



HARTWICK
COLLEGE

est. 1797



2026 **ANNUAL SECURITY AND FIRE SAFETY REPORT**

*Contains policy information for the 2026-2027 Academic Year,
Drug and Alcohol Abuse Prevention Program information,
and crime and fire statistics for 2023, 2024, and 2025,
for Hartwick College in Oneonta, NY.*

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NOTICE AND ADMINISTRATIVE NOTIFICATIONS

Notice

This report is a part of the Jeanne Clery Campus Safety Act. This document is a copy of Hartwick College's Annual Security & Fire Safety Report (ASFSR) for the Main Hartwick Campus in the City of Oneonta, New York, based in Otsego County, and the Pine Lake Campus in the Town of Davenport, New York, based in Delaware County. This report includes statistics for both campuses from the three prior calendar years concerning reported crimes on campus; in certain off-campus buildings or properties owned or controlled by Hartwick College; and on public property within, or immediately adjacent to and accessible from either the Main Hartwick Campus or the Pine Lake Campus. This report also includes institutional policies and procedures concerning Campus Safety and security, fire safety, sexual assault, and the Violence Against Women Act (VAWA). Additionally, Hartwick College's Drug and Alcohol Abuse Prevention Program information for both the Main Hartwick Campus and the Pine Lake Campus is included in this report.

Except where otherwise stated, all policies and statements within this report apply to both the Main Hartwick Campus and the Pine Lake Campus.

This report is prepared by the Clery Compliance Specialist in conjunction with the Office of Campus Safety, the Title IX Office, the Office of Residential Life and Community Standards, and the Office of Environmental Health, Safety, and Chemical Hygiene.

Statistics for crimes required to be reported by the Campus Safety Act listed in this report are compiled through reports made to the Office of Campus Safety, the Office of Residential Life and Community Standards, the Title IX Office, or Campus Security Authorities (CSAs). Requests are distributed to local and state law enforcement for criminal statistics which are required by the Campus Safety Act which may not have been reported to The College. Statistics disclosed in these requests are compared to received reports to mitigate any potential duplication, then added to the statistical charts.

Statistics for fires required to be reported are collected through the Office of Campus Safety and the Office of Environmental Health, Safety, and Chemical Hygiene.

You can obtain a copy of this report by contacting the Office of Campus Safety at (607) 431-4111, by visiting the Campus Safety Dispatch Desk on the third floor of Dewar Union, or through the Campus Safety website at <https://www.hartwick.edu/campus-life/campus-safety>.

Publication

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HARTWICK COLLEGE OFFICE OF CAMPUS SAFETY

Hartwick College employs a security and dispatcher force of 18 full-time, part-time, and per diem employees. All members of Campus Safety receive extensive training, and some have had prior police training and experience. A Campus Safety Officer is available 24 hours a day, 365 days a year and can be accessed by calling the Campus Safety Dispatch Desk. The Campus Safety Dispatch Desk is also available 24 hours a day, 365 days a year and is staffed by a trained Campus Safety Dispatcher. The Director and Assistant Director of Campus Safety share the responsibility of being on-call 24 hours a day, 365 days a year. In case of a serious crime or emergency, the on-call director is notified immediately and supervises the situation.

Campus Safety Officers receive training which includes skills focused on emergency response, first aid, CPR/AED, NARCAN®, crime scene preservation, Title IX/VAWA, diversity, conflict-resolution and use of force. The officers provide campus patrols 24 hours a day and are responsible for enforcing safety rules and regulations, supervising 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 Government Association to address quality-of-life issues on the campus.

Campus Safety Authority and Jurisdiction

Enforcement Authority

The Office of Campus Safety is responsible for providing security services for Hartwick College. Campus Safety Officers and staff are responsible to Hartwick College for the enforcement of college policies as well as Federal and State laws for campus administrative purposes only. Campus Safety investigates campus criminal incidents for administrative purposes as they relate to the campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by the Oneonta Police Department or other law enforcement agency with jurisdiction. The Director of Residential Life and Community Standards, in conjunction with the Title IX Coordinator, coordinates disciplinary action for matters that are violations of college policies when students are involved. The Vice President for Human Resources and Compliance, in conjunction with the Title IX Coordinator, coordinates disciplinary action for matters that are violations of college policies when employees are involved.

Arrest Authority

Campus Safety personnel are non-sworn security personnel for Hartwick College and have no arrest authority. Campus Safety will request support from the Oneonta Police Department or other applicable law enforcement entities to affect an arrest on or within college property, including property which the college leases or otherwise controls.

Campus Safety Jurisdiction

Campus Safety's jurisdiction encompasses its Clery geography which is detailed in Appendix A of this document. It includes any residence halls, buildings, and/or facilities controlled by Hartwick College and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities.

Other Local and State Law Enforcement Agencies

Campus Safety has an excellent working relationship with the Oneonta Police Department, which has primary jurisdiction for the investigation of all criminal matters occurring on the Main Hartwick Campus. Communication between the Director of Campus Safety and the Oneonta Police Chief is continual. The response time of the Oneonta Police Department to the Main Hartwick Campus averages less than three minutes for emergency calls.

Campus Safety also enjoys a strong relationship with the New York State Police, which has primary jurisdiction for the investigation of all criminal matters occurring on the Pine Lake Campus. The Director of Campus Safety communicates with the local State Trooper Barracks at least monthly to discuss issues of concern. The response time of the New York State Police to the Pine Lake Campus varies based on the location of officers.

While Hartwick College is private property and constitutional protections apply, law enforcement officers may enter the Main Hartwick Campus or the Pine Lake Campus to conduct business as needed. Additionally, New York State Police or Oneonta Police officers are invited to patrol the Main Hartwick Campus and Pine Lake Campus to assist Campus Safety in deterring crime. All law enforcement agencies are expected to check in with Campus Safety when present on either campus.

Memorandums of Understanding with Law Enforcement Agencies

Hartwick College has an active Memorandum of Understanding (MOU) with each of the following agencies for the investigation of alleged criminal incidents and collaboration/assistance when warranted:

- New York State Police
- Oneonta Police Department
- State University of New York at Oneonta (SUNY Oneonta) University Police.

These memorandums of understanding are held by the Office of Campus Safety.

Monitoring of Student Organizations at Noncampus Locations

The College has an agreement with the Oneonta Police Department to monitor any criminal activity at noncampus locations occupied by student organizations recognized by the College, including student organizations with noncampus housing facilities. Hartwick currently has five student organizations, such as fraternities and sororities, that operate noncampus facilities or residences. None of these facilities are owned by Hartwick College.

EMERGENCY CONTACT

INFORMATION AND RESOURCES

IN AN EMERGENCY, PLEASE CALL 9-1-1

Cellular 9-1-1 calls are answered by the New York State Police or the Otsego County Sheriff's Department, depending on the caller's location.

All community members are able to use the emergency contact information below, regardless of campus designation. This chart provides resources available for emergencies as well as victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.

Hartwick College Resources		
<u>Name of Resource</u>	<u>Campus and Location</u>	<u>Telephone Number</u>
Campus Safety	Main Campus, Dewar Union 3 rd Floor	(607) 431-4111
Office of Residential Life	Main Campus, Dewar Union 4 th Floor	(607) 431-4501
Perrella Counseling Center	Main Campus, Perrella Wellness Center	(607) 431-4420
Perrella Health Center	Main Campus, Perrella Wellness Center	(607) 431-4120
Pine Lake Main Office	Pine Lake Campus, Robertson Lodge	(607) 431-4520
Title IX Coordinator	Main Campus, Shineman Chapel House	(607) 431-4293

Off Campus/Local Resources		
<u>Name of Resource</u>	<u>Location</u>	<u>Telephone Number</u>
Opportunities for Otsego – Violence Intervention Program	3 West Broadway Oneonta, NY 13820	(607) 432-4855 (24-hr line) (607) 433-8038 (office line)
Otsego County Mental Health	242 Main Street Oneonta, NY 13820	(607) 433-2343
Oneonta Police Department	81 Main St #2 Oneonta, NY 13820	(607) 432-1113 (non-emergency)
Oneonta Fire Department	81 Main St, Oneonta, NY 13820	(607) 433-3480 (non-emergency)
A.O. Fox Hospital	1 Norton Avenue Oneonta, NY 13820	(607) 432-2000 (main line) (607) 431-5000 (emergency line)
Bassett Medical Center	1 Atwell Rd Cooperstown, NY 13326	(607) 547-3456 (main line) (607) 547-3355 (emergency line)

CAMPUS GEOGRAPHY

OVERVIEW

Understanding Clery Geography

The Campus Safety Act defines three categories of Clery geography which must be considered for reporting crimes in the annual disclosure of crime statistics: On Campus, Noncampus, and Public Property.

For Hartwick College, on-campus property includes campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; and all public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities.

The definitions from the Campus Safety Act for each category of property are listed in Appendix A.

Main Hartwick Campus

The Main Hartwick Campus is located in the City of Oneonta, New York, situated on Oyaron Hill and surrounded by residential properties. The main campus is approximately 386 acres of land consisting of residence halls, academic & administrative buildings, athletic facilities & fields, hiking trails, and an observatory. The majority of residential, academic, and administrative buildings on the Main Hartwick Campus are located on the southeastern section of campus. The western half of campus is a wooded area containing the Table Rock hiking trails and the observatory, while the norther section holds Strawberry Fields which has been converted to a solar field to provide power to the college.

The public roads bordering the main campus are primarily West St. from the intersection of West St./Ravine Parkway (Southern end) to West St./Center St. and Clinton St. from the intersection of Clinton St./West St. to Clinton St./Chestnut St. There are also small sections of side streets which border parts of the main campus and are located on the end of Morgan Ave., the end of Overlook Dr., and small sections of College Terrace and Suncrest Terrace.

A Main Campus boundary map is included in Appendix B.

Pine Lake Campus

The Pine Lake Campus is located at 1894 Charlotte Creek Rd. in the Town of Davenport, New York, approximately eight miles away from the Main Hartwick Campus. The Pine Lake Campus consists of approximately 101 acres of land with a mixture of open fields, wetlands, a lake with a beach, and wooded areas with trails. In addition, there are multiple cabins for residential students, a communal living lodge, a multi-use building, a classroom, and low- and high-rope challenge environments.

The public roads bordering the Pine Lake Campus directly are Charlotte Creek Rd. from 1580 Charlotte Creek Rd. to the intersection of Charlotte Creek/Pine Lake Rd. and the western end of Pine Lake Rd. Additionally, the Pine Lake Campus is bordered by private properties and the Charlotte Creek, which is public property.

A Pine Lake Campus map is included in Appendix B.

REPORTING

PROCEDURES

General Reporting

Community members, students, employees, and guests should report all crimes, emergencies, and actual or potentially safety-related incidents to Hartwick College Campus Safety by calling (607) 431-4111 or going to the Campus Safety Dispatch Desk on Dewar Union 3rd Floor. Any gender-based violence or discrimination should be reported to the Hartwick College Title IX Coordinator as soon as possible.

If a person is unable to contact Campus Safety directly to report an emergency, that person should notify a Hartwick College employee, Residential Life and Housing professional, or student employee. This employee will then attempt to contact Campus Safety and assist in reporting the emergency.

All serious crimes and accidents occurring on either campus are reported to and investigated by the Oneonta Police Department, the New York State Police, the Otsego County Sheriff's Office, and/or the Delaware County Sheriff's Office as appropriate.

Reporting a crime, emergency, or actual or potentially safety-related incident in a timely manner is important. The Hartwick community is encouraged to report incidents promptly and accurately to Campus Safety or local police when the victim of a crime elects to or is unable to make such a report. Incidents should be reported to Campus Safety in case timely warnings or emergency notifications are needed and for the collection of statistical data to potentially be included in this annual security report. Anyone with information that they believe may warrant issuing a timely warning or emergency notification should immediately report the information to the Office of Campus Safety by calling (607) 431-4111.

When an incident is reported to Campus Safety, the following steps are generally taken:

- A Campus Safety Officer (CSO) is dispatched immediately to assess the situation and, if needed, will secure the scene. CSOs are trained to attend to the needs of victims and to take control of the situation. If outside services — including police, emergency medical services, or the fire department — are required, the appropriate agency is called. At the scene, the CSO is responsible for maintaining order, interviewing and counseling victims and witnesses, and preserving evidence.
- If an incident is considered serious and poses an immediate threat to people and/or property, it is assessed to determine if a timely warning or emergency notification is required.
- In the case of injury or illness, the individual may be cared for at the Perrella Health Center or they may choose to go to the A.O. Fox Hospital emergency room.
- At the conclusion of an incident, the investigating CSO files a written incident report, which is forwarded to the appropriate College officials for follow-up and/or adjudication.
- Depending on the incident, the Director or Assistant Director of Campus Safety may notify the appropriate College official(s) of the incident in accordance with the College's Emergency Management Plan (<https://www.hartwick.edu/campus-life/campus-safety/emergency-preparedness>).

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 the 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.

Voluntary Confidential Reporting

Hartwick College encourages anyone who is the victim or witness of any crime to promptly report the incident to Campus Safety or the Oneonta Police Department. Campus Safety does not have a voluntary confidential reporting process because Campus Safety reports are educational records and not law enforcement reports. As a result, Campus Safety cannot hold reports of crime in confidence.

Confidential Reporting

Students may make confidential reports to professional counselors in the Perrella Counseling Center. Professional counselors, when acting in their official capacity and function as Hartwick College counselors, do not make identifiable reports of incidents to Campus Safety unless the student specifically requests them to do so; however, the College encourages counselors, if and when they deem it appropriate, to inform students they can report incidents of crime to Campus Safety, which can be done directly or through the Silent Witness Program as outlined below.

A professional counselor is defined by the Campus Safety Act as a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. ([34 CFR §668.46\(a\)](#))

Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to counselors in the Perrella Counseling Center or the Perrella Health Center Director. Counselors in the Perrella Counseling Center or the Perrella Health Center Director, in their capacity as a Campus Security Authority, can make confidential crime reports to Campus Safety to ensure inclusion in the annual disclosure of crime statistics without disclosing personally identifiable information.

Hartwick Empathy Assistance Referral Team (HEART) Peer Counselors are confidential resources but are not able to make confidential reports. HEART Peer Counselors report all incidents of a crime to the HEART Advisor(s). The HEART Advisor(s) report these incidents to the Director of Counseling Services who report anonymized statistics for inclusion in the annual disclosure of crime statistics to Campus Safety.

Hartwick College does not employ pastoral counselors.

Silent Witness Program

The College allows Hartwick community members the opportunity for anonymous reporting of actual crimes/incidents or serious policy violations which may affect the health, safety, or welfare of the Hartwick College community. It is not designed to replace the need to contact Campus Safety or call 9-1-1 directly with information about an emergency, crime in progress, or a potentially harmful situation. During those situations, contact Campus Safety immediately at extension (607) 431-4111 or call 9-1-1.

To access the Silent Witness Program and submit a report, you can go to https://cm.maxient.com/reportingform.php?HartwickCollege&layout_id=4.

On submission of a form, an email is generated and sent to Campus Safety, Community Standards, and possibly the Title IX Office for review and action by an official of the College.

It is the College's policy not to trace the origin of a submission sent via this form. If there is a threat to personal or public safety, or if there is suspicion that the report is a false report under New York State law, a trace via campus network logs and the submitter's IP address will be conducted. In such a case, the trace will be approved by the Vice President for Finance and Operations, the Dean of Students, the President, or one of their respective designees.

While the Silent Witness Program is available, the College's ability to fully investigate and address reported incidents may be limited based solely on the information submitted.

Hartwick College will use Silent Witness reports to keep an accurate record of the number of incidents occurring, identify potential patterns of incidents, and alert the campus community to potential dangers. Reports filed in this manner are counted, cross-referenced, and included in the annual disclosure of crime statistics.

CAMPUS SECURITY AUTHORITIES

(CSA)

Although Hartwick College encourages the reporting of all campus incidents directly to Campus Safety, in some instances a member of the community may be uncomfortable doing so. In this case, the community member may choose to report to a Campus Security Authority (CSA). A CSA is a Campus Safety Act term that encompasses four categories of individuals or organizations associated with the institution who have a responsibility at some level for the safety of the College community. These four categories are defined in [34 CFR §668.46\(a\)](#) as:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph [1] of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Some examples of CSAs are employees for Campus Safety, employees for Residential Life and Housing, employees for Student Experience, employees for Athletics, select employees for Academic Affairs, and advisors for clubs and organizations.

In addition to CSAs, there are individuals designated across campus as Preferred Receivers of Reports. Those individuals are in the following positions and contact information for them can be found in Appendix C.

TIMELY WARNING PROCEDURES

A timely warning can be issued to give students and employees timely notice of crimes that, in the judgment of the Director of Campus Safety or their designee, may represent a serious or ongoing threat to the campus community and to heighten safety awareness.

Timely warnings will be distributed as soon as pertinent information is available, in a manner that is timely, that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar crimes or occurrences.

Timely warnings are typically distributed by email to all students and employees on campus as soon as pertinent information is available. Timely warnings can also be distributed via the RAVE Emergency Notification System. If needed, additional distribution methods can be, but are not limited to, information posted on the College's website or social media channels or distribution through local media.

Timely warnings are issued for the crimes listed in Appendix A as defined by [34 CFR §668.46\(c\)\(1\)](#) when a perceived threat to the Hartwick community exists.

Typically, timely warnings are not issued for any incidents reported which are older than ten days from the date of occurrence unless the perceived threat is ongoing.

Campus officials who are not subject to the timely reporting requirement are those serving as a professional counselor in the Perrella Counseling Center and actively working in an official capacity.

Timely warnings are sent to the College community to notify members of a crime that happened on Clery Act geography associated with the Main Hartwick Campus or the Pine Lake Campus that have been reported to Campus Safety or a CSA. Prior to issuing a timely warning, the incident that is reported is reviewed and evaluated to determine if it may pose a serious or continuing threat to members of the College community. Timely warnings are sent to the entire Hartwick community unless information exists to suggest only specific individuals are in jeopardy.

The Director of Campus Safety or their designee will typically write and distribute the timely warning. However, they are routinely reviewed and approved by the Vice President for Strategic Communications or their designee prior to distribution. The Director of Campus Safety or their designee have the authority to immediately issue a timely warning if the time for consultation is not available. Should the Director of Campus Safety or their designee be directly impacted or otherwise unavailable to issue an alert, the Vice President for Strategic Communications or their designee is able to write and issue an alert or designate an individual to do so.

