crystalline or pellet form.

2. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, onset of insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

The use of cocaine can cause death by disrupting the brain’s control of the heart and respiration.

C. Other Stimulants

1. Other stimulants include amphetamines and methamphetamines (“speed”); phenmetrazine (Preludin); methylphenidate (Ritalin); and “anorectic” (appetite suppressant) drugs such as Didrex, Pre-Sate, etc.

2. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feelings of restlessness, anxiousness, and moodiness. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

D. Depressants

1. Depressants include such drugs as barbiturates, methqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Miltown, etc. 2. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

E. Narcotics

1. Narcotics include such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudid), and such drugs as Percocet, Percodan, Darvon, Talwin, etc.

2. Narcotics initially produce a feeling of euphoria, often followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

F. Hallucinogens

1. Hallucinogens include phencyclidine (“PCP”), lysergic acid diethylamide (“LSD”), mescaline, peyote, and psilocybin.

2. Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movements slow down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year, following prolonged daily use. Mood disorders – depression, anxiety, and violent behavior – also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations.

Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, or psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

G. Inhalants

1. Inhalants include such substances as nitrous oxide (“laughing gas”), amyl nitrite, butyl nitrite, chlorohydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue, and paint thinner).

2. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage.

Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

H. Designer Drugs

1. Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”), and analogs of phenyleclidine.

2. Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease – uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analog of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phenyleclidine cause illusions, hallucinations, and impaired perception.

I. Alcohol

1. Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer, and distilled spirits.

2. Ethyl alcohol can produce feelings of well-being, sedation, intoxication, unconsciousness, or death, depending on how much is consumed and how fast it is consumed. Alcohol is a “psychoactive,” or mind-altering, drug. Like narcotics and tranquilizers, it can alter moods, cause changes in the body, and become habit-forming. Alcohol depresses the central nervous system, and too much can cause slowed reactions, slurred speech, and unconsciousness.

Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse can also lead to damage to the brain, pancreas, and kidneys; high blood pressure, heart attacks, and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility; and premature aging. Abuse of alcohol has also been linked to birth defects and fetal alcohol syndrome.

V. WHERE TO GET ASSISTANCE

Help is available for persons in need of counseling or other treatment for substance abuse. Listed below are several agencies and organizations which can assist persons in need of such services.

A. On Campus Assistance

College counseling services are available at Hartwick College to all students of the college. Information on substance abuse is available, as well as information on and assistance in obtaining counseling or other treatment. Off-campus resources listed below are available to students and employees of the College. The following are contacts at the various locations:

On-Campus Telephone Numbers

Perrella Wellness Center (9 am – 5 pm, M-F)	607-431-4120
Counseling Center (9 am- 5 pm, M-F)	607-431-4420
Counseling or Student Experience during non-office hours or from off campus, call College Switchboard	607-431-4000
Campus Safety (24/7)	607-431-4111
"FIFTY-FIFTY": A Peer Helping Service (Dewar Union 3 rd Floor - Only accessible from campus)	extension 5050 extension 4500
Wellness Education	

B. National Toll-free Hotlines

1-800-662-HELP (4357)
National Institute on Drug Abuse
<https://www.drugabuse.gov/>

1-800-622-2255
National Council on Alcoholism and Drug Dependence

C. Local Information and Reference Numbers

Important Local Telephone Numbers Off Campus

Fox Hospital Emergency Department (24 hours) 607-431-5000

LEAF Council on Alcoholism/Addictions	607-432-0090
Otsego County Chemical Dependencies Clinic	607-431-1030
Alcoholics Anonymous	888-227-6237
Abstinence Education Council	607-433-1730
Opportunities for Otsego	607-432-4855

D. Treatment Facilities

Several area facilities provide treatment for alcohol and other drug abuse/dependency. For more information or to be referred to the most appropriate level of treatment contact:

Otsego County Chemical Dependencies Clinic
242 Main Street/Second Floor
Oneonta, NY 13820
607-431-1030