



Campus Safety and Security Report & Fire Report

Containing crime statistics for 2008, 2009, 2010
Containing fire statistics for 2009, 2010

Hartwick College
Oneonta, New York 13820

The Campus Safety and Security Report is available online.
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's 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 13,200. The Town of Oneonta, which surrounds the city, is 33 square miles and has about 5,000 residents. The Oneonta area is known for its picturesque views of the Susquehanna River Valley, two colleges (Oneonta State College), fine restaurants, coffee shops, Foothills Performing Arts Center, baseball and soccer halls of fame, and rich history.

Hartwick's core campus consists of 30 buildings on 391 acres at the northwest edge of the city, within walking distance from the downtown area. The College's property includes an additional 256 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 (apartment-style living options) and five on-campus houses. The College has an enrollment of approximately 1,500 students and a workforce of approximately 420, including about 181 faculty, 111 of whom are full-time.

Annual Campus Safety and Security Report

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, such as policies concerning 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 www.ope.ed.gov/security and www.hartwick.edu/crimestatistics.

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, 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 and the director of communications 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, 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, 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 www.hartwick.edu/reportingcrimes.

Hartwick College Campus Safety Department

Hartwick College employs a security and dispatcher force of 14 full-time and several 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 safety supervisor share the responsibility of being on call 24 hours a day, 365 days a year. Between them, they have more than 48 years of state police and city police experience. In case of a serious crime or emergency, the on-call director is notified immediately and then supervises the investigation.

Campus Safety personnel are all New York-licensed security guards empowered by the College to enforce the institution's rules and regulations, with the authority to make citizen's arrests. 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 annual training that includes first aid, CPR/AED, emergency situations, use of force, crime-scene preservation, diversity, sexual assault, 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 emergency situations 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 frequent 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.

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 x4111 for emergencies and x4000 for non-emergencies or from an outside line at 607-431-4111. In addition, the department has a confidential Silent Witness Program at www.hartwick.edu/silentwitness for anyone to anonymously report suspicious or criminal activity.

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

Each residence hall room is equipped with a campus telephone outlet, and a phone also is located at the main entrance of each residence hall. In addition, Hartwick has a system of emergency phones located at key points on campus. Marked with blue lights that become flashing strobes when the phone is activated, the hands-free phone kiosks offer a direct line to Campus Safety. One also can 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 that are recognized by the College, including student organizations with off-campus housing facilities. Hartwick currently has six 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 www.hartwick.edu/silentwitness.

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 — are 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 safety supervisor 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 that 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 with an identifiable logo is posted at specified locations on campus to alert the entire campus community. This information also is 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.

Emergency Response Procedures/Notification

- The College has an Emergency Management Team that meets regularly 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 table-top exercises, field exercises, and tests of the emergency notification system on campus (NY-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. 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 situation 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 NY-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 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 also 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 affairs or his/her designee with the assistance of the executive director of marketing and communications.

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

To add a cell phone or customize your notification gateway, to go <https://users.nyalert.gov>. Your Hartwick e-mail address is your user name.

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're 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 response to Otsego County 911/the Oneonta Fire Department 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 for safety reasons!

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 caught 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 on Page 27 for more information). The compliance document is available for review 24 hours a day at the dispatch desk of Campus Safety, and will soon be available online.

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.

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. It's 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 Affairs Division, which includes Campus Safety, Residential Affairs, Wellness Education, Greek Life and Leadership, and Student Activities, conducted 841 programs during the 2008-09 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 1 a.m. Sunday through Tuesday, until 11 p.m. Wednesday and Thursday, and until 9 p.m. Friday and 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 24 hours a day, five days a week, and 16 hours a day 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. 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. These sessions are complemented by a special session conducted by Campus Safety in each residence hall, which reviews crime prevention, fire safety, and the College's policies and procedures regarding safety issues. These are part of the Residence Hall/Campus Safety Officer Liaison Program.

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 appropriate law-enforcement agencies about missing students (considered missing after 24 hours since a report and confirmation of their status to the institution).

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 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.

Sexual Assault Policy, Overview

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 brochure on its sexual-assault policy, which is provided to all students. Students also are 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 also are advised of their option to report the assault to the police and that Campus Safety will assist in this notification.