If there is an immediate threat to the health or safety of College community members occurring on campus, the College will activate the Emergency Notification process instead of issuing a Timely Warning. Emergency Notifications are discussed in the next section.

EMERGENCY RESPONSE

AND COMMUNICATION

Emergency Preparedness

Hartwick College has adopted an Emergency Management Program that establishes policies, procedures, and an organizational hierarchy for response to emergencies on campus. The core of the Emergency Management Program is the Emergency Management Plan (EMP) which outlines incident priorities, campus organization, and the role and operation of Hartwick College personnel during an emergency. The EMP is compiled and managed by the Director of Campus Safety in conjunction with additional appropriate offices (e.g., Campus Safety, Residential Life and Housing, etc.).

Emergency preparedness at Hartwick College means preventing, preparing for, responding to, and recovering from all emergencies that could affect the College and local community. The EMP provides the power to activate the Emergency Management Team (EMT) to the President of the College or their designee. The EMT, under the direction of the Emergency Management Program Coordinator, is the primary authority across campus that enacts the EMP and authorizes further management of an emergency.

A copy of the EMP is maintained by the Director of Campus Safety and the Office of Campus Safety.

Emergency Response Tests

Hartwick College conducts at least one emergency response test each year. A test of the emergency response process contains three elements: regularly scheduled drills (such as fire evacuation or shelter-in-place drills), regularly scheduled exercises (such as tabletops), and appropriate assessment and evaluation of the results. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the College.

Reviews are conducted following each exercise and/or complete test and used to improve the response process and Emergency Management Plan.

The College publicizes a summary of the emergency response and evacuation procedures via email to all students, faculty, and staff once a year in conjunction with a test that meets all the requirements laid out in the Campus Safety Act ([34 CFR §668.46\(g\)\(6\)](#)).

Emergency Evacuation Procedures

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergencies. An evacuation drill is coordinated by the Facilities Liaison and Office of Campus Safety at least once each semester for all residential facilities and academic and administrative buildings. Typically, evacuation drills occur four times per academic year for each residence hall and three times per academic year for each academic or administrative building on the Main Hartwick Campus. On the Pine Lake Campus, evacuation drills occur in the Robertson Lodge twice per academic year.

Evacuation drills are monitored by the Facilities Liaison, Office of Campus Safety, and additional appropriate staff, such as residence life, to evaluate egress and behavioral patterns. Reports are prepared by participating offices to note deficient equipment so that repairs can be made promptly. Recommendations for improvements are also submitted to appropriate offices. All drills are documented by the Facilities Liaison and Office of Campus Safety.

Residence Halls on Campus

Residential students living on either the Main or Pine Lake Campus receive information about evacuation 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. Students learn the locations of the emergency exits in the residence halls and are provided guidance by Campus Safety and Residential Life staff about the direction they should travel when exiting residence halls for a short-term building evacuation. Residential Life staff members are trained in the procedures and act as an ongoing resource for students living in residential facilities.

Academic or Administrative Buildings

Hartwick Community members should learn the locations of emergency exits in the academic or administrative buildings by reviewing emergency evacuation plans which are posted near most stairwells, classroom doors, building exits, and in all residential hall rooms. Students, employees, and visitors should also take guidance from Campus Safety or Hartwick staff about the direction they should travel when exiting buildings during a building evacuation.

Emergency Shelter-in-Place Procedures

College authorities may instruct campus community members to “shelter-in-place” if a condition exists that is potentially life threatening and has an immediate threat to the health and safety of the campus community. To shelter-in-place means to make a shelter of the building that you are in, and, with a few adjustments, make the location even safer and more comfortable until it is safe to leave that space. Immediate threats could include, but are not limited to:

- Active shooter/Mass casualty attacks
- Tornadoes
- Hazardous material incidents

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside and seek an interior room until you are told it is safe to come out by a College official or first responder. If your building is damaged, take only your required personal belongings (i.e. purse/wallet, medication) and follow the evacuation procedures for your building. Once you have evacuated, quickly seek shelter at the nearest safe College building or outdoor area. If Campus Safety or emergency services 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 ever arise, follow these steps unless instructed 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 into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room inside to shelter in. It should be an interior room that is 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. If necessary, barricade doors as best as possible with furniture or items in the room.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems as you are able. Hartwick College staff will turn off the ventilation as quickly as possible if necessary.
- Make a list of the people with you and call the list in to Campus Safety so they know who is present and where you are sheltering.
- Turn on a radio, TV, or utilize the internet, if available, to listen for further instructions, unless silence is required (i.e. active shooter incident).
- Open the door only when you are satisfied the person on the other side is there to help you.

Off-Campus Emergencies

Campus Safety may receive emergency information from the Oneonta Police Department or the New York State Police regarding incidents in Oneonta or near the Pine Lake Campus which could imminently impact the safety of the Hartwick community. When appropriate, Campus Safety notifies the campus community of off-campus threats that could also represent a threat to the health or safety of members of the Hartwick College community.

Emergency Notifications

Hartwick College has developed a process to notify the campus community in the case of an emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation:

- Armed/hostile intruder
- Bomb/explosives threat
- Severe weather/Natural disaster
- Terrorist incident
- Civil unrest
- Hazardous materials incident
- Structural fire

As part of the Emergency Management Plan (EMP), the College has adopted a formalized procedure for issuing emergency notifications to the campus community.

Generally, the emergency notification process will be managed collaboratively by the Vice President for Strategic Communications, Director of Campus Safety or designee, President of the College,

Emergency Management Program Coordinator, and the Clery Compliance Officer. In an extreme emergency, the emergency notification process will be implemented at the sole discretion of the College's Director of Campus Safety or designee. In all other cases, the notification process will be implemented after consultation by at least two members of the preceding group of individuals.

The emergency notification capability of the RAVE Emergency Notification System is designed to assist the College in immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of students or employees.

The College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Immediate notification to the campus can be accomplished through a variety of communications methods. Notification will be made by using some or all of the following notification methods depending on the type of emergency:

- The RAVE Emergency Notification System (which contains email, cell phone text, and voice message alert)
- Mass emails
- Social media channels
- Local media
- Website banners or notices

If any of these systems fail or the College deems it appropriate, in-person communication may be used to communicate an emergency.

Notification to the larger community of Oneonta for the Main Hartwick Campus or Davenport for the Pine Lake Campus is managed through Strategic Communications by the Vice President for Strategic Communications or their designee. Typically, communication to the larger community will take place through local media.

Emergencies occurring on or within any of the College's Clery geography should be reported to Campus Safety by calling (607) 431-4111 or on-campus extension 4111, or 9-1-1 for external emergency assistance.

Verification of an Emergency

Confirmation of the existence of an emergency typically involves the response and assessment of Campus Safety Officers (CSO), sometimes in conjunction with campus administrators, college officials, emergency services and/or the national weather center.

When a CSO becomes aware of a situation which may warrant the issuing of an emergency notification, the CSO confirms there is a significant emergency and immediately contacts the Director or Assistant Director of Campus Safety with the information. The Director or Assistant Director evaluates the situation shared by the CSO to determine if an emergency notification is warranted.

If an emergency notification is warranted, the Director or Assistant Director identifies the appropriate segment(s) of the campus community that should receive the emergency notification. An emergency notification can be sent to a specific segment or segments of the campus community. These segments are identified based on the type, location, and severity of the emergency as well as those who are or may become involved in the emergency.

Development of Content for an Emergency Notification

When an emergency notification is warranted and created, it will contain information about the emergency situation, its exact location, and will likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the “shelter-in-place” concept.

Basic content for an emergency notification is pulled from templates included in the EMP and tailored to the specific situation by the Vice President for Strategic Communications or their designee. If content for the emergency notification does not exist in the EMP, the Vice President for Strategic Communications collaborates with additional members of the EMT, when possible, to develop the content of the emergency notification.

Issuance of Emergency Notifications and updates

Initial Emergency Notifications and follow-up notices/communications will be provided via the methods listed above.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Vice President for Strategic Communication, Director/Assistant Director of Campus Safety, or a member of the EMT. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the previously mentioned communication methods. Additionally, updates regarding a prolonged and ongoing emergency situation (i.e. structural fire, tornado warning) will be provided by creating a banner or webpage on the College’s website to provide a centralized resource of updates and links to relevant news and information.

Emergency Notification Distribution Matrix

Methods	Message Creator	Backup Creator	Authority to Approve/Send	Message Sender	Backup Sender
Mass emails	Vice President for Strategic Communications or their designee	Director of Campus Safety or their designee	If time allows, consult the EMT; otherwise the senders can proceed with pre-formatted messages	Vice President for Strategic Communications or their designee	Director of Campus Safety or their designee
RAVE Emergency Notification System (Email, Text, and voice messages)	Vice President for Strategic Communications or their designee	Director of Campus Safety or their designee	If time allows, consult the EMT; otherwise the senders can proceed with pre-formatted messages	Vice President for Strategic Communications or their designee	Director of Campus Safety or their designee
Social Media Channels	Vice President for Strategic Communications or their designee	Director of Campus Safety or their designee	If time allows, consult the EMT; otherwise the senders can proceed with pre-formatted messages	Vice President for Strategic Communications or their designee	Social Media Manager or their designee
Local Media	Vice President for Strategic Communications or their designee	Director of Campus Safety or their designee	If time allows, consult the EMT; otherwise the senders can proceed with pre-formatted messages	Vice President for Strategic Communications or their designee	Media & Communications Manager or their designee
Website banners, pages, or notices	Vice President for Strategic Communications or their designee	Director of Campus Safety or their designee	If time allows, consult the EMT; otherwise the senders can proceed with pre-formatted messages	Vice President for Strategic Communications or their designee	Associate Director of Communications for Web Services or their designee

RAVE Emergency Notification System Testing and Registration

The RAVE Emergency Notification System is tested at least once per academic term to ensure all systems are working properly and emergency managers maintain a working knowledge of the system. These tests are also educational moments for the campus community to remind them that the system does exist, and it is a functioning system they can rely on.

Students are registered automatically for the RAVE Emergency Notification System through Information Technology. To update your information, please log into Self Service to do so.

Employees are registered automatically for the RAVE Emergency Notification System through the Office of Human Resources. To update your information, please log into Paycom and update your information, then send the new information to Human Resources to have it updated in Colleague.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Main Hartwick Campus

Administrative and Academic Buildings

The Main Hartwick Campus, located in the City of Oneonta, is open to visitors during regular business hours. Offices and classrooms within the Anderson Center for the Arts, Yager Hall, Johnstone Science Center and Miller Hall, Golisano Hall, Bresee Hall, Dewar Student Union, Campbell Fitness Center, Shineman Chapel House, Perrella Wellness Center, Clark Hall, Binder Physical Education Center, and the Ernest B. Wright Observatory are accessed using access cards or keys.

Employees are encouraged to secure their office spaces and personal belongings within their respective work areas.

After business hours and during breaks or when the College is closed, administrative and academic facilities are locked and only accessible to authorized individuals. Campus Safety Officers conduct routine walkthroughs in administrative and academic buildings to monitor and report any issues.

Dewar Student Union is the only 24-hour building on campus. When classes are in session, Dewar Student Union is open 24-hours a day and accessible through all entrances. When classes are not in session, Dewar Student Union remains open 24-hours a day, however, is only accessible through the main entrances next to the Campus Safety Dispatch Desk on the third floor.

Outdoor athletic facilities and recreational areas are available and accessible for use by members of the Hartwick community and authorized individuals.

Residence Halls

Access to residence halls on the Main Hartwick Campus is restricted to Hartwick College students and authorized employees, with most secured 24 hours a day by card access systems. The Townhouse Quad spaces are secured by physical key access. Internally, all bedroom doors have physical key access. Residential students are encouraged to always secure their residences. Campus Safety Officers routinely patrol the interior common areas, spaces, and hallways of buildings and routinely patrol the exteriors of all residence halls. Residence hall professional and student staff also enforce campus policies and security measures within the residence halls to achieve a community respectful of individual and group rights and responsibilities.

Maintenance of Campus Facilities

The College takes proactive steps to address safety and security issues across campus. This includes continual evaluation of the physical facilities and grounds of the campus. The Director of Campus Safety or their designee and Director of Aramark Facilities or their designee participate in an annual safety walk with the Student Government Association and interested students who attend the event. The annual safety walk typically takes place at night and seeks to address student concerns across campus related to campus lighting, building access, and safety conditions (e.g., sidewalks, crosswalks, severely uneven terrain, etc.). Some tasks completed annually by Aramark Facilities on behalf of the College include, but are not limited to, repainting road lines and crosswalks; removing vines from windows and doorways to improve/maintain egress; trimming or removing foliage to increase

sightlines and improve safety; and verifying that exterior lights and doors are maintained in collaboration with Campus Safety.

The College also has maintenance staff available 24 hours a day. The primary working hours for maintenance staff are Monday through Friday from 4 am to 10 pm, and a limited crew is available from 6 am to 2:30 pm Saturday and Sunday. There is typically at least one maintenance staff member available overnight, Monday night through Friday night. This crew has contact with Campus Safety and is available to immediately carry out building maintenance or repairs related to safety and security. Maintenance requests with safety and/or security ramifications are given a special priority designation for completion.

Pine Lake Campus

Administrative and Academic Buildings

Pine Lake is typically open to Hartwick community members and individuals with a public membership. During business hours, administrative and academic buildings on the Pine Lake Campus are open to authorized employees, students, and visitors. Typically, the Vaudevillian is locked but bathrooms in the entrance foyer are available for use by those utilizing the campus. Outside of business hours or when the College is closed, buildings across the Pine Lake Campus are secured and closed. All buildings utilize hard key and lock systems.

Outdoor facilities and recreational areas are available and accessible for use by members of the Hartwick community and authorized individuals.

Housing Spaces

Access to housing spaces on the Pine Lake Campus is restricted to occupants and authorized employees and are secured 24 hours a day by keyless entry access systems. Internally, all bedroom doors have physical key access. Occupants are encouraged to always secure their residences. Pine Lake professional and student staff also enforce campus policies and security measures on the Pine Lake Campus to achieve a community respectful of individual and group rights and responsibilities. Visual inspections of buildings take place daily except for holidays and when the College is closed.

Maintenance of Campus Facilities

The College takes proactive steps to address safety and security issues across campus. This includes continual evaluation of the physical facilities and grounds of the campus. The Executive Director of Pine Lake and Facilities Manager conduct a seasonal walk. The seasonal walks include but are not limited to looking at areas of feature projects, hazardous trees, trail maintenance and upkeep, driveways and road conditions, dock maintenance and upkeep, evaluation of access points, periodic inspection of property signs, and verifying security and sensor lights are working.

The College has at least one professional staff member on site during business hours, and student staff members on site regularly throughout the year. All professional staff members can perform routine maintenance, and external contractors are utilized when required. During the summer months, a limited number of student staff assist in performing maintenance and upkeep as requested. Outside of business hours or when the College is closed, maintenance requests for assistance are fielded by Campus Safety on the Main Hartwick Campus and connected with the appropriate resource.

DAILY CRIME AND FIRE LOGS

Hartwick College combines its Daily Crime Log and Fire Log into one public document. Maintained by Campus Safety, the Daily Crime and Fire Logs for the most recent 60-day period are open to public inspection during normal business hours (typically Monday through Friday, from 9 am to 5 pm during the academic year and 8 am to 4 pm during the summer months) at the Campus Safety Dispatch Desk.

Any portion of these crime and fire logs that are older than 60 days will be made available within two business days of a request for public inspection. All confirmed fires occurring within or on all on-campus residential facilities will also be included in the Daily Crime and Fire Log. The information in the crime and fire log typically includes the incident number, crime classification or nature of the fire, date reported, date occurred, general location of crime or fire, and disposition of each reported crime or fire. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires that may impact the College's campus community.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the college's Clery geography and updated information regarding previously reported crimes are entered into the Daily Crime and Fire Log within two business days of when it is reported to Campus Safety. It is important to note that Campus Safety has no expanded patrol jurisdiction outside of its identified Clery geography.

CRIME PREVENTION

AND SAFETY AWARENESS PROGRAMMING

Hartwick College offers many programs designed for students and employees to inform them about Campus Safety and security procedures and practices and the prevention of crimes. In addition, the College has programs designed to provide and reassure community members of the safety of campus.

Crime Prevention Programming

Hartwick College provides several ways to assist in preventing crime on campus, such as:

- Staffing the Campus Safety Dispatch Desk 24 hours a day, 7 days a week
- Providing safety escorts when requested
- Conducting routine patrols of buildings and grounds on the Main Hartwick Campus
- Operating and maintaining a network of blue light phones across the Main Hartwick Campus
- Requiring all College community members (employees and students) to carry a Hartwick identification card (WICKit)
- Providing Campus Safety Officers at major College events as a measure of security

Individuals can always contact Campus Safety by calling the Dispatch Desk at (607) 431-4111 from a cell phone or outside line, or by calling 4111 from a campus phone. Pressing the call button on a blue light phone will connect that blue light phone to the Campus Safety Dispatch Desk and allow for conversation between the individual at the phone and the Dispatcher.

Security Awareness Programming

The Office of Campus Safety presents annually at Wick Weekend (new student orientation) and monthly at new employee orientations to provide all new community members with information about general safety on campus. All employees are assigned yearly training in emergency management, such as Active Shooter and Workplace Violence Training.

ANNUAL NOTIFICATION OF DRUG AND ALCOHOL POLICIES AND PROGRAMS

As a requirement of the Drug-Free Schools and Communities Act, Hartwick College is required to disseminate drug and alcohol-related information to all students and employees on an annual basis. Through this notification, the College satisfies the requirements of Education Department General Administrative Regulations (EDGAR), Part 86, by informing the community of standards of conduct, sanctions for violations, prevention programming, health risks associated with alcohol and drug use/abuse, and local, state, and federal laws related to drug and alcohol use, and on-campus and community resources that are available to students, faculty, and staff. Hartwick College policies related to alcohol and illicit drug use are informed by state and federal laws, such as the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

Standards of Conduct

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act (DFSCA) of 1989, and New York State policies on Alcohol and Other Drugs, Hartwick College prohibits the unlawful or unauthorized possession, use, sale, manufacture, distribution, or dispensation of alcohol and other drugs by employees and students in the workplace, on college property, or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment or expulsion.

Hartwick College does not permit or condone the illicit or unauthorized possession, use, consumption, sale, or distribution of illicit drugs and/or alcohol by students or employees on college property or as part of any College-sponsored activity.

Student Standards of Conduct

Students who violate this policy will be charged under the Hartwick College Code of Community Standards (<https://www.hartwick.edu/campus-life/student-affairs/code-of-conduct>). If found responsible for their actions, students receive an appropriate sanction consistent with local, state, and federal laws, up to and including expulsion from the College. Disciplinary measures may include required completion of an appropriate rehabilitation program. In addition, students may be referred to the proper law enforcement authorities for lawful prosecution.

All students must adhere to policies and guidelines regarding the use of alcohol and/or illicit drugs that are contained within the Hartwick College Code of Community Standards. Further, Hartwick College adheres to all local, state, and federal laws regarding drugs and alcoholic beverages. Available below is a summary of policies and prohibited conduct as published in the Code of Community Standards.

Alcohol

- **Use of Alcohol.** Use of alcoholic beverages by any student under the age of 21, use that jeopardizes the health and/or safety of any individual, or use that disrupts the normal operations of the College is prohibited.

- **Possession of Alcohol.** Possession of alcoholic beverages by any student under the age of 21 is prohibited. Students over the age of 21 are permitted to keep alcohol for personal use in their residential room (not common areas unless all roommates are over the age of 21). Personal use amounts are defined as follows:
 - 1 six pack of beer/malted beverage
 - 1 750ml bottle of wine
 - 1 750ml bottle of hard liquor
- **Distribution/Sale.** The distribution and/or sale of alcohol to others, of legal age or not, is strictly prohibited.
- **Paraphernalia.** Defined as full, partially full or empty alcoholic beverage containers, flask, mass-quantity drinking apparatuses (i.e., funnel, beer bong, drinking hats), items utilized as part of drinking games or other items that are known to be used primarily for consumption purposes.
- **In the Presence of.** Being in the presence of alcoholic beverages or items that are, or in a context that is, otherwise prohibited by college policy.
- **Bulk Alcohol.** Bulk alcohol is defined as any amount of alcohol beyond the personal amounts defined above. Kegs, beer balls, personal BORGs, etc. are not permitted on campus except where provided by catering services or a permitted licensed 3rd party vendor. Bulk alcohol is not permitted in residence buildings or areas under any circumstances.
- **Advertisement.** Advertising alcohol in any way is not permitted on campus property.
- **Social Activities.** Alcohol is permitted at on-campus events when provided through Catering Services or another third-party vendor where a liquor license is approved. All private events (both for Fraternity and Sorority Life off-campus house events and on-campus student organization events) MUST be registered. Failure to register may result in sanctions or status through the Code of Community Standards for both individuals and organizations.
 - Refer to the Student Code of Community Standards for specific alcohol policies concerning social activities.

Drugs

- **Use of Drugs.** Use of illicit drugs is prohibited.
- **Possession of Drugs.** Possession of illicit drugs is prohibited.
- **Paraphernalia.** Defined as any equipment, product, or material that is utilized for making, using, modifying, or concealing drugs.
- **Distribution.** Selling or distributing illicit drugs, equipment or materials is prohibited.
- **Production.** Manufacturing of illicit drugs, equipment or materials is prohibited.
- **In the Presence of.** Being in the presence of drugs or items that are, or in a context that is, otherwise prohibited by college policy.
- **Marijuana.** While the State of New York has legalized the use of recreational marijuana in New York for those age 21 and older, possession of marijuana (in any form) is still prohibited on the Hartwick College campus.

- **Prescription Medication.** Abuse, misuse, unlawful sale, or unlawful distribution of prescription or over-the-counter medications.

Amnesty

- **For Victims.** Hartwick provides amnesty to victims who may be hesitant to report to Hartwick officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident.
- **For Those Who Offer Assistance.** To encourage students to offer help and assistance to others, Hartwick pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the DRLCS or designee, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Students providing assistance should stay with the situation and make contact with appropriate authorities for assistance (Campus Safety, Residential Life and Housing staff, EMS), and fully cooperate with personnel through the situation and any ensuing investigation or conduct process.
- **For Those Who Report Serious Violations.** Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of Hartwick are offered amnesty for their minor violations. Abuse of amnesty requests can result in a decision by the DRLCS or designee not to extend amnesty to the same person repeatedly.
- **Safe Harbor.** Hartwick has a Safe Harbor rule for students. Hartwick believes that students who have a drug and/or addiction problem deserve help. If any Hartwick student brings their own use, addiction, or dependency to the attention of Hartwick officials outside the threat of drug tests or Community Standard Educational Outcomes and seeks and completes assistance, a community standards complaint is likely not to be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student, and appropriate waivers may be sought to verify follow through of the action plan. Failure to follow the action plan will nullify the Safe Harbor protection and community standards processes will be initiated.

Student Sanctions

Hartwick College uses a status system to help communicate sanctions to students. Under the system, all students found in violation of the Code are assigned a status, in addition to educational outcomes.

- Potential statuses:
 - **Written Warning.** An official written notice that the student has violated Hartwick policies and/or rules and that more severe community standards action will result should the student be involved in other violations while the student is enrolled at Hartwick.
 - **Disciplinary Notice.** A specified period of time during which the student, organization, or group remains in good standing, but must demonstrate the ability to comply with College policies and any sanction assigned.
 - **Probation.** The student is put on official notice that, should further violations of Hartwick policies occur during a specified probationary period, the student may face more severe outcomes, such as extension of their probation, and an elevated risk of suspension or expulsion. Regular probationary meetings may also be imposed.

- Students on probation may not be able to hold leadership positions, including, but not limited to, executive positions in student organizations, serve as a career exploration trip host, or participate as a Blue Key.
 - Students on probation will not be permitted to study abroad, participate in career exploration trips or Alternative Spring Break, attend conferences representing Hartwick, or represent Hartwick at an official function, event, or intercollegiate competition as a player, manager, or student coach, etc.
- **Deferred Suspension.** Only to be used during the last two weeks of a Fall/Spring term and the last week of a summer or January term and for a student who does not pose a threat to campus. At the end of the deferred suspension period, the suspension period begins.
- **Suspension.** Separation from Hartwick for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the DRLCS or designee. During the suspension period, the student is banned from Hartwick property, functions, events, and activities without prior written approval from the DRLCS or designee. This Community Standards Status may be enforced with a trespass action as necessary. This Community Standards Status will be noted as a Conduct Suspension on the student's official academic transcript.
- **Expulsion.** Permanent separation from Hartwick. The student is banned from Hartwick property and the student's presence at any Hartwick sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This Community Standards Status will be noted as a Conduct Expulsion on the student's official academic transcript.
- Potential educational outcomes:
 - **Restitution.** Compensation for damage caused to Hartwick or any person's property. This could also include situations such as failure to return a reserved space to proper condition. This is not a fine, but rather a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
 - **Community/Hartwick Service Requirements.** For a student or organization to complete a specific supervised Hartwick service.
 - **Loss of Privileges.** The student will be denied specified privileges for a designated period of time.
 - **Confiscation of Prohibited Property.** Items whose presence is in violation of Hartwick policy will be confiscated and will become the property of Hartwick. Prohibited items may be returned to the owner at the discretion of the DRLCS or designee and/or Campus Safety.
 - **Behavioral Requirement.** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
 - **Reflective Assignment.** This may include requiring the student to complete a reflective action including but not limited to responding to specific questions outlined

in the decision letter, researching and providing reflection to a specific topic, or responding to an identified reading assignment.

- **Judicial Educator Module.** Requirement to complete an online module. Instructions for accessing and completing the module are provided when the Notice of Outcomes is issued.
- **Educational Program.** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- **Restriction of Visitation Privileges.** May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
- **Hartwick Housing Reassignment.** Reassignment to another Hartwick housing facility. The Director of Residential Life and Community Standards will decide on the reassignment details in consultation with the DRLCS or designee.
- **Decision Making Workshop.** Attend a 3 hour workshop facilitated by a professional staff member to reflect on their decision making process and learn skills to improve their decision making process. Held once per month.
- **Independent Living Restriction.** Restricted from selecting into an Independent Living option (Leitzell, Townhouses, Apartments, Pine Lake) during Housing Selection.
- **Other Educational Outcomes.** Additional or alternate Educational Outcomes may be created and designed as deemed appropriate to the offense with the approval of the DRLCS or designee.
- Alcohol and drug statuses and educational outcomes:
 - For the first alcohol or drug violation a student commits, they may be given a written warning and/or assigned a judicial educator module to complete.
 - For the second alcohol or drug violation a student commits, they may receive a disciplinary notice, assigned a judicial educator module to complete, have their parents notified, and/or be required to attend a decision making workshop.
 - For the third and subsequent alcohol or drug violations a student commits, they may be placed on probation and/or be required to undergo a substance abuse assessment.
- Additional information can be found in the Hartwick College Code of Community Standards.

Employee Standards of Conduct

Faculty and staff who are found in violation of this policy will be subject to appropriate disciplinary action consistent with local, state, and federal laws. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from employment, or termination of employment. In addition, faculty and staff may be referred to appropriate law enforcement authorities for lawful prosecution.

Alcohol on Campus

As published in the Employee Handbook, Hartwick College believes the choice to use alcohol legally is a personal and educational issue. The use of alcohol by students raises issues regarding personal responsibility and accountability, and the College, through its employees, has a commitment to present these issues to students. This approach is consistent with the educational philosophy of the College which holds that students should be encouraged and helped to develop responsible attitudes and behavior as they prepare to enter a world in which alcohol is used.

Serving of Alcoholic Beverages on Campus

Alcohol is not permitted at the following on-campus events:

- Programs sponsored by college student organized groups and clubs
- Programs sponsored by the Student Union (some special events may be approved)
- Athletic events (except for approved "closed" events such as tailgate parties)
- Residence hall events, floor events, other housing unit events
- Special interest house events
- New student orientation programs
- Fraternity and sorority on-campus events

Alcoholic beverages may be served at the College's social functions defined as "closed events" (invitational events where students are present and the majority of guests are over 21 years old). Examples include faculty socials, Board of Trustee events, College Citizens' Board events, honor society events, and class events. Closed events, as defined above, must adhere to the following guidelines:

- The event must have a responsible person (aged 21 or older) from the group who is in charge of the event. This person's name is noted on a Facilities Reservations Form filed with the Scheduling Office.
- The event must be by invitation only.
- A list of individuals under the age of 21 must be provided to the server of alcoholic beverages prior to the event.
- Alcoholic beverages will be dispensed in single unit servings not to exceed 16 oz. of beer, 4 oz. of wine or 1 oz. of other alcoholic beverages.
- Non-alcoholic beverages must be available.
- The responsible individual (defined above) has the responsibility to see that all legal requirements are observed, all College regulations are upheld, all guests act responsibly in ensuring compliance, the premises are left in good order, and any special regulations for the area where the function is held are observed.

College liability insurance does not cover any events involving the sale or distribution of alcoholic beverages. Events where alcoholic beverages are provided require:

- The acquisition of a permit to serve liquor at the event; and

- Provision and serving of alcoholic beverages by the College's food services staff or an independent caterer.

An independent caterer must furnish its own liability insurance and provide the Chief Financial Officer with written proof of insurance coverage in advance of the event.

As detailed in the General Rules of Conduct for Employees section of the Employee Handbook, Hartwick expects employees to comply with any safety, health, or security policy, rule, or procedure of the College, which includes the procedures detailed above.

Furthermore, Hartwick College prohibits:

- Working under the influence of alcohol; or
- Possessing, distributing, selling, transferring, or using alcohol in the workplace

As detailed in the General Rules of Conduct for Employees section of the Employee Handbook: acts on Hartwick College property that are detrimental to the educational goals, purposes and environment of the College may result in disciplinary action by the College and/or arrest. Examples of these include but are not limited to the possession or use of narcotics or other dangerous or illegal substances, and disorderly conduct.

Pursuant to College policies, Hartwick College reserves the right to impose disciplinary action on any employee up to and including referral for treatment, or termination of employment, for any violation of the General Rules of Conduct for Employees and Employee Conduct expectations detailed in the Employee Handbook.

Drug-Free Workplace Policy

As published in the Employee Handbook, Hartwick College is committed to a workplace environment in compliance with the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of illicit drugs, controlled substances by any employee on college property or as part of any activity sponsored by the College is prohibited. It is a condition of employment with the College to maintain compliance with the provisions of our Drug-Free Workplace policy.

As detailed in the General Rules of Conduct for Employees section of the Employee Handbook, acts on Hartwick College property that are detrimental to the educational goals, purposes and environment of the College may result in disciplinary action by the College and/or arrest. Examples of these include, but are not limited to the possession or use of narcotics or other dangerous or illegal substances, or disorderly conduct.

Although New York State law now permits the use of medical marijuana under certain conditions, federal law prohibits all use, possession, and/or cultivation of marijuana at U.S. educational institutions, Federal law also requires an institution of higher education which receives federal funding to have policies in place which prohibit possession and use of marijuana on campus. Therefore, the use, possession, and/or cultivation of marijuana for medical purposes is not allowed on any Hartwick College property.

Pursuant to College policies, including the Tobacco, Smoking, and Vaping policy, Hartwick College reserves the right to impose disciplinary action on any employee up to and including referral for treatment, or termination of employment, for any violation of the General Rules of Conduct for Employees and Employee Conduct expectations detailed in the Employee Handbook.

In compliance with the Drug-Free Workplace Act of 1988, and as a condition of continued employment, any employee convicted of a criminal drug statute violation which occurred in or on College property, or as part of any activity sponsored by the College, must notify the Vice President for Human Resources and Compliance in writing within five calendar days following such conviction. The term "conviction" means a finding of guilt, which includes a plea of nolo contendere, or imposition of sentence or both.

The College's efforts to establish a drug-free awareness program will include policy discussions during employee group orientations, implementation and strict enforcement of this and other conduct policies as well as communication that eligible employees can obtain assistance with drug and alcohol related concerns through the College's confidential Employee Assistance Program (EAP). For more information about the EAP, please contact Human Resources at (607) 431-4315.

Employee Sanctions

Hartwick College reserves the right to impose disciplinary action on any employee up to and including termination for any violation of the General Rules of Conduct for Employees and Employee Conduct expectations detailed in the Employee Handbook.

Applicable Legal Sanctions and Penalties

In addition to the standards and sanctions on alcohol and other drug abuse set forth above, members of the campus community are also required to abide by local, state, and federal laws governing consumption, sale, or possession of alcohol and other drugs. Below are applicable local, state, and federal laws and any applicable legal penalties for violations of the below laws.

Local Laws

Applicable to the Main Hartwick Campus in the City of Oneonta, New York

Offense	Law	Description	Penalty
Possession of Alcohol by Person Under 21	City of Oneonta Code § 62-2	Possession of alcohol by any person under the age of 21 with the intent to consume	Up to \$50 fine and/or mandatory alcohol awareness program
Residential Responsibility (Alcohol & Drugs)	City of Oneonta Code § 62-5	Allowing alcohol or drugs to be served to or consumed by a person under 21 at a residence in your control	\$1k fine or imprisonment for 15 days
Consumption of Alcohol in Public Places	City of Oneonta Code § 220-2	No alcohol shall be consumed in or upon public sidewalks, streets, parking lots, public parks, etc.	Up to \$250 and/or imprisonment for up to 15 days

Applicable to the Pine Lake Campus in the Town of Davenport, New York

The laws and codes of the Town of Davenport, NY do not include any statutes related to drugs or alcohol, therefore New York State alcohol and drug laws are applicable to the Pine Lake Campus and can be found in the following sections.

New York State Laws

Both the Main and Pine Lake Campuses are located within the state of New York and subject to state laws and regulations. Some laws pertaining to alcohol and/or drugs are highlighted below which are likely to apply to anyone located on either campus, however, these are not exhaustive lists.

Alcohol

Alcohol offenses and penalties in New York State are defined by the Consolidated Laws of New York under the Chapters for Alcoholic Beverage Control, General Obligations, and Vehicle & Traffic. While not exhaustive, a summary of offenses and penalties which are likely to apply to students and employees is provided below:

Offense	Law	Description	Penalty
Procuring Alcohol for Person(s) Under 21	ABC Law § 65-a	Intentionally acquiring alcohol and providing it to a person under 21	Up to \$200 and/or imprisonment for up to 5 days
Fake ID/ Misrepresentation	ABC Law § 65-b	Using a fake ID or altered ID to purchase or attempt to purchase alcohol	Up to \$100 fine, up to 30 hours of community service, and/or mandatory alcohol awareness program
Minor in Possession	ABC Law § 65-c	Possessing alcohol with the intent to consume	Up to \$50 fine, up to 30 hours of community service, and/or mandatory alcohol awareness program
Social Host Liability	General Obligations Law § 11-100	Anyone who furnishes or assists in procuring alcohol for anyone under the age of 21	Civil liability for damages or injuries caused by the intoxicated minor; potential criminal charges
Driving While Ability Impaired by Alcohol or Drugs	Vehicle & Traffic § 1192	Driving with a Blood Alcohol Content (BAC) of 0.08% or higher	Traffic infraction with a fine of \$300-\$500; jail for up to 15 days; or both
Operating a motor vehicle after having consumed alcohol; under the age of twenty-one	Vehicle & Traffic § 1192-a	Operating a vehicle with a BAC of 0.02% to 0.07% for drivers under 21	Above penalty & suspension of license for the greater of 1 year or reaching 21 years of age

Drugs

Drug offenses and penalties in New York State are defined by the Consolidated Laws of New York under the Chapter for Vehicle & Traffic and under the New York Penal Law. While not exhaustive, a summary of offenses and penalties which are likely to apply to students and employees is provided below:

Offense	Law	Description	Penalty
Driving While Ability Impaired by Alcohol or Drugs	Vehicle & Traffic Law § 1192	Driving with a Blood Alcohol Content (BAC) of 0.08% or higher	Traffic infraction with a fine of \$300-\$500; jail for up to 15 days; or both
Criminal Possession of a Controlled Substance – 1 st to 7 th Degree	New York Penal Law § 220.03-220.21	Possession of controlled substances with various degrees dependent upon specific substance and weight	Ranging from Class A Misdemeanor (7 th Degree) to a Class A-I Felony (1 st Degree)
Criminal Sale of a Controlled Substance – 1 st to 5 th Degree	New York Penal Law § 220.31-220.43	Unlawful sale of a controlled substance with various degrees dependent upon specific substance and weight	Ranging from Class D Felony (5 th Degree) to a Class A-I Felony (1 st Degree)
Unlawful Possession of Cannabis	New York Penal Law § 222.25	Unlawful to possess cannabis in weight of more than 3 ounces or concentrated cannabis weighing over 24 grams	Up to \$125 fine
Criminal Sale of Cannabis in the 2 nd & 3 rd Degree	New York Penal Law § 222.50 & 222.55	Sale or gifting of cannabis to a person under 21 in any amount (3 rd Degree) or exceeding lawful possession weights (2 nd Degree)	Ranging from Class A Misdemeanor (3 rd Degree) to a Class E Felony (2 nd Degree)

Federal Laws

Alcohol

The National Minimum Drinking Age Act of 1984 established the nationwide standard drinking age at 21 years of age. Additional federal statutes pertaining to alcohol focus primarily on overseeing production, importation, wholesale distribution, labeling and advertising, and are therefore unlikely to be encountered by students or employees. These additional regulations are overseen by the Alcohol and Tobacco Tax and Trade Bureau, Federal Trade Commission, Food and Drug Administration, and Federal Communications Commission.