- The College will make reasonable efforts to change an alleged victim's academic and living situation after an alleged sex offense.
- The alleged victim and alleged perpetrator are entitled to have others present during any disciplinary proceeding.
- Both the alleged victim and alleged perpetrator must be informed of the outcome of any College disciplinary proceeding regarding an alleged sex offense. For purposes of this section, the outcome of a disciplinary proceeding means only the College's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- The sanctions that the College may impose on the accused, following a final determination of the disciplinary proceeding regarding rape, acquaintance rape, or any other forcible or nonforcible sex offense, are detailed in the Hartwick Sexual Assault Policy, which is available through Residential Life, Student Affairs, and Campus Safety.

Campus Sex Crimes Prevention Act

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: www.criminaljustice.state.ny.us/nsor/index.htm. 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 www.criminaljustice.state.ny.us/dcjs1.htm.

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.

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

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 www.hartwick.edu/biasincidents.

Procedures for Preparing the *Campus Safety and Security 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 Affairs 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*

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 (barbiturates, enzedrine).

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.)

Sex-Offense Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses—Forcible

Forcible rape

The carnal knowledge of a person, forcibly and/or against that person's will, or not forcibly or against the person's will, of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual assault with an object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses—Non-forcible**Incest**

Non-forcible sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Hartwick College Crime Statistics (2008, 2009, 2010)

OFFENSE	ON CAMPUS			**RESIDENTIAL FACILITIES			NONCAMPUS			PUBLIC PROPERTY			OPTIONAL TOTAL		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
MURDER/ NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0			
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0			
SEX OFFENSES, FORCIBLE	2	2	2	2	2	2	0	0	0	2	0	0			
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0			
ROBBERY	0	0	0	0	0	0	0	0	0	1	0	0			
AGGRAVATED ASSAULT	2	0	0	2	0	0	0	0	0	3	0	0			
BURGLARY	13	13	11	13	13	11	0	3	1	0	0	0			
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0			
ARSON	0	0	0	0	0	0	0	0	0	0	0	0			
LIQUOR LAW ARRESTS REFERRED FRO DISCIPLINARY ACTION	92	66	60	92	66	59	3	0	0	0	0	0			
DRUG LAW ARRESTS REFERRED FOR DISCIPLINARY ACTION	27	24	28	27	18	28	2	0	0	4	0	0			
ILLEGAL WEAPONS POSSESSION ARRESTS		2	0		2	0				0	0	0			
POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY	3	2	0	3	4	0	0	0	0	0	0	0			
HATE CRIME															
LACENY		0	0		0	0		0	0		0	0			
SIMPLE ASSAULT		0	0		0	0		0	0		0	0			
INTIMIDATION		0	0		0	0		0	0		0	0			
VANDALISM		4	0		4	0		0	0		0	0			
OPTIONAL TOTAL															

** crimes reported in the residential facilities column are included in the on-campus category

Annual Fire Report
Statistics and Information Regarding Fires in Hartwick Residential Facilities
(01/01/10- 12/31/10)

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							
73 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
(01/01/10 - 12/31/10)

Annual Fire Safety Reporting on Student Housing Fire Safety Amenities in Hartwick College Residential Facilities							
Hartwick College Residential Facility	Fire Alarm Monitoring Done On-site (Campus Safety & 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 (3)
37 Clinton St	X			X	X	X	2
67 West St	X			X	X	X	2
69 West St	X			X	X	X	2
71 West St	X			X	X	X	2
73 West St	X			X	X	X	2
Saxton Hall	X		X	X	X	X	2
Holmes Hall	X		X	X	X	X	2
Wilder Hall	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	2
Townhouses	X			X	X	X	2
Oyaron House	X	X	X	X	X	X	2
Hilltop House	X	X		X	X	X	2
Pine Lake							
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
Farmhouse	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

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							
73 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							

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.
3. Fire Drills at Pine Lake and West and Clinton Streets commencing 2010



* 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 2009 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: www.hartwick.edu/silentwitness

Website: www.hartwick.edu/campussafety

Hours: 24 hours a day

Director: Thomas P. Kelly Jr.

Safety Supervisor: David Clapp

Other Important Phone Numbers

Hartwick Campus:

Perrella Wellness Center/Health Services 607-431-4120

VP of Student Affairs 607-431-4502

Office of Residential Life 607-431-4501

Counseling Center 607-431-4420

President's Office 607-431-4990

Oneonta Police Department:

Emergency: 911

Non-emergency: 607-432-1111