Drugs

The Controlled Substances Act of 1970 establishes the classification of controlled substances from Schedules I through 5 based upon the potential for dependence. Schedule I controlled substances are considered to have the highest risk of creating dependency in users, while Schedule 5 has the least.

Offense	Law	Description	Penalty
Distribution/ Manufacturing/ Possession with intent to Distribute	21 USC § 841(a)(1)	The manufacture, distribution, dispensing, or possession with intent to do such, of a controlled substance	Dependent upon substance and quantity, but ranges from 5-20 years in prison and/or \$1M - \$5M in fines
Obtaining Controlled Substances by Misrepresentation, Fraud, Etc.	21 USC § 843(a)(3)	Acquiring or obtaining a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge	Up to 4 year prison sentence and/or up to \$250k in fines
Simple Possession of a Controlled Substance	21 USC § 844	Unlawful possession of a controlled substance	Up to 1 year in prison and/or up to \$1k fine; escalates for repeat offenders
Attempt & Conspiracy	21 USC § 846	Anyone who attempts or conspires to commit offenses listed here and/or other federal statutes	Matching penalties of the offense which was or would have been attempted

Health Risks Associated with Alcohol and Other Drug Use

There are serious health risks associated with the use of illicit drugs or the abuse of alcohol. Some of those health risks are summarized below. For more information about the health risks associated with drug or alcohol abuse, or for support or treatment, contact one or more of the available resources listed below.

Alcohol

(The information presented in this chapter was obtained from the National Institute on Alcohol Abuse and Alcoholism)

Drinking too much – on a single occasion or over time – can take a serious toll on your health. The whole body is affected by alcohol use--not just the liver, but also the brain, gut, pancreas, lungs, cardiovascular system, immune system, and more. Current research points to health risks even at low amounts of alcohol consumption, regardless of beverage type.

Brain/Neurological System: Alcohol interferes with the brain's communication pathways and can affect the way the brain looks and works. These disruptions can change mood and behavior and make it harder to think clearly and move with coordination. Drinking alcohol can also increase the risk of stroke.

Endocrine System: Alcohol use can disturb the endocrine system, disrupting the hormones that help maintain the body's stability and health. These disruptions can contribute to endocrine-related health conditions including thyroid diseases, dyslipidemia (abnormal cholesterol levels in the blood), reproductive dysfunction, stress intolerance, and diabetes.

Gastrointestinal System and Oral Cavity: Drinking alcohol can contribute to a 'leaky gut' allowing the intestines to permit toxins into the body, which can change the composition of the microbiota or microorganisms living in the gastrointestinal (GI) tract. Alcohol can damage the

epithelial lining of the GI tract, promote inflammation within and beyond the GI system, and cause GI bleeding. Alcohol is also associated with an increased risk of gastroesophageal reflux disease.

Heart and Circulatory System: Research has demonstrated that long-term drinking weakens the heart muscle, causing cardiomyopathy. Alcohol misuse can also lead to high blood pressure, an irregular heartbeat, or increased heart rate. Drinking alcohol raises the risk for ischemic heart disease and heart attacks. Heavy alcohol use can cause deficiencies in specific components of the blood, including low red and/or white blood cell levels, low platelet levels, and enlarged red blood cells.

Immune System: Drinking alcohol can weaken the immune system, making the body a much easier target for disease. The result of which can impair the body's defense against infection, impede recovery from tissue injury, cause inflammation, and contribute to alcohol-related organ damage.

Liver: Heavy drinking takes a toll on the liver and can lead to a variety of problems and liver inflammations including alcohol-associated steatosis, steatohepatitis, hepatitis, fibrosis, and cirrhosis.

Lungs: Alcohol misuse is associated with an increased risk of acute respiratory distress syndrome, bacterial pneumonia, and respiratory syncytial virus infection. People who drink often are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much.

Musculoskeletal System: Drinking increases the risk of myopathy or muscle wasting. Heavy alcohol use raises the risk for fractures and even low levels of alcohol intake increase the odds for recurrent gout attacks. Alcohol also impairs bone fracture repair and reduces bone density.

Pancreas: Alcohol misuse over time can lead to pancreatitis, which can impair the production of digestive enzymes and can affect hormones that regulate blood sugar level.

Cancer: There is a strong scientific consensus that alcohol drinking can cause several types of cancer. The evidence indicates that the more alcohol a person drinks—particularly the more alcohol a person drinks regularly over time—the higher his or her risk of developing an alcohol-associated cancer. Even those who have no more than one drink per day and people who binge drink have a modestly increased risk of some cancers.

Clear patterns have emerged between alcohol consumption and increased risks of certain types of cancer:

- Head and neck cancer, including oral cavity, pharynx, and larynx cancers
- Esophageal cancer
- Liver cancer
- Breast cancer
 - Research has shown an important association between alcohol consumption and breast cancer—even one drink per day can increase a woman's risk for breast cancer by 5% to 15% compared to women who do not drink at all
- Colorectal cancer

Consequences of Alcohol Misuse in College: Alcohol misuse, and particularly binge drinking, can pose serious health and safety risks, including property damage, car crashes, drunk-driving arrests, sexual assaults, violence, injuries, and death. Over the long term, frequent binge drinking can damage the liver and other organs, and increases the risk of suicide, mental health conditions, and

alcohol use disorder. Studies also suggest that alcohol misuse and binge alcohol consumption has a negative impact on academic performance.

Alcohol Overdose and College Students: Thousands of college students are transported to the emergency room each year for alcohol overdose, which occurs when there is so much alcohol in the bloodstream that areas of the brain controlling basic life-support functions—such as breathing, heart rate, and temperature control—begin to shut down. Signs of this dangerous condition can include the following:

- Mental confusion, stupor
- Difficulty remaining conscious or inability to wake up
- Vomiting
- Seizures
- Slow breathing (fewer than eight breaths per minute)
- Irregular breathing (10 seconds or more between breaths)
- Slow heart rate
- Clammy skin
- Dulled responses, such as no gag reflex (which prevents choking)
- Extremely low body temperature, bluish skin color, or paleness

Alcohol overdose can lead to permanent brain damage or death, so a person showing any of these signs requires immediate medical attention.

Common Drugs and Symptoms of Abuse

Stimulants – Drugs which stimulate the central nervous system (i.e. Amphetamine, Dextro-Amphetamine, Methamphetamine, Nicotine, Cocaine)

- Symptoms of Use: Restlessness, anxiety, nervousness, irritability, mood swings
- Hazards of Use: Addiction, sleeplessness, anxiety, loss of appetite, brain damage

Depressants – Drugs which slow down the central nervous system (i.e. Barbiturates, Pentobarbital, Secobarbital, Quaalude, Sopor, Alcohol, Marijuana)

- Symptoms of Use: Drowsiness, confusion, impaired judgment, slurred speech
- Hazards of Use: Addiction with severe withdrawal symptoms

Narcotics – Drugs which stimulate the central nervous system (i.e. Demerol, Dilaudid, Methadone, Percodan, Codeine, Heroine, Morphine)

- Symptoms of Use: Drowsiness, lethargy
- Hazards of Use: Addiction, impaired memory and perception

Hallucinogens – Drugs that alter perception of reality (i.e. PCP, LSD, Mushrooms, Ketamine)

- Symptoms of Use: Slurred speech, blurred vision, lack of coordination, confusion, aggression
- Hazards of Use: Anxiety, depression, impaired memory

Inhalants – Substances abused by inhalation (i.e. Gasoline, Airplane Glue, Paint Thinner, Dry-Cleaning Fluid, Nitrous Oxide, Amyl Nitrate, Butyl Nitrate)

- Symptoms of Use: Impaired judgment, poor motor coordination, impaired vision, memory, and thought
- Hazards of Use: Addiction, organ failure, muscular damage

Alcohol and Other Drug Prevention Programs and Resources

National Institute on Alcohol Abuse and Alcoholism (www.niaaa.nih.gov)

The Wellbeing Collaborative group meets twice per month and includes discussions regarding current substance abuse related issues and trends. As mandated by the Drug-Free Schools and Communities Act, the College's policies on alcohol and drug use are distributed to all students, staff and faculty on an annual basis. Additionally, a biennial review of the comprehensive alcohol and other drug program is conducted.

Alcohol and Other Drug Prevention Programs for Students

Through the Office of Wellness and Health Promotion, Perrella Health Center, Residential Life, and the Counseling Center, individual, group and community educational programs and interventions designed to prevent and reduce alcohol and other drug use/abuse are offered to the Hartwick College Community. This includes "Making Informed Choices" (Student Ally Training Classes), Narcan Training, and Alcohol Awareness Week activities.

Alcohol and Other Drug Prevention Programs for Employees

Employee Assistance Program: The Employee Assistance Program provides eligible Hartwick employees with access to substance abuse counseling and community resources.

Available Resources for Alcohol and Other Drug Assistance

On-Campus Resources		
Perrella Health Center	(607) 431-4120	Serves students
Perrella Counseling Center	(607) 431-4420	Serves students
Campus Safety	(607) 431-4111	Serves all (employees limited)
Wellness and Health Promotions	(607) 431-4500	Serves all (employees limited)
Office of Student Experience	(607) 431-4501	Serves students
Residential Life and Housing	(607) 431-4501	Serves students
Human Resources	(607) 431-4315	Serves employees
Off Campus Resources		
Otsego County Addiction Recovery Services	(607) 431-1030	Serves all
Hartwick Employee Assistance Program	(800) 854-1446	Serves employees
Hotline Numbers		
National Clearinghouse for Drug and Alcohol Information	(800) 729-6686	Serves all
New York State's OASAS Drug Abuse Information Line	(800) 522-5353	Serves all

CRIME DEFINITIONS AND STATISTICS

Crime Definitions

The crimes reported in this section are defined based on the Federal Bureau of Investigation's Uniform Crime Reporting Program, the Jeanne Clery Campus Safety Act, and the Stop Campus Hazing Act. The chart below identifies where each crime definition in this document originates from.

- Definitions for crimes under the FBI Uniform Crime Reporting Program can be found in Appendix A of this document.
- Definitions for crimes under the Jeanne Clery Campus Safety Act can be found in the Violence Against Women Act section of this document.
- Definitions for Hazing can be found in Appendix A of this document.

FBI Uniform Crime Reporting Program			
Murder and nonnegligent manslaughter		Manslaughter by negligence	
Rape	Statutory Rape	Fondling	Incest
Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft
Arson	Drug Abuse Violations	Liquor Law Violations	Weapon Law Violations
Hate Crimes (including Larceny-Theft, Simple Assault, Intimidation & Vandalism of Property)			
Jeanne Clery Campus Safety Act			
Domestic Violence	Dating Violence	Stalking	
Stop Campus Hazing Act			
Hazing			

Main Hartwick Campus Crime Statistics

Below are the charts for crime statistics on the Main Hartwick Campus in Oneonta, New York.

Criminal Offense/ Primary Crime	Calendar Year	On Campus	Non- Campus	Public Property	Total	# in Residential (of On Campus)
Murder/Non-negligent Manslaughter	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0

Manslaughter by Negligence	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Rape	2025	3	0	0	3	3
	2024	3	1	0	4	3
	2023	113 ¹	0	0	113 ¹	112 ¹
Fondling	2025	1	0	0	1	0
	2024	0	0	0	0	0
	2023	7	0	0	7	6
Incest	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Statutory Rape	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Robbery	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Aggravated Assault	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	7	1	0	8	6
Burglary	2025	2	0	0	2	0
	2024	3	0	0	3	3
	2023	1	1	0	2	1

Motor Vehicle Theft	2025	1	0	0	1	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Arson	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Domestic Violence	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Dating Violence	2025	3	1	0	4	3
	2024	7	1	0	8	7
	2023	100 ¹	5	0	105 ¹	100 ¹
Stalking	2025	3	0	0	3	3
	2024	4	0	0	4	4
	2023	13	0	0	13	5
Weapon Law Arrests	2025	0	0	0	0	0
	2024	1	0	0	1	1
	2023	0	0	0	0	0
Drug Law Arrests	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Liquor Law Arrests	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0

Weapon Law Violations Referred for Disciplinary Action	2025	1	0	0	1	1
	2024	1	0	0	1	0
	2023	3	0	0	3	3
Drug Law Violations Referred for Disciplinary Action	2025	38	0	0	38	31
	2024	65	0	0	65	62
	2023	43	0	0	43	42
Liquor Law Violations Referred for Disciplinary Action	2025	48	1	0	49	47
	2024	51	0	0	51	50
	2023	69	0	0	69	66
Hazing ²	2025	0	3	0	3	0

¹ 100 of the reported incidents of rape in calendar year 2023 were alleged to have occurred between a single victim and a single perpetrator who were in an established relationship. Neither of the individuals involved were active students or employees as of Fall 2024. These incidents were reported in a single disclosure to the College and the victim did not want to pursue a formal complaint.

²Hazing statistics were not reportable prior to the implementation of the Stop Campus Hazing Act in 2024 and required tracking to begin on January 1, 2025.

Main Hartwick Campus Hate Crimes

In the identification of hate crimes, the College counts the Criminal Offenses or Primary Crimes listed in the table above as well as four additional specific crimes: Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. These four crimes are only counted when they occur in conjunction with an element of hate as defined by the Jeanne Clery Campus Safety Act:

“A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.”

Hate Crime Statistics	
2025, 2024 & 2023	No hate crimes were reported at the Main Hartwick Campus of Hartwick College.

Main Hartwick Campus Unfounded Crimes

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded”. Only sworn or commissioned law enforcement personnel may unfound a crime report for purposes of reporting it as an Unfounded Crime.

Unfounded Crime Statistics	
2025, 2024 & 2023	No crimes at the Main Hartwick Campus were deemed unfounded.

Pine Lake Campus Crime Statistics

Below are the charts for crime statistics on the Pine Lake Campus in Davenport, New York.

Criminal Offense/ Primary Crime	Calendar Year	On Campus	Non- Campus	Public Property	Total	# in Residential (of On Campus)
Murder/Non-negligent Manslaughter	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Manslaughter by Negligence	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Rape	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	1	0	0	1	1
Fondling	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0

Incest	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Statutory Rape	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Robbery	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Aggravated Assault	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Burglary	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Motor Vehicle Theft	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Arson	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Domestic Violence	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0

Dating Violence	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Stalking	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Weapon Law Arrests	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Drug Law Arrests	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Liquor Law Arrests	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Weapon Law Violations Referred for Disciplinary Action	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Hazing ¹	2025	0	0	0	0	0

¹Hazing statistics were not reportable prior to the implementation of the Stop Campus Hazing Act in 2024 and required tracking to begin on January 1, 2025.

Pine Lake Campus Hate Crimes

In the identification of hate crimes, the College counts the Criminal Offenses or Primary Crimes listed in the table above as well as four additional specific crimes: Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. These four crimes are only counted when they occur in conjunction with an element of hate as defined by the Jeanne Clery Campus Safety Act:

“A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.”

Hate Crime Statistics	
2025, 2024 & 2023	No hate crimes were reported at the Main Hartwick Campus of Hartwick College.

Pine Lake Campus Unfounded Crimes

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded”. Only sworn or commissioned law enforcement personnel may unfound a crime report for purposes of reporting it as an Unfounded Crime.

Unfounded Crime Statistics	
2025, 2024 & 2023	No crimes at the Main Hartwick Campus were deemed unfounded.

SEX OFFENDER REGISTRY

The Adam Walsh Child Protection and Safety Act of 2006 provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a State concerning registered sex offenders. The law also requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the State of New York, information regarding registered sex offenders can be found at the following web address: www.criminaljustice.ny.gov/nsor.

MISSING STUDENT

NOTIFICATION POLICY

Hartwick College is a residential campus and has housing facilities on both the Main Hartwick Campus and the Pine Lake Campus. The College has, in accordance with the Higher Education Opportunity Act (HEOA), developed procedures to be followed when on-campus residential students are determined to be missing.

Making a report of a missing student

If a student has been missing for more than 24 hours, Hartwick community members are required to report this information to any of the following offices or individuals:

- Campus Safety Dispatch Desk
 - (607) 431-4111 or in person on the third floor of Dewar Student Union
- Director of Campus Safety
 - 607-431-4112 or in person on the third floor of Dewar Student Union
- Director of Residential Life and Community Standards
 - 607-431-4501 or in person on the fourth floor of Dewar Student Union
- Dean of Students
 - 607-431-4501 or in person on the fourth floor of Dewar Student Union

Any missing student report received by a member of the community must be immediately referred to Campus Safety by calling (607) 431-4111 or reporting in person on the third floor of Dewar Student Union. The Campus Safety Dispatch Desk is available 24 hours a day to receive reports and initiate action. If the Campus Safety Dispatch Desk is not available, the missing student report must be immediately referred to the Oneonta Police Department for the Main Hartwick Campus or the New York State Police for the Pine Lake Campus.

Registering a Missing Persons Contact

Students are provided with the opportunity to register confidential contact information for a Missing Persons Contact who will be notified by the College in the event the student is officially reported as missing. Providing a Missing Persons Contact is optional, but encouraged.

Contact information for the Missing Persons Contact can be entered by a student in the MCR Housing Portal: hartwick.mcrhousing.app.

The Missing Persons Contact can be any individual that a student wishes the College to contact in the event they are determined to be missing by Hartwick College Campus Safety or local law enforcement. Contact information for a Missing Persons Contact is registered confidentially and is only accessible by authorized campus officials. It will only be disclosed to law enforcement personnel in furtherance of a missing person investigation.

Required notifications of a missing student

If the student has designated a Missing Persons Contact, the College must notify that person within 24 hours of the report that the student is missing.

If the student is under the age of 18 and is not an emancipated individual, Hartwick College must notify a custodial parent or guardian within 24 hours of report, in addition to notifying any additional Missing Persons Contact designated by the student.

Regardless of the student's age, emancipation status or whether they've identified a Missing Persons Contact the College will notify the local law enforcement agency which has jurisdiction within 24 hours of the report that the student is missing unless the local law enforcement agency is the entity that determined the student is missing. On the Main Hartwick Campus, the local law enforcement agency that has jurisdiction is the Oneonta Police Department. On the Pine Lake Campus, the local law enforcement agency that has jurisdiction is the New York State Police.

How Campus Safety determines if a student is missing

Campus Safety will initiate an investigation into any report of a missing person as soon as the report is received. Typically, this investigation starts with interviewing roommates, friends, classmates, residential life staff, and others who may have information concerning the student's whereabouts, lifestyle, and habits. Based on the information received, Campus Safety will attempt to track the student using various methods including, but not limited to, use of WICKit cards across campus, viewing of CCTV records, and the tracking of wi-fi network access. Campus Safety will also attempt to make direct contact with the student.

If no contact is made with the student through the above efforts within 24 hours of the report, the student is officially considered missing and the contact processes described above will be enacted. If this process does not result in positive contact with the suspected missing student, Campus Safety will contact the relevant law enforcement agency for assistance.

If a student is initially reported missing for greater than 24 hours and no immediate attempts to contact the student are successful, the relevant law enforcement agency will immediately be notified.

VIOLENCE AGAINST WOMEN ACT

DEFINITIONS

Hartwick College prohibits the crimes of domestic violence, dating violence, sexual assault and stalking. The federal and New York State definitions for these crimes can be found below.

Dating Violence

Violence Against Women Act (VAWA) Definition

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) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a) The length of the relationship.
 - b) The type of relationship.
 - c) The frequency of interaction between the persons involved in the relationship.

Jeanne Clery Campus Safety Act Definition

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- 1) 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.
- 2) For the purposes of this definition—
- 3) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- 4) Dating violence does not include acts covered under the definition of domestic violence
- 5) For the purposes of complying with the requirements of this section and 34 C.F.R. §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Local Jurisdiction Definition

New York State does not specifically define "dating violence"; however, the New York State Education Department has directed institutions of higher education to define the term in a manner consistent with applicable federal definitions.

Domestic Violence

VAWA Definition

The term "domestic violence" includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who-

- 1) is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
- 2) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- 3) shares a child in common with the victim; or
- 4) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

Jeanne Clery Campus Safety Act Definition

A felony or misdemeanor crime of violence committed—

- 1) By a current or former spouse or intimate partner of the victim;
- 2) By a person with whom the victim shares a child in common;
- 3) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 4) 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
- 5) 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.

Local Jurisdiction Definition

New York State does not specifically define domestic violence. However, in New York State, "family offenses" are certain violations of the penal code, including but not limited to harassment, sexual abuse, stalking, and menacing, committed by a family member or intimate partner that have created a substantial risk of physical or emotional harm to a person or a person's child.

Domestic violence is an act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of 16, any married person or any parent accompanied by his or

her minor child or children in situations in which such person or such person's child is a victim of the act.

A "Family or Household Member" is defined as "persons related by consanguinity or affinity; persons legally married to one another; person formerly married to one another regardless of whether they still reside in the same household; persons who have a child in common regardless of whether such persons are married or have lived together at any time; unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time."

Factors that may be considered in determining whether a relationship is an "intimate relationship" include but are not limited to the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an "intimate relationship"; Any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were or are in an intimate relationship.

Sexual Assault

VAWA Definition

The term "sexual assault" means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

Jeanne Clery Campus Safety Act Definition

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Local Jurisdiction Definition

New York State does not specifically define the term "sexual assault", instead using the following criminal charges in the New York Penal Code:

§ 130.20 Sexual misconduct (www.nysenate.gov/legislation/laws/PEN/130.20)

- I) A person is guilty of sexual misconduct when:
 - a) He or she engages in vaginal sexual contact with another person without such person's consent; or
 - b) He or she engages in oral sexual contact with another person without such person's consent; or
 - c) He or she engages in anal sexual contact with another person without such person's consent; or
 - d) He or she engages in sexual conduct with an animal or a dead human body.

§ 130.25 Rape in the third degree (www.nysenate.gov/legislation/laws/PEN/130.25)

- l) A person is guilty of rape in the third degree when:
- a. He or she engages in vaginal sexual contact with another person who is incapable of consent by reason of some factor other than being less than seventeen years old;
 - b. He or she engages in oral sexual contact with another person who is incapable of consent by reason of some factor other than being less than seventeen years old;
 - c. He or she engages in anal sexual contact with another person who is incapable of consent by reason of some other factor other than being less than seventeen years old;
 - d. Being twenty-one years old or more, he or she engages in vaginal sexual contact with another person less than seventeen years old;
 - e. Being twenty-one years old or more, he or she engages in oral sexual contact with another person less than seventeen years old;
 - f. Being twenty-one years old or more, he or she engages in anal sexual contact with another person less than seventeen years old;
 - g. He or she engages in vaginal sexual contact with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent;
 - h. He or she engages in oral sexual contact with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent; or
 - i. He or she engages in anal sexual contact with another person without such person's consent where such lack of consent is by reason of some factor other than the incapacity to consent.

§ 130.30 Rape in the second degree (www.nysenate.gov/legislation/laws/PEN/130.30)

- l) A person is guilty of rape in the second degree when:
- a. being eighteen years old or more, he or she engages in vaginal sexual contact with another person less than fifteen years old;
 - b. being eighteen years old or more, he or she engages in oral sexual contact with another person less than fifteen years old;
 - c. being eighteen years old or more, he or she engages in anal sexual contact with another person less than fifteen years old;
 - d. he or she engages in vaginal sexual contact with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated;
 - e. he or she engages in oral sexual contact with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated; or
 - f. he or she engages in anal sexual contact with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

- 2) It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivisions one, two and three of this section that the defendant was less than four years older than the victim at the time of the act.

§ 130.35 Rape in the first degree (www.nysenate.gov/legislation/laws/PEN/130.35)

- 1) A person is guilty of rape in the first degree when:
- a. he or she engages in vaginal sexual contact with another person:
 - i. By forcible compulsion; or
 - ii. Who is incapable of consent by reason of being physically helpless; or
 - iii. Who is less than eleven years old; or
 - iv. Who is less than thirteen years old and the actor is eighteen years old or more;
 - b. he or she engages in oral sexual contact with another person:
 - i. By forcible compulsion; or
 - ii. Who is incapable of consent by reason of being physically helpless; or
 - iii. Who is less than eleven years old; or
 - iv. Who is less than thirteen years old and the actor is eighteen years old or more; or
 - c. he or she engages in anal sexual contact with another person:
 - i. By forcible compulsion; or
 - ii. Who is incapable of consent by reason of being physically helpless; or
 - iii. Who is less than eleven years old; or
 - iv. Who is less than thirteen years old and the actor is eighteen years old or more.

§ 130.52 Forcible touching (www.nysenate.gov/legislation/laws/PEN/130.52)

- 1) A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose:
- a. forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire; or
 - b. subjects another person to sexual contact for the purpose of gratifying the actor's sexual desire and with intent to degrade or abuse such other person while such other person is a passenger on a bus, train, or subway car operated by any transit agency, authority or company, public or private, whose operation is authorized by New York state or any of its political subdivisions.
- 2) For the purposes of this section, forcible touching includes squeezing, grabbing or pinching.

§ 130.53 Persistent sexual abuse (www.nysenate.gov/legislation/laws/PEN/130.53)

- 1) A person is guilty of persistent sexual abuse when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous ten year period, excluding any time

during which such person was incarcerated for any reason, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.55 of this article, sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony.

§ 130.90 Facilitating a sex offense with a controlled substance
(www.nysenate.gov/legislation/laws/PEN/130.90)

- 1) A person is guilty of facilitating a sex offense with a controlled substance when he or she:
 - a. knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and
 - b. commits or attempts to commit such conduct constituting a felony defined in this article.

Stalking

VAWA Definition

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- 1) fear for his or her safety or the safety of others; or
- 2) suffer substantial emotional distress.

Jeanne Clery Campus Safety Act Definition

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- 1) Fear for the person's safety or the safety of others; or
- 2) Suffer substantial emotional distress.

For the purposes of this definition—

- 1) Course of conduct means two or more acts, including, but not limited to, acts in 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.
- 2) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Local Jurisdiction Definition

§ 120.45 Stalking in the fourth degree (www.nysenate.gov/legislation/laws/PEN/120.45)

- 1) A person is guilty of stalking in the fourth degree when he or she intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct:
 - a. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
 - b. causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or
 - c. is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.
- 2) For the purposes of subdivision two of this section, "following" shall include the unauthorized tracking of such person's movements or location through the use of a global positioning system or other device.

§ 120.50 Stalking in the third degree (www.nysenate.gov/legislation/laws/PEN/120.50)

- 1) A person is guilty of stalking in the third degree when he or she:
 - a. Commits the crime of stalking in the fourth degree in violation of section 120.45 of this article against three or more persons, in three or more separate transactions, for which the actor has not been previously convicted; or
 - b. Commits the crime of stalking in the fourth degree in violation of section 120.45 of this article against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime, as defined in subdivision five of section 120.40 of this article, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or
 - c. With intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or
 - d. Commits the crime of stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

§ 120.55 Stalking in the second degree (www.nysenate.gov/legislation/laws/PEN/120.55)

- 1) A person is guilty of stalking in the second degree when he or she:
 - a. Commits the crime of stalking in the third degree as defined in subdivision three of section 120.50 of this article and in the course of and in furtherance of the commission of such offense:

- i. displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, shotgun, machine gun, electronic dart gun, electronic stun gun, cane sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, slingshot, slungshot, shuriken, throwing star, dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapon; or
 - ii. displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or
- b. Commits the crime of stalking in the third degree in violation of subdivision three of section 120.50 of this article against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime as defined in subdivision five of section 120.40 of this article, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or
- c. Commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree as defined in subdivision four of section 120.50 of this article against any person; or
- d. Being twenty-one years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or
- e. Commits the crime of stalking in the third degree, as defined in subdivision three of section 120.50 of this article, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

§ 120.60 Stalking in the first degree (www.nysenate.gov/legislation/laws/PEN/120.60)

- I) A person is guilty of stalking in the first degree when he or she commits the crime of stalking in the third degree as defined in subdivision three of section 120.50 or stalking in the second degree as defined in section 120.55 of this article and, in the course and furtherance thereof, he or she:
 - a. intentionally or recklessly causes physical injury to the victim of such crime; or
 - b. commits a class A misdemeanor defined in article one hundred thirty of this chapter, or a class E felony defined in section 130.25, former section 130.40 or section 130.85 of this chapter, or a class D felony defined in former section 130.45 or section 130.30 of this chapter.

Consent

Local Jurisdiction Definition

New York State defines consent under New York Penal Code Article 130, Section 130.05 and New York Education Law Article 129-B, Section 6441.

§ 130.05 Sex offenses; lack of consent (www.nysenate.gov/legislation/laws/PEN/130.05)

- I) Lack of consent results from:
 - a. Forcible compulsion; or

- b. Incapacity to consent; or
 - c. Where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct; or
 - d. Where the offense charged is rape in the third degree as defined in subdivision seven, eight or nine of section 130.25, or a crime formerly defined in subdivision three of section 130.40, in addition to forcible compulsion, circumstances under which, at the time of the act of vaginal sexual contact, oral sexual contact or anal sexual contact, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances.
- 2) A person is deemed incapable of consent when he or she is:
- a. less than seventeen years old; or
 - b. mentally disabled; or
 - c. mentally incapacitated; or
 - d. physically helpless

§ 644l. Affirmative consent to sexual activity (www.nysenate.gov/legislation/laws/EDN/644l)

- 1) Every institution shall adopt the following definition of affirmative consent as part of its code of conduct: "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 consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression."
- 2) Each institution's code of conduct shall reflect the following principles as guidance for the institution's community:
 - a. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
 - b. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
 - c. Consent may be initially given but withdrawn at any time.
 - d. 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, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
 - e. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
 - f. When consent is withdrawn or can no longer be given, sexual activity must stop.

Hartwick College Definition

Consent and Affirmative Consent mean 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 sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of affirmative consent does not vary based on a participant's sex, sexual orientation, gender identity, or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any Party does not necessarily constitute Consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual cannot knowingly choose to participate in sexual activity.

Incapacitation may be caused by a lack of consciousness, being asleep, being involuntarily restrained, or an individual otherwise not being able to consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When Consent is withdrawn or can no longer be given, sexual activity must stop. (www.hartwick.edu/about-us/employment/human-resources/title-ix)

PRIMARY AND ONGOING PREVENTION AND AWARENESS CAMPAIGNS

Educational programs to prevent and to promote the awareness of domestic violence, dating violence, sexual assault, and stalking are offered online for all students and employees, during Wick Weekend for new students, in new employee orientations, in residence hall floor meetings, and on campus throughout the academic year.

Such prevention and awareness programs include a statement that the College prohibits all forms of sexual misconduct (including domestic violence, dating violence, sexual assault, and stalking); provides definitions of the various types of prohibited sexual misconduct, as defined by federal and local laws, as well as the definition and meaning of affirmative consent; safe and positive options for bystander intervention; and information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.

Programs to prevent domestic violence, dating violence, sexual assault, and stalking are comprehensive, intentional, and integrate programming, initiatives, strategies, and campaigns intended to end domestic violence, dating 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.

Programs to prevent domestic violence, dating violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Subject Codes for Tables

Code	Topic	Code	Topic
RRSA	Risk Reduction and Safety Awareness	DAT	Dating Violence
DV	Domestic Violence	BI	Bystander Intervention
SA	Sexual Assault	ST	Stalking
CON	Affirmative Consent		

Primary Prevention and Awareness Programs for First-Year and Transfer Students

Name of Program	Time of Year	Location	Subjects
Sexual Assault Prevention	Summer Orientation	Online	RRSA, DAT, DV, BI, SA, ST, CON
How to Soar as a Hawk	August	In-person	RRSA, DAT, DV, BI, SA, ST, CON
Sexual Assault Prevention for Student Athletes	August	Online & In-person	RRSA, DV, SA, DAT, BI, ST
Rights & Responsibilities	Ongoing	Online and Physical media	RRSA, DAT, DV, BI, SA, ST, CON

Primary Prevention and Awareness Programs for New Employees

Name of Program	Time of Year	Location	Subjects
New Employee Orientation	Monthly/As needed	In-person	RRSA, DAT, DV, BI, SA, ST
Discrimination & Harassment	Within 30 days of hire	Online	RRSA, DV, SA, DAT, BI, ST, CON

Ongoing Awareness and Prevention Programs for Students

Name of Program	Time of Year	Location	Subjects
Making Informed Choices: Alcohol & You	Summer Orientation	Through Student Ally	RRSA, BI, CON
Making Informed Choices: The Language of Consent	Summer Orientation	Through Student Ally	RRSA, DAT, DV, BI, SA, ST, CON
Reporting and Support at Hartwick	Summer Orientation	Through Student Ally	BI, SA, ST
Title IX & Hazing	Summer Orientation	Through Student Ally	RRSA, BI

Fraternity & Sorority Social Event Workshop	Beginning of Fall Term	In-person	RRSA, DAT, DV, BI, SA, ST, CON
First Responder Training for Student Leaders	Beginning of Terms	In-person	RRSA, DAT, DV, BI, SA, ST, CON
Sexual Wellness Fair	August, October, April	In-person	RRSA, DAT, DV, BI, SA, ST, CON
Sex & Chocolate	February	In-person	RRSA, DAT, DV, SA, ST, CON
Sexual Assault Awareness Month	April	In-person	RRSA, DAT, DV, BI, SA, ST, CON
Take Back the Night	April	In-person	RRSA, DAT, DV, BI, SA, ST, CON

Ongoing Awareness and Prevention Programs for Employees

Name of Program	Time of Year	Location	Subjects
Athletic Coaches & Staff: Sexual Assault Awareness & Prevention	Beginning of Fall Term / As needed	In-person	RRSA, SA, DV, BI
Sexual Wellness Fair	August, October, April	In-person	RRSA, DAT, DV, BI, SA, ST, CON
Discrimination & Harassment	October	Online	RRSA, DV, SA, DAT, BI, ST, CON
Sexual Assault Awareness Month	April	In-person	RRSA, DAT, DV, BI, SA, ST, CON
Take Back the Night	April	In-person	RRSA, DAT, DV, BI, SA, ST, CON

BYSTANDER INTERVENTION AND RISK REDUCTION

Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. In 2006, Dorothy Edwards founded The Green Dot Bystander Intervention Program which trains people about sexual assault and domestic violence on college campuses. It teaches students, faculty, and staff to intervene by using the 3 D's: Direct, Distract, and Delegate. These are the three main reactive green dot strategies when intervening in a potential red dot situation. It doesn't matter which of the 3 D's you do, as long as you choose one of them instead of standing by.

Direct is when someone intervenes in a situation by directly addressing those involved. Examples:

- Ask the victim if they are okay or uncomfortable.
- Directly address the aggressor.
- Tell the aggressor directly involved to stop.
- Say things like, "That's not okay!" or, "What you are doing is not cool."
- Ask things like, "Is this person bothering you?" or, "Is there anything I can do to help?"

Distract is when someone can indirectly intervene in a potential red dot situation by intentionally distracting those involved. Examples:

- Accidentally spilling a drink on the aggressor.
- Ask if the victim would like to go to the restroom.
- Pretend you lost your keys and ask the victim for help.
- Tell the victim that someone is looking for them.

Delegate is when someone does not feel comfortable intervening, so they ask someone else to help who may be more equipped. Examples:

- Call a friend or family member.
- Call Campus Safety or report a tip (directly or anonymously).
- Talk to a professor or RA.
- Talk to upperclassmen in that club, association, or sports team.
- In an urgent emergency, call 9-1-1.

To promote bystander intervention and reduce inaction these strategies are emphasized in required online training content presented to all students. Bystander intervention training and strategies are incorporated in student training offered throughout the academic year and during new student orientation.

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, relationship violence, or harassment. In

addition, common warning signs are provided that indicate when someone may have experienced sexual or relationship violence (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

Safety Strategies for College Students

While no strategy can guarantee safety, taking proactive steps can reduce risks and help you navigate challenging situations:

- 1) Trust your intuition. If something doesn't feel right, trust your instincts and leave. Your safety is more important than anyone's opinion.
- 2) Be mindful of who you trust. A new campus can foster a false sense of security. Take your time to get to know people, and don't apologize for setting boundaries.
- 3) Stay in groups. There's safety in numbers. If someone tries to isolate you or a friend, be alert.
- 4) Party smart. Guard your drinks, avoid open containers, and track your alcohol consumption. Have a plan for how to get home safely with a trusted, sober friend or rideshare service.
- 5) Stay connected. Share your plans and location with friends or family. Apps like Find My Friends or location-sharing features on rideshare apps can help keep you connected.
- 6) Speak up if you see something. If you witness someone in a questionable situation, intervene if you can do so safely. Asking, "Is everything okay?" can make a difference. Call campus security or 9-1-1 if you feel unsafe intervening directly.
- 7) Take control of your online presence. Limit personal details on social media. Predators often use online information to track where you live, work, or hang out.
- 8) Use Campus Safety tools. Know where emergency blue light phones are located; use Campus Safety escorts after dark; and lock doors and windows in dorms and apartments.
- 9) Know your campus resources. Most colleges offer free survivor services, including counseling, security escorts, and housing changes.
- 10) Create a safety plan. If you feel unsafe, consider developing a safety plan. This can include identifying trusted friends, mapping out safe routes home, and keeping emergency contacts on hand.

Increasing On-Campus Safety

Because so many risk factors are beyond our control, we must commit to watching out for one another. Together, we can combat the attitudes and actions that put people at risk of sexual violence.

Here are 12 practical steps toward building stronger, more supportive, safer communities:

- 1) Educate yourself and others. Learn the facts about sexual violence and share that knowledge with others.
- 2) Believe and support survivors. Survivors of sexual violence frequently face doubt and stigma when they come forward. Listen without judgment, express belief in their experience, and offer resources like RAINN's National Sexual Assault Hotline for professional support. Compassion can make a world of difference.
- 3) Support at-risk people. Research shows that sexual violence disproportionately affects certain groups of people. Advocate for resources and services tailored to these communities so everyone can access support.

- 4) Recognize the scope of the problem. Anyone can be victimized by sexual violence, and all survivors deserve individualized recognition, support, and justice.
- 5) Engage men as allies. Encourage men and boys to challenge harmful attitudes, denounce abusive actions, and model respectful behaviors. We can create healthier dynamics in all communities by addressing unhealthy social norms.
- 6) Advocate for change. Push for stronger policies and protections at the local, state, and federal levels. This might include supporting consent education in schools, encouraging trauma-informed training for professionals, or rallying for better laws to address sexual violence.
- 7) Foster open communication. Encourage open, honest conversations about boundaries, consent, and respect in all relationships. Cultivate environments (whether at home, work, or school) where people feel safe to share their experiences without fear of judgment or retaliation.
- 8) Prioritize trauma-informed practices. In workplaces, schools, and community programs, advocate for trauma-informed approaches that acknowledge the impact of sexual violence and avoid re-traumatizing survivors.
- 9) Refuse to protect perpetrators. Protecting someone who has committed sexual violence—by staying silent, downplaying their actions, or discouraging victims from seeking help—only perpetuates harm. Hold individuals accountable for their actions while ensuring due process.
- 10) Speak out against harmful attitudes. Don't stay silent around jokes, comments, or stereotypes that normalize sexual violence. Phrases like "boys will be boys," "she was asking for it in that outfit," or "men can't be raped" reinforce dangerous attitudes. Challenge these ideas with empathy and facts to foster healthier perspectives.
- 11) Challenge harmful behaviors. Bystander intervention can prevent or disrupt sexual violence and help bring perpetrators to justice. Intervene by stepping in, creating a distraction, or calling for help. If direct confrontation isn't a safe option, report the incident to emergency responders or other authorities.
- 12) Volunteer and donate. Get involved with local or national organizations like RAINN that work to prevent sexual violence and support survivors. Every contribution has a meaningful impact.

Safety in Social Settings

From the edge of the stage to the back of the crowd, everyone deserves a fun and safe social experience. These tips can help you and your community protect yourselves:

- 1) Pick a Meetup Point – Keeping your trusted friends close is a great way to ensure your safety, but it's surprisingly easy to get separated from your group in a crowd. Choose a specific meeting place and time to reconnect with your friends if you get separated. Plan mini meetups throughout the event so you'll never be stuck alone in the crowd for hours on end.
- 2) Safeguard Your Drinks – Unfortunately, perpetrators often seek out individuals who may be impaired by alcohol or other substances. To celebrate safer, never accept a drink from someone you don't know or trust, and don't leave your drink unattended.
- 3) Be Aware of Negative Effects – If you choose to partake in recreational substances of any kind, make a habit of checking in on yourself and your friends. Is everyone staying hydrated? Is anyone becoming ill? Is a stranger lurking nearby who makes you feel unsafe? If you suspect

you or a friend has been drugged, get to a safe place and obtain medical treatment as soon as possible.

- 4) **Bring Back the Buddy System** – Remember the “buddy system” from elementary school? It’s an easy way to help you and your crew identify and avoid potential danger. Whether you’re going to the restroom or dancing your way to a different stage, take someone with you. Together, you can more safely navigate unfamiliar surroundings and manage interactions with unfamiliar people.
- 5) **Scope Out Your Surroundings** – Where are the exits? The security stations? Know where to go for help and how to exit quickly, if necessary. You are never obligated to remain in an environment where you feel uncomfortable or unsafe, and proactively identifying your “escape plan” can help you enjoy the festival without worrying, “What if?”
- 6) **Be a Good Friend** – Most importantly, trust your instincts. If you notice something that doesn’t feel right, it probably isn’t. Learn more about how to keep your friends safe in social settings.

Feeling Safe After an Assault

If you have experienced sexual assault, know this: You are Never Alone.

- If you ever experience sexual assault, it’s not your fault.
- If someone assaults you while you’re impaired by alcohol or other drugs, it’s not your fault.
- If someone assaults you while you are alone, it’s not your fault.
- If someone assaults you after you withdraw consent, it’s not your fault.
- Sexual assault is always only the fault of the perpetrator. You, the survivor, deserve to be heard, helped, and supported.

There are many options available to you to receive help in dealing with what just occurred:

- 1) **Make use of on-campus resources** – Colleges often provide a host of services to students for free, including security escorts, health centers, psychological services, and sexual assault services.
- 2) **Request a schedule or housing change** – If you have classes with the perpetrator or live in the same building, you can request a change from your college administration. Federal laws, such as the Campus SaVE Act, require colleges to honor these requests.
- 3) **Access off-campus support services** – If you are concerned about anonymity, you can seek out resources located off campus in the community, like a local sexual assault service provider or domestic violence shelter.
- 4) **Seek an Order of Protection (OOP)** – An OOP, sometimes also referred to as a temporary restraining order (TPO), is a legal document that bars an individual from certain types of contact with the person who is awarded the order. An individual who violates the terms of the restraining order can face criminal charges. Each state has its own rules and regulations for Sexual Assault CPOs that you can learn more about through the American Bar Association.
- 5) **Create a safety plan** – If you are concerned for your ongoing safety, it can be worthwhile to create a safety plan. Safety planning is about finding ways to be safe in the present while planning for your future safety as well.

Warning Signs That Someone May Have Been Sexually Assaulted

Sexual violence is never the victim's fault. But for many college-age adults, recognizing and responding to abuse can be difficult—especially when the perpetrator is someone they know.

According to the Association of American Universities, nearly one in four undergraduate women at major U.S. universities has experienced sexual assault or misconduct. Among undergraduate students, 26.4% of women and 6.8% of men reported rape or sexual assault through physical force, violence, or incapacitation. And in 80% of cases, the perpetrator is someone the survivor knows.

Recognizing the Warning Signs – While some signs may be related to the general stress of college life, it's better to check in and be wrong than to stay silent and risk a loved one struggling alone. Look for:

- Persistent sadness, fatigue, or changes in sleep or eating habits
- Withdrawing from activities, social events, or academics
- Signs of self-harm or suicidal thoughts
- New or increased substance use
- Avoiding certain people, places, or situations
- Unexplained STIs or STDs
- Declining grades or class attendance

In the Context of a Relationship – Sexual violence often occurs within dating relationships. A seemingly loving partner may pressure their partner into sex or control their reproductive choices. Learn more about relationship abuse at the National Domestic Violence Hotline (www.thehotline.org). Watch for signs such as:

- Withdrawing from friends, classes, or social events
- Disclosing assault or coercion
- Partner refusing contraception or STI protection
- Visible physical injuries or sudden weight loss
- Partner limiting communication or isolating them

How to Offer Support – If you're worried about someone, open the door for conversation:

- “I’ve missed you—if something’s going on, I’m always here to talk.”
- “I heard something about [person’s name]. Have you had any bad experiences with them?”
- “Did something happen after the party last weekend?”

Warning Signs That Could Lead to a Sexual Assault

- Withdrawing from other relationships or activities, for example, spending less time with friends, leaving sports teams, or dropping classes
- Saying that their partner doesn’t want them to engage in social activities or is limiting their contact with others

- Disclosing that sexual assault has happened before
- Any mention of a partner trying to limit their contraceptive options or refusing to use safer sexual practices, such as refusing to use condoms or not wanting them to use birth control
- Mentioning that their partner is pressuring them to do things that make them uncomfortable
- Signs that a partner controlling their means of communication, such as answering their phone or text messages or intruding into private conversations
- Visible signs of physical abuse, such as bruises or black eyes
- Using technology to hurt others

Intimate Partner Sexual Violence

Warning Signs of abuse include a partner who:

- Attempts to cut you off from friends and family
- Is extremely jealous or upset if you spend time away from them
- Insults you, puts you down, says that you can never do anything right
- Tries to prevent you from attending work or school
- Tries to prevent you from making decisions for yourself
- Destroys your property, attempts to harm your pets
- Threatens to harm your children or take them away from you
- Tells you that you are worthless and that no one else could ever love you
- Controls your finances

Staying Safe on Social Media

These steps can help you and your online connections stay safer on social media. And if a perpetrator uses social media to abuse you or someone you care about, you'll know what to do next.

- 1) Report Sexual Exploitation or Harassment – Immediately report harassment, threats, or inappropriate content to the social media platform.
- 2) Pause Before You Post – Even when you post privately to a select group, someone can save and share your content beyond your intended audience. Before you publish anything on social media, consider whether the post would cause harm (to yourself or others) if it became public.
- 3) Personalize Your Privacy Settings – Regularly adjust your social media privacy settings to a level that feels safe to you. Most people choose to limit who can view their profiles, posts, and personal information.
- 4) Disable Geolocation – Geolocation settings reveal your exact location and may pose safety risks. If location sharing is essential to your post, consider adding geotags only after you've left the location.

- 5) **Use Private Internet Connections** – Avoid accessing sensitive information on public Wi-Fi networks at cafes, airports, and other shared spaces. For instance, don't login to your bank account on public Wi-Fi. Use personal or secured networks, instead, or use a reputable VPN (virtual private network) when accessing public Wi-Fi.
- 6) **Set & Respect Social Media Boundaries** – Talk to your friends and family about your social media boundaries. Maybe you don't want to be tagged in posts, or maybe you don't want anyone sharing photographs of you. You have the right to determine those limits. Likewise, always request permission before posting photos or personal details about other people. And if someone asks you to remove a post for any reason, respect their request.
- 7) **Stay Vigilant with Messages & Links** – Be cautious about suspicious links or unexpected messages, even if they appear to come from trusted friends. Strange requests such as asking for money may be a sign that someone's account has been compromised. If you think a message might not be authentic, use a separate communication method to contact the person and confirm. If you don't have an alternative way of reaching them, it's likely that they aren't a close enough connection to justify them sending you an odd or urgent message.
- 8) **Create & Maintain Strong Passwords** – Use strong, unique passwords for each platform. Update your passwords regularly and store them securely.
- 9) **Regularly Update Your Privacy Settings** – Platform policies change frequently. Stay informed about new changes to a platform's settings and features and revisit your account settings every few months to maintain your privacy.

Affirmative Consent

To further prevent perpetration of domestic violence, dating violence, sexual assault and stalking, all community members receive training on the definition of affirmative consent and how one must obtain affirmative consent.

Affirmative consent training is presented in all new employee orientation sessions, through required online student training, new student orientation, and through various formal and passive programs at the College.

The College also provides training to students concerning healthy relationships. This training provides information on how to maintain a healthy relationship and identify when a person may be subject to domestic violence, dating violence, sexual assault, or stalking in a relationship. Community members receive training on affirmative consent.

ADDRESSING CRIMES OF DOMESTIC/DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

Hartwick College's Title IX, Bias, Discrimination, and Harassment Policy (www.hartwick.edu/about-us/employment/human-resources/title-ix) provides the most current and up-to-date information for reporting these types of crimes while on campus. This policy applies to Hartwick students; Hartwick employees; contractors, subcontractors, vendors, or other third parties; and visitors or guests affiliated with the College by reason of employment or education and within the College's control.

Sexual misconduct may occur between members of the same or different sex, or any combination of members of the College community. The policies applied regardless of an individual's race, color, national origin, religion, creed, age, disability, sex, sexual orientation, gender, gender identity or expression, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or other status protected by law.

When an employee of the College has knowledge of a violation of these policies, which includes incidents of domestic violence, dating violence, sexual assault, and stalking, the employee must report the incident to the Title IX Coordinator. Victims of such incidents are encouraged to report the incident to the Title IX Coordinator, Campus Safety, and/or law enforcement; however, such disclosure is not required by the victim.

All reports of domestic violence, dating violence, sexual assault, or stalking are reviewed by the Title IX Coordinator.

Reporting

Reports may be filed at any time (including during non-business hours) in person, by mail, by telephone, by email, or online, using the contact information listed for the Title IX Coordinator or Deputy Title IX Coordinator.

Geoffrey Gabriel

Title IX Coordinator

Shineman, Room 102

P.O. Box 4020, Oneonta, NY 13820

(607) 431-4293

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Colleen Bunn

Deputy Title IX Coordinator

Office of Student Experience, Dewar, 4th floor

(607) 431-4532

bunnc@hartwick.edu

Individuals may also report online, using the reporting form available at www.hartwick.edu/titleix. The contact information for Campus Safety and local law enforcement is:

- Hartwick Campus Safety, Dewar Union 3rd Floor, (607) 431-4111
- New York State Police Sexual Assault Hotline, 1-844-845-7269
- Oneonta Police Department, (607) 432-1113

Rights, Options, and Resources

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 domestic violence, dating violence, sexual assault, and stalking and will provide each victim with a written explanation of their rights, options, resources, and the College's procedures for disciplinary action (i.e., grievance procedures). A victim's rights, options, resources, and applicable disciplinary procedures are available in the Title IX, Bias, Discrimination, and Harassment Policy. In New York, a victim of domestic violence, dating violence, sexual assault or stalking also has the following rights:

<https://ovs.ny.gov/ovs-services>. In addition, www.hartwick.edu/titleix, provides victims with additional information about their rights and available resources.

Furthermore, should a victim or the College file a formal complaint of domestic violence, dating violence, sexual assault, or stalking, the College will provide, in writing, to the alleged offender a written explanation of their rights, options, and resources, and the College's applicable procedures for disciplinary action (i.e., grievance procedures).

Written Notification

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, the College will provide written notification to the victim. The written notification will acknowledge the report and provide the following information:

- The victim's Bill of Rights.
- Contact information and directions on how to access campus and community confidential and non-confidential resources (such as counseling, medical services, legal services, and advisor services).
- The importance of preserving evidence that may assist in proving that the alleged offense occurred or that may be helpful in obtaining a protection order.
- If the victim did not file the complaint, information about how a victim can directly report the incident is provided.
- The victim's right to file a report or not file a report with Hartwick College Campus Safety of law enforcement and to receive assistance from the College in filing such a report.
- The victim's right to obtain supportive measures including obtaining a no contact order and/or protection order. Victims are provided with information on how to access information and to contact the Title IX Coordinator to inquire about, receive, or change supportive measures.
- Access to the Title IX, Discrimination, and Harassment Policy, grievance procedures, and possible sanctions.
- Information on the College's prohibition on retaliation.

Confidential Reporting and Resources

Reporting parties have the right to disclose confidentially any incident of sexual misconduct (including sexual assault, domestic violence, dating violence, and stalking) to Hartwick College representatives who may offer confidentiality pursuant to applicable laws and can assist in obtaining

services for reporting individuals. Reporting individuals also have the right to disclose confidentially and obtain services from the state or local government.

Professional, licensed counselors and pastoral counselors (e.g. clergy/chaplain) who provide mental health counseling to members of the College community (including those who act in that role under the supervision of a licensed counselor) may not report any information about an incident of sexual misconduct (including sexual assault, domestic violence, dating violence, and stalking) disclosed while acting within the scope of that counselor's license or certification to the Title IX Coordinator without a Complainant's permission.

Confidential resources are available for support on campus and off campus.

The following is the contact information for on-campus confidential resources (for students):

- Perrella Wellness Center Counseling Services, (607) 431-4420 or after hours at (607) 431-4111, counselingcenter@hartwick.edu
- Perrella Wellness Center Health Services, 607-431-4120, healthcenter@hartwick.edu

The following is the contact information for off-campus confidential resources (for any individual):

- For immediate assistance call 9-1-1
- The College's Campus Safety staff is available to respond 24/7 when contacted and can provide individuals with assistance in obtaining medical treatment, (607) 431-4111
- NYS Domestic Violence Hotline, 1-800-942-6906
- New York State Office of Victim Services, 1-800-247-8035
- A.O. Fox Memorial Hospital, 1 Norton Drive, Oneonta, NY 13820, (607) 432-2000
- Bassett Medical Center, 1 Atwell Drive, Cooperstown, NY 13326, (607) 547-3456
- RAINN National Sexual Assault Hotline 1-800-656-HOPE (4673) 24-hour hotline
- Opportunities for Otsego, Violence Intervention Program (VIP), (607) 432-4855 24-hour hotline, <https://ofoinc.org/find-program/violence-intervention-program>
- NYS Division of Human Rights Sexual Workplace Sexual Harassment: 1-800-HARASS-3 (available M-F, 9am-5 pm)

These confidential resources can help and provide information regarding medical assistance and treatment (including information about sexually transmitted infections, and sexual assault forensic examinations), and resources available through the New York State Office of Victim Services, and law enforcement options. The on-campus health and counseling services noted as confidential reporting resources are available to students free of charge.

Employees are not eligible for on campus services, but eligible employees may utilize their Employee Assistance Program (EAP) benefits. More information regarding EAP benefits is available to employees online in D2L (online intranet). The above-listed hotlines are also available free of charge.

All of the confidential reporting resources maintain confidentiality except in extreme cases of immediacy of threat, or danger, or abuse of a minor.

Supportive and Protective Measures

The College will inform, in writing, and provide supportive measures, which are inclusive of protective measures, to the Complainant and the Respondent, as appropriate and reasonably available, without fee or charge to the parties. Supportive measures are available at any time. Supportive measures may be requested at the time of the report, during the grievance process, and after the grievance process.

Complainants do not need to report the incident to Campus Safety or law enforcement or proceed with a formal grievance process in order to receive supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services that can range from referral to supportive services such as counseling or medical services to class and housing modifications, withdrawals, or leaves of absence. Examples of supportive measures include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services;
- Referral to the Employee Assistance Program (EAP)
- Referral to community-based service providers
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student employees
- Providing Campus Safety escorts
- Providing transportation accommodation
- Implementing contact limitations (no-contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator/College Compliance Officer

At the time that supportive measures are offered, the College will inform the Complainant, in writing, that they may initiate a formal grievance process with the College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

The College will maintain the confidentiality of the supportive measures, except as necessary to provide such supportive measures. The College will act to ensure as minimal an academic/workplace impact on the parties as possible. The College will implement measures in a way that does not unreasonably burden the other party. The College will review the facts and circumstances of each case, in deciding whether and what steps are reasonable and appropriate.

Upon a written request to the Title IX Coordinator, an individual may also seek a prompt review of the need for and terms of any supportive measures and accommodations that directly affects them. This

request should include the basis for the request and any supporting evidence. Upon receipt of such a request, the Title IX Coordinator will inform the other party of the request and allow the other party to respond in writing and to submit evidence relevant to the request if desired.

Confidentiality & Privacy

Supportive / Protective Records

The College will maintain the confidentiality of the supportive measures and any records associated with the supportive measures, except as necessary to provide such supportive measures, for a period of seven years.

General Records

Records generated in connection with reports, investigations, grievance processes, and appeals are maintained in confidential files for at least seven (7) years by an appropriate office, which may be the Title IX Coordinator, the Dean of Students, Vice President for Human Resources and Compliance, Director of Residential Life and Community Standards, Clery Compliance Officer, and/or the Registrar (for records concerning disciplinary outcomes). Only those with a right and need to know are permitted access. Records associated with the grievance process are protected from public release until the appeals panel makes a final determination unless otherwise required by law.

Public Reporting

The College does have public reporting obligations. Such obligations include documenting crimes of domestic violence, dating violence, sexual assault, and stalking in the Annual Security Report and Daily Crime Log occurring in the College's Clery geographic locations, and, when applicable, issuing timely warnings or emergency notifications pertaining to such crimes in these locations. These publications do not include any personally identifying information about a survivor. The Title IX Coordinator, Clery Compliance Officer, and Director of Campus Safety work together to appropriately identify and redact documents subject to public records requests to remove personally identifying information not required to be shared pursuant to law or College policy.

Amnesty

For students

The health and safety of every student at Hartwick College is of utmost importance. Hartwick College recognizes 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 institution 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's 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.

For employees

Hartwick College endeavors to operate in an ethical and lawful manner and expects all employees and volunteers to conduct their activities in accordance with college policies and applicable federal, state, and local law. All employees have a responsibility to report alleged violations or suspected violations. Employees who make good-faith reports of violations, including domestic violence, dating violence, stalking, or sexual assault, are also afforded protections under the Whistleblower Protections as outlined in the Employee Handbook.

Grievance/Disciplinary Procedures

When an alleged violation is reported, the allegations are subject to one of two grievance processes: Process A and Process B.

Process A or Process B may be applied to any single incident, pattern of behavior, or the general climate of an education program or activity. While certain forms of discrimination, harassment, and retaliation can constitute a criminal offense under New York State law or federal law, a person's conduct may violate this Policy even if it does not violate state or federal law.

Process A: A formal grievance process designated by the College to address conduct that constitutes Sexual Harassment under Title IX, as defined below and which complies with the requirements of the current Title IX regulations, including the geographical jurisdiction of Title IX.

Process B: A grievance process designated by the College to apply when Process A does not. Process B applies to unlawful or otherwise prohibited bias, discrimination, harassment, and retaliation, including sex or gender-based discrimination that does not constitute Title IX sexual harassment.

Process A

Allegations of Title IX Sexual Harassment

Process A applies to qualifying allegations of sexual harassment under Title IX. The procedural steps outlined in Process A are conducted in a prompt, fair and impartial manner during an investigation, adjudication or appeal when such procedures are applicable. The Title IX Coordinator/College Compliance Officer is authorized to make decisions in the event of a dispute about the application of this policy or any aspect of a procedure to a particular situation.

Timeframe

Unless there is good cause for temporary delay(s) or limited extension(s), the College will promptly conclude Process A, excluding time spent on any applicable Informal Resolution efforts or appeals within 90 business days of the filing of a formal complaint.

Appeals will be concluded within thirty (30) business days of the filing of an appeal. Informal Resolutions will be concluded within twenty to thirty (20-30) business days of receiving voluntary, written consent from all parties.

How to Submit a Formal Complaint

Submitting a formal complaint to the Title IX Coordinator/College Compliance Officer Initiates Process A. A formal complaint is a request by a Complainant or the Title IX Coordinator/College Compliance Officer alleging Title IX Sexual Harassment by a Respondent(s).

A Complainant has the right to withdraw their formal complaint from the College at any time and can request to withdraw their formal complaint or withdraw and resubmit a formal complaint to engage or continue to engage in Process A.

When a Complainant Does Not Wish to Proceed

The College will seek consent via a signed formal complaint from a Complainant before beginning Process A, which typically includes starting an investigation by the College to the allegations stated in a formal complaint.

The Title IX Coordinator/College Compliance Officer will weigh any request for confidentiality or privacy against the College's obligation to provide a safe environment for all members of its community. If a Complainant wishes a report to remain confidential or private such that the Complainant's identity will not be disclosed, the Complainant may receive supportive measures without engaging in Process A. Honoring such a request is at the discretion of the Title IX Coordinator and may limit the College's ability to meaningfully investigate and pursue action against a Respondent. Factors for consideration of requests include:

- Whether the incident represents an escalation in unlawful conduct on behalf of the Respondent from previously noted behavior
- The increased risk that the Respondent will commit additional acts of violence
- Whether the Respondent used a weapon, violence or force
- Whether the Complainant is a minor (person under the age of 18)
- Whether the Respondent has a history of violent behavior, a pattern of misconduct or is a repeat offender

A Complainant will be given all consideration of their wish to pursue, pause, withdraw or reengage in Process A to every extent possible, so long as those wishes do not compromise the College's obligation to protect its community members or comply with applicable laws.

Notice of Allegations and Investigation

Under Process A, the Title IX Coordinator/College Compliance Officer will send the Complainant and Respondent a Notice of Allegations and Investigation (NOAI). A NOAI is a written notice that must contain the following information and details:

- Information about the College's formal and informal resolution procedures under Process A
- A statement of the allegations of behavior potentially constituting prohibited conduct, including the identity of the parties involved, if known, the conduct alleged, and the time date, and location of the alleged incident, if known
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of Process A
- Notification that parties may have an advisor of their choice who may be but is not required to be an attorney
- Notification of on and off-campus resources such as counseling, physical health, and mental health

- Notification that taking any retaliatory action, directly or by way of a third party against any person because they are involved in Process A constitutes a violation of this Policy.
- Notification that providing a false report or false testimony constitutes a violation of this Policy

If, during an investigation, the College decides to investigate additional or new allegations of the Complainant or Respondent, the College will provide an updated NOAI to all parties.

Dismissal of a Formal Complaint

There are certain circumstances where a formal complaint must or may be dismissed from Process A. Dismissal of a formal complaint from Process A does not preclude action under Process B or other College policies.

The College must dismiss a formal complaint from Process A when the conduct alleged:

- Would not constitute Title IX sexual harassment, even if proven
- Did not occur in the College's education program or activity
- Did not occur against a person in the United States
- Involves a Complainant who is not participating in or attempting to participate in the College's education programs or activities at the time of filing a formal complaint

The College may dismiss the formal complaint, NOAI, or any allegations therein if, at any time during the investigation or hearing, when:

- The Complainant notifies the Title IX Coordinator/College Compliance Officer in writing that the Complainant would like to withdraw the formal complaint or any allegations therein
- The Respondent is no longer enrolled at or employed by the College
- Specific circumstances prevent the College from gathering sufficient evidence to reach a determination as to the formal complaint or allegations therein

If a formal complaint or any allegations therein are dismissed, the Title IX Coordinator/College Compliance Officer will promptly and simultaneously send written notice of the dismissal, including a rationale, to the parties. The dismissal decision is appealable by any party under the procedures for an appeal below, as outlined below.

Once a NOAI is issued, the Title IX Coordinator/College Compliance Officer will meet with the Respondent and conduct the following, as applicable:

- The steps of an investigation under Process A
- The right to an advisor or advisor of choice
- Confidentiality vs. Privacy
- Retaliation and the potential consequences
- Supportive measures that have been put in place with the complainant that directly affect the respondent
- An Informal Resolution process

Investigation of Formal Complaints

Investigations of formal complaints are performed by appropriately trained individuals who are typically members of the Title IX and Nondiscrimination Team (see Appendix G). A party (Complainant or Respondent) wishing to challenge the selection of an Investigator(s) must notify the Title IX Coordinator/College Compliance Officer, in writing, within three (3) business days of receipt of the name and contact information of the Investigator, stating the specific reason(s) for the party's objection.

The Title IX Coordinator/College Compliance Officer will determine whether the challenge has merit and reserves discretion to make changes to the individual(s) assigned as the Investigator. Investigators must not have a conflict of interest or bias.

During an investigation, the College is responsible for proving the case and gathering enough evidence to determine responsibility. While a Complainant and a Respondent are not restricted from gathering and presenting relevant evidence, the Investigator is responsible for gathering relevant evidence to the extent possible.

An investigation typically involves interviews with the parties, including witnesses, and gathering and reviewing relevant evidence. Complainants and Respondents will be given an equal opportunity to present information in the context of the investigation, such as documents, communications, photographs, or other evidence, and the opportunity to suggest facts, expert witnesses, and other inculpatory or exculpatory evidence. The Investigator retains discretion to determine the order and method of investigation as unnecessary or inappropriate.

Parties whose participation is invited or expected at a hearing, investigative interview, or other meeting will be provided with written notice of its date, time, location, participants, and purpose.

No unauthorized audio or video recording of any kind is permitted during investigation meetings by the parties. If the Investigator elects to audio or video record interviews, all involved parties must be made aware of the audio or video recording. All parties will have an equal opportunity to inspect and review any evidence that is directly related to allegations as stated in the NOAI.

Before the conclusion of an investigation, the Investigator will prepare a case file. The case file will include all collected evidence that is directly related to the allegations as stated in the NOAI and a written Report of the Investigation that clearly summarizes and details the Investigator's interviews with the parties and witnesses and the evidence gathered during the investigation process.

The parties will be provided with the case file in an electronic format and provided ten (10) business days to submit a response, known as the Period of Review and Comment. The Investigator will consider each party's response, if any, prior to the Investigator finalizing the Report of Investigation and the updated case file, if applicable. Responses from the Period of Review and Comment may include providing written statements, additional evidence, additional witnesses, or questions they wish the Investigator to ask of a party or witness.

An electronic or hard copy of the finalized Report of Investigation must be provided to each party and their advisor, if any, and ten (10) business days for their review and an opportunity to issue a written response. Any written responses from the parties must be submitted during this 10-day period.

Any written responses will be made available to the parties at least five (5) business days before the start of a live hearing, and the finalized Report of Investigation and case file will be available for the parties to inspect, review, and refer to during the live hearing, and to conduct cross-examination.

Adjudication

A live hearing that permits cross-examination is required under Process A. The Title IX Coordinator/College Compliance Officer will appoint a Hearing Officer from a pool of trained individuals, who are typically members of the Title IX and Nondiscrimination Team.

Where circumstances warrant, the Title IX Coordinator may determine that a Hearing Officer external to the College will be assigned. The Hearing Officer must not have a conflict of interest or bias. Neither the Title IX Coordinator/College Compliance Officer nor the Investigator(s) may serve as the Hearing Officer. The Hearing Officer will access and review the finalized Report of Investigation, the case file, and any submitted written statements

The Title IX Coordinator/College Compliance Officer will provide the parties with a written notice of the live hearing at least five (5) business days in advance of the scheduled time and date of the live hearing. The written notice will include:

- The time, date, and location of the hearing
- The name and contact information of the Hearing Officer
 - A party wishing to challenge the participation of the Hearing Officer must notify the Title IX Coordinator/College Compliance Officer, in writing, within 3 business days of receipt of the notice of hearing, stating the specific reason(s) for the party's objection. The Title IX Coordinator/College Compliance Officer will determine whether the challenge has merit and reserves discretion to make changes to the individual assigned as the Hearing Officer at any time.
- Any technology that will be used to facilitate the hearing
- A statement that if the party or witness does not appear at the scheduled hearing, the hearing may be held in their absence
- A reminder that the parties may have the assistance of an advisor of their choosing at the hearing requires that one be present to conduct cross-examination
- A list of those who will attend the hearing, including but not limited to the parties and witnesses

The live hearing will take place on the date and time specified in the notice of hearing. If circumstances arise that require a change in the hearing date or time, the College will provide the parties with written notice explaining the reason for such a change. Live hearings are typically conducted virtually through Zoom but may be conducted through other means, either in-person or virtually. Either party may request that the live hearing occur with parties located in separate rooms with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or the witness.

The rules of decorum will be read to the parties at the beginning of the hearing. The Hearing Officer is responsible for maintaining orderly, fair, and respectful hearings and will have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or dismissing a party, witness, or advisor.

The parties may speak on their behalf, including providing an opening and closing statement. The Hearing Officer will determine the order of witnesses and answer any procedural questions. Each party's advisor is permitted to ask the other party(s) and any witnesses relevant questions and follow-up questions, including those challenging credibility, as part of cross-examination.

The parties must be accompanied by an advisor during any conducted cross-examination, though advisors are permitted to be present for the entire hearing. If a party does not have an advisor present at the hearing, an advisor will be provided by the College, free of charge, for the purposes of conducting cross-examination. Cross-examinations must be conducted directly, orally, and in real-time by the advisors.

Before a Complainant, Respondent or witness answers a cross-examination or other question, the Hearing Officer shall determine whether the question is relevant, verbally state a finding of relevance for the record, instruct the witness or party whether they are permitted to answer a question and explain any decision to exclude a question as not relevant.

The Hearing Officer may not permit questions determined to be duplicative of information already gathered or asked, irrelevant, or otherwise unnecessary or inappropriate. For witnesses participating in a hearing, the Hearing Officer will allow them to respond to specific questions from the Hearing Officer and the parties, after which they will then be excused from the hearing.

The parties have the right to choose whether they wish to answer any questions posed to them during a hearing, in part or in full. The hearing officer may not draw any inference solely from a party's or witness's absence from the hearing or refusal to submit to cross-examination or other questions.

After opening statements, questions posed by the Hearing Officer to the parties or witnesses, questions posed by the parties to witnesses, and cross-examination are conducted, the Hearing Officer will provide the parties with the opportunity to make a closing statement. Parties are not obligated to make closing statements (or opening statements), and once any closing statements are made, the Hearing Officer will adjourn the hearing and begin their deliberation of establishing a finding(s) of responsibility.

Determination of Responsibility

The Hearing Officer must issue a written determination regarding responsibility. In determining responsibility, the Hearing Officer will ensure that all relevant evidence is objectively evaluated, weighted and assessed, including the credibility of a party or witness.

If the Hearing Officer determines that the Respondent is responsible for a violation of this Policy, the Hearing Officer will receive the Respondent's disciplinary record (i.e., any previous disciplinary action or other violation of College Policy(s), including this Policy, for which the Respondent was found responsible) and any submitted impact statements to consider, as appropriate, in determining sanctions. Applied sanctions for a violation of this Policy will be based on consideration of all circumstances, including, but not limited to, the nature and severity of the conduct, the Respondent's disciplinary history and any other information deemed relevant by the Hearing Officer.

Within ten (10) business days of the conclusion of the hearing process, the Hearing Officer will issue their written decision to the Title IX Coordinator/College Compliance Officer outlining relevant facts in determining responsibility for each allegation and, if applicable, the appropriate sanctions. The Hearing Officer's written decision must include:

- The identification of the allegations potentially constituting Title IX sexual harassment
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence and hearings held
- Findings of fact supporting the determination

- Conclusions regarding the application of this Policy to the facts
- For each allegation, a statement of, and rationale for, both the determination regarding responsibility and any sanctions imposed
- Whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant
- The College's procedures and permissible grounds for the Complainant or Respondent to appeal

The Title IX Coordinator/College Compliance Officer will provide the written determination, (Notification of Outcome), to the parties simultaneously. The College must wait to act on the determination regarding responsibility, including implementing disciplinary sanctions or remedies, until determination becomes final. The determination regarding responsibility becomes final either on the date that the Notification of Outcome is issued, or the result of an appeal.

Disciplinary Sanctions and Remedies

Sanctions are imposed when a Respondent has been found responsible for violating this Policy and range from a warning up to and including expulsion or termination from the College or revocation of any College-awarded degree. Sanctions for violations of this Policy will be based on consideration of all circumstances, including but not limited to the nature and severity of the conduct, the Respondent's disciplinary history, previous allegations involving similar conduct, and any other information deemed relevant by the Hearing Officer. Disciplinary sanctions include, but are not limited to the following:

- Behavioral requirement
- Change of class/job assignment and/or housing/work location
- Required training and/or counseling
- Student/employee probation
- Educational requirements and/or community services
- Expulsion/termination
- Housing probation or removal from housing
- Removal from office/position, demotion, and/or reduction in pay
- Removal of privileges/eligibility restriction
- Suspension/leave with or without pay
- Written warning/letter of reprimand or censure
- Withholding diploma
- Revocation of degree
- Other sanctions as deemed appropriate

Supportive and safety measures will be provided to a Complainant where a Respondent has been found responsible, through Process A. Remedies, which can include supportive and safety measures,

including but not limited to, referral to counseling or medical services and academic or housing modifications.

If a Respondent is a current student and takes a leave of absence or withdraws while Process A is pending or if an employee leaves the College's employment, the College has the discretion to continue and conclude Process A. If a former student or employee is found responsible, Hartwick may revoke that student's degree or impose a ban from campus for any length of time. If during Process A, other inappropriate conduct is determined to have occurred, the College retains the right to address such conduct.

Impact Statements

The parties will be offered an opportunity to provide impact statements to the Hearing Officer, but only when the Hearing Officer determines whether a party is responsible for one or more of the alleged violations of this Policy. Submitted impact statements by the parties will be provided to the Hearing Officer and considered by the Hearing Officer as one of the factors in determining appropriate sanctions. Impact statements cannot be used or considered in determining responsibility.

Transcript Notations

For those crimes of violence that Hartwick College is required by federal law to include in its Annual Security Report, and in accordance with New York State law, the transcripts of students found responsible after a hearing or appeal include one of the following notations, as applicable:

- “Suspended after a finding of responsibility for a code of conduct violation.”
- “Expelled after a finding of responsibility for a code of conduct violation.”
- When a Respondent withdraws from the College before the conclusion of Process A, a notation is placed on the Respondent's official transcript stating that the Respondent “withdrew with conduct charges pending.”

A student has the right to appeal a transcript notation or to request its removal in the event of a suspension. Transcript notations for suspensions may be removed at the discretion of the College, but no earlier than one (1) year after the conclusion of the suspension. Transcript notations for expulsion cannot be removed. However, if a finding of responsibility is vacated for any reason, any applicable transcript notation will be removed.

Appeals

Following the issuance of a Notification of Outcome from the Hearing Officer, a Complainant or Respondent may file an appeal with the Title IX Coordinator. A written appeal, based on one or more of the grounds listed below, must be made within five (5) business days of the notification and must include evidence and articulation to support each identified ground of appeal to which an appealing party is asserting. The grounds for appeal are limited to:

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter
- The sanction is disproportionate to the violation for which the respondent was found responsible (e.g., the sanction is too severe or too light)

- The Title IX Coordinator/College Compliance Officer, Investigator(s), or the Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent, that affected the outcome of the matter

The Title IX Coordinator/College Compliance Officer, or designee, will determine if the written appeal identifies one or more of the grounds for appeal. The Title IX Coordinator/College Compliance Officer will not assess the merit of the appeal but will review the documentation to confirm that grounds for an appeal have been asserted in the appeal. If a request for an appeal is accepted, both parties will be notified in writing that an appeal has been filed.

The non-appealing party will be provided with the opportunity to review the appeal and given five (5) business days from the date of the notification of an appeal to submit a written statement in support of or challenge to the appeal.

The Title IX Coordinator/College Compliance Officer will appoint an Appeals Panel with up to three (3) members, typically from members of the Title IX and Nondiscrimination Team who have not served as the Investigator or Hearing Officer related to the allegations and findings of responsibility, or where appropriate, individuals trained in Title IX who are external to the College, to review the appeal. No member of the Appeals Panel can have a conflict of interest or bias.

Appeals are not intended to be a full investigation (de nova) or re-hearings and generally will be considered upon a review of the written documentation of the appealing party(s) and any pertinent documentation regarding the grounds for appeal to which an appellant has asserted.

A preponderance of the evidence standard will be applied to all appeals. Unless there is good cause for temporary delay(s) or limited extension(s), the decision of the Appeals Panel will be communicated within eight (8) business days to all parties, simultaneously and in writing. The written decision will describe the result of the appeal and the rationale for the result. The decision of the Appeals Panel will be final and binding on the part of the College.

Parties have the right to choose whether to disclose or discuss the outcome of Process A.

Process B

Resolution Procedures

Process B applies to allegations of prohibited discrimination, harassment, and retaliation under this Policy that do not constitute Title IX Category Sexual Harassment. However, if any of the allegations in a complaint are subject to Process A, all allegations in the case will be processed pursuant to Process A.

The Title IX Coordinator/College Compliance Officer, or Vice President for Human Resources and Compliance will coordinate the application of Process B under this Policy.

Complaint or Report

To engage in Process B, there is no firm requirement that a written and signed formal complaint be submitted. The College encourages individuals who believe they have experienced discrimination, harassment, or retaliation to report such conduct as soon as possible to the Title IX Coordinator/College Compliance Officer.

Timeframe

Unless there is good cause for temporary delay(s) or limited extension(s), and excluding time spent on any related or applicable Informal Resolution or appeal, the College will promptly conclude the grievance process within the following timeframes:

- Within ninety (90) business days from its inception
- Appeals will be concluded within thirty (30) business days of the filing of an appeal
- Informal Resolutions will be concluded within twenty to thirty (20-30) business days of receiving the concert by all parties to engage in an Informal Resolution

When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name or personal identifying information to be shared, does not wish for the College to conduct fact-finding or an investigation or otherwise does not want the grievance process to be pursued, they may make such a request to the Title IX Coordinator/College Compliance Officer.

The Title IX Coordinator/College Compliance Officer will weigh whether requests for privacy or not to engage in the grievance process against Hartwick's obligation to provide a safe, welcoming and professional environment for all members of its community, before determining whether to honor any such requests. A Complainant may receive supportive measures regardless of whether the College engages in the grievance process.

Note: The College's ability to remedy or respond to reported incidents applicable to initiating a grievance process may be limited if the Complainant does not want the College to proceed.

Factors used to determine whether a Complainant's request for privacy or the College not to engage in the grievance include, but are not limited to the following:

- Whether the Respondent has a history of violent behavior or is a repeat offender
- Whether the incident represents an escalation in unlawful conduct on behalf of the Respondent from previously noted behavior
- The increased risk that the Respondent will commit additional acts of violence
- Whether the Respondent used a weapon or force
- Whether the reporting individual is a minor
- Whether the College possesses other means to obtain evidence such as security footage
- Whether available information reveals a pattern of perpetration at a given location or by a particular group.
- Other considerations appropriate to the broad categories of conduct related to discrimination and harassment, including standards of decorum, community values and professional expectations

Notice of Allegations

After a complaint or report is received, the Title IX Coordinator will send the Complainant and Respondent a Notice of Allegations (NOA). An NOA is a written notice that includes the following information and details:

- Information about the College's resolution procedures under Process B
- A statement of the allegations of behavior potentially constituting prohibited conduct, including sufficient detail that includes the identity of the parties involved if known
- The conduct alleged, and the time, date, and location of the alleged incident(s), if known
- A statement that the Respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made at the conclusion of the process
- A notification that parties may have an advisor of their choice who may be, but is not required to be, an attorney
- Notification of on- and off-campus resources such as counseling, physical health, and mental health
- Notification that taking any retaliatory action, directly or by way of a third party, against any person because of their involvement in a grievance process pursuant to this Policy constitutes a violation of this Policy
- Notification that providing a false report or false testimony constitutes a violation of this Policy

If, during the investigation, the College decides to investigate allegations about the Complainant or Respondent that are not included in the original notice described above, the College will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Report

The College will gather facts and related information, and evidence related to allegations applicable to reports made to the College of allegations applicable to Process B when a Complainant wishes to move forward with a grievance process or if the Title IX Coordinator/College Compliance Officers determines it is necessary considering the circumstances and implications of the allegations. However, some incidents may be more appropriately handled under a different College Policy or procedure.

The Title IX Coordinator/College Compliance Officer, in consultation with the Vice President for Human Resources and Compliance, Vice President for Academic Affairs and Provost, Dean of Students, Director of Residential Life, Housing and Community Standards, or other College official, as appropriate, will determine if an incident or report will be handled under a different College Policy or procedure. Dismissal from Process B does not preclude action under another provision of the College's policies, handbook, or code of conduct/community standards. When applicable, the Title IX Coordinator/College Compliance Officer will send a written notice of the dismissal to the parties. The dismissal decision is appealable by a party under the procedures for an appeal.

Informal Resolutions

Depending on the nature of the allegations of violations, an Informal Resolution may be an appropriate option. At any time prior to reaching a determination regarding responsibility, the College may facilitate an Informal Resolution.

An Informal Resolution is a voluntary and remedies-based process that does not involve taking disciplinary action against a Respondent. The goal of an Informal Resolution is not to determine whether there was intent to engage in conduct violating this Policy, but rather to ensure that the alleged offending behavior stops and that the matter is resolved promptly.

An Informal Resolution is initiated only when it is agreeable to the College and all parties. Prior to beginning an Informal Resolution, the College will provide the parties with a written notice disclosing:

- The allegations
- The requirements of the agreed-upon Informal Resolution process
- That at any time prior to the conclusion of an Informal Resolution, a party has the right to withdraw from the process and resume an investigation or other procedure under Process B
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared
- The College must obtain the parties' voluntary, written consent to engage in an Informal Resolution

An Informal Resolution may involve, but is not limited to, the following:

- An agreement to pursue individual or community remedies
- Targeted or broad-based educational programming or training
- Supported direct conversation between parties or through shuttled communication, or technology-facilitated communications
- Restorative practices administered by trained facilitators
- Other means of reaching an agreed upon resolution, which may include supportive remedies

An Informal Resolution does not necessarily require the parties to meet and may involve a third-party facilitator. Anyone designated to facilitate an Informal Resolution cannot have a conflict of interest or bias and is typically facilitated by faculty or staff members or members of the Title IX and Nondiscrimination Team, as appropriate. An informal resolution must be agreed upon by both parties and the Title IX Coordinator/College Compliance Officer. The results of an Informal Resolution are not appealable.

An Informal Resolution may involve mediation or restorative practices, by which the parties reach a mutually agreed upon resolution of an allegation. The Title IX Coordinator/College Compliance Officer may also, with the consent of the parties, negotiate and implement an agreement to resolve the allegations that satisfy all parties. If an Informal Resolution results in an agreement, then it is considered successful. Both parties will sign a statement agreeing that the matter will be considered resolved. If attempts at an Informal Resolution are unsuccessful, other components of process B will resume.

The Respondent may also accept responsibility for all or part of the alleged Policy violations at any prior to the conclusion of the process. An Informal Resolution may include an acceptance of responsibility and sanctions. When a resolution is accomplished, the appropriate sanctions or responsive actions are promptly implemented to effectively stop the offensive behavior or violence, prevent its occurrence, and remedy the effects of the misconduct.

A case will be resolved via Informal Resolution if:

- Either party does not consent to participate in the Informal Resolution process
- Either party withdraws consent to participate in the informal resolution process before the process is concluded
- The parties cannot agree on an appropriate resolution
- The Title IX Coordinator/College Compliance Officer or appropriate College official determines that the resolution agreed upon by the parties (with or without the assistance of a mediator) is not in the best interests of the College

Investigations

Investigations may include basic fact-gathering, evidence-gathering, or a more thorough investigative process resulting in a formal investigation report that is reviewable by the parties. The application of the elements of an investigation under Process B depends on the circumstances and implications of the allegations and the College-affiliated status of the parties.

Investigations under Process B are conducted by the Title IX and Nondiscrimination Team or a College employee trained as appropriate, and depending on the College-affiliated status of the parties.

During an investigation under Process B, the College has the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility. The College cannot access, consider, disclose or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains voluntary, written consent from that party.

Questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege are not permitted unless the person holding such privilege has waived that privilege.

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If the Investigator elects to audio or video record interviews, all involved parties must be made aware of the audio or video recording. Neither party is restricted from discussing the allegations or gathering and presenting evidence. If relevant evidence is destroyed by a party, the decision-maker can take that into account in assessing the credibility of the parties and the weight of evidence in the case. Both parties will have an equal opportunity to review any evidence as part of the investigation that is directly related to the allegations in the report.

Determination of Responsibility

Under Process B, when an investigation is concluded, a Decision-Maker is appointed. Decision-Makers have the discretion to determine responsibility and appropriate sanctions, if applicable. The Decision-Maker will typically issue a written determination regarding responsibility. In reaching this

decision, all relevant evidence must be objectively evaluated. Credibility determinations may not be based on a person's status as a Complainant, Respondent or witness.

The College will provide a written determination to the parties simultaneously after a Decision-Maker renders their determination of responsibility and any applicable sanctions.

Disciplinary Sanctions and Remedies

Disciplinary sanctions range from a warning up to and including expulsion/termination from the College or revocation of a degree. The disciplinary sanction(s) for a violation of this Policy will be based on consideration of all circumstances, including but not limited to the nature and severity of the conduct, the Respondent's disciplinary history, previous allegations involving similar conduct, and any other information deemed relevant by the Decision-Maker. The following is a possible list of sanction(s) that may be imposed:

- Change of class/job assignment and/or housing/work location
- Required training or counseling
- Student/employee probation
- Behavioral requirements
- Educational requirements or community services
- Expulsion/termination
- Housing probation or removal from housing
- Removal from office/position, demotion, or reduction in pay
- Removal of privileges/eligibility restriction
- Suspension/leave with or without pay
- Written warning/letter of reprimand or censure
- Withholding a diploma
- Revocation of degree
- Other sanctions as deemed appropriate

Appeals

There is generally no right of appeal under Process B. In the event the College identifies that there is a right pursuant to applicable federal or state law to an appeal, the College will notify the parties, and the appeal will proceed in accordance with an appeal procedure set forth above in Process A.

Additional Grievance/Disciplinary Information

The Role of an Advisor of Choice

A Complainant or Respondent may be accompanied during any proceeding, interview or related meetings by an Advisor of their choice who can be but is not required to be an attorney (at the party's own expense, if the Advisor is a paid advisor). An Advisor is an individual chosen by a Complainant or a Respondent to provide guidance during Process A or Process B. While parties are free to consult

with multiple individuals, they are permitted to designate only one (1) individual as an Advisor of Choice.

The role of the Advisor is narrow: they may attend meetings or interviews at which a party is entitled to be present and may help a party prepare. However, an Advisor may not serve as a proxy or representative for a party and is not permitted to participate in the College's process, except for cross-examination in Process A. If a party does not have an Advisor of Choice for a live hearing under Process A, the College will appoint one to conduct cross-examinations on behalf of a party.

The role of a College-appointed advisor under Process A is limited to asking questions drafted by the party. Advisors otherwise may not participate or be disruptive to any part of Process A or Process B.

The College has the right to determine what constitutes appropriate behavior on the part of an Advisor and to take steps to ensure compliance with this Policy. Investigation meetings and hearings will not be delayed for more than three (3) business days based on the unavailability of a party's advisor of choice. Repeated delays due to the unavailability of an advisor of choice are impermissible, and if needed, a new Advisor will be appointed by the College.

Presumption and Expectations

There is a presumption that a Respondent is not responsible for any alleged conduct that violates this Policy until a determination regarding responsibility is made following the completion of Process A or Process B.

Hartwick expects all members of the College community to cooperate with the processes outlined in this Policy, including responding in a timely manner to requests from the Title IX Coordinator/College Compliance Officer or an Investigator(s) and making reasonable adjustments to schedules to participate in meetings, hearings, or other proceedings.

Standard of Evidence

The standard for decisions determining responsibility under this Policy is a preponderance of the evidence, meaning whether it is more likely than not that a violation occurred. The same standard is applied regardless of whether a Respondent is a student or an employee.

Consolidation of Reports or Formal Complaints

If two or more reports are made to the College or formal complaints are reported or submitted that arise from the same set of facts and circumstances, the Title IX Coordinator/Coordinator may determine that the reports or formal complaints be consolidated when applied to Process A or Process B.

For Process A, consolidation of formal complaints means that the alleged incidents are investigated, and adjudicated by the same Investigator(s), Hearing Officer, or Decision-Maker.

Employee Sanctions, Responsive/Corrective Actions

Responsive actions for an employee who has engaged in discrimination, harassment, and/or retaliation include:

- Verbal or Written Warning
- Performance Improvement Plan/Management Process
- Enhanced Supervision, Observation, or Review

- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Shift or schedule adjustments
- Reassignment
- Delay of (or referral for delay of) Tenure Track Progress
- Assignment to a New Supervisor
- Restriction of Stipends, Research, and/or Professional Development Resources
- Suspension/Administrative Leave with Pay
- Suspension/Administrative Leave without Pay
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions, the College may assign any other responsive actions as deemed appropriate

ANNUAL FIRE SAFETY REPORT

Fire evacuation procedures include the following directions for occupants of any Hartwick College building.

When the fire alarm system on the Main Hartwick Campus is activated, it alerts a monitoring station who in turn notifies both the Campus Safety Dispatch Desk as well as Otsego County 9-1-1. Campus Safety as well as the City of Oneonta Fire Department will be dispatched to all fire alarms and emergency situations occurring on the Main Hartwick Campus.

The Pine Lake Campus only has local fire alarms. A call needs to be made to 9-1-1 for assistance in the event of a fire.

Fire Evacuation Procedures

Academic or Administrative Buildings

Hartwick College has a variety of academic and administrative buildings across the Main Hartwick Campus and the Pine Lake Campus.

If required, Campus Safety and any designated building captains present in the building will assist in the complete evacuation of the building and control the occupants in the assembly area until the emergency has been abated. Staff should familiarize themselves with evacuation maps, stairwells, emergency exits and any other pertinent information to their buildings.

If the Fire Alarm Sounds

- Occupants on all floors will **immediately** evacuate the building and call Campus Safety to report the alarm
- Remain calm and do not run
- Go to the nearest exit or fire exit stairwell while walking on the right-hand side
- Do not use elevators; they will not be in service during a fire alarm
- Provide assistance to physically disabled individuals to reach identified refuge areas (stairwells) and notify Campus Safety ((607) 431-4111) of any individuals and their location
- Once you are out of the building go to the designated meeting point and tell your leader(s) you are out of the building
- Follow any instructions from Campus Safety, Facilities personnel or City of Oneonta Fire Department

If You Discover a Fire

- Remain calm and pull the nearest red manual pull station (usually located on the wall near stairwells and/or exits)
 - On the Main Hartwick Campus, this will activate the building's fire alarm system and the alarm will sound, alerting the monitoring center who will receive the alarm and contact both the Otsego County 9-1-1 Center and the Campus Safety Dispatch Desk
 - On the Pine Lake Campus, this will activate the building's fire alarm system and the alarm will sound, but no additional notifications will automatically occur
- Proceed to evacuate the building and go to the meeting area
- Report the fire (regardless of size) to Campus Safety at (607) 431-4111 once you are safely outside of the building and be ready to give the following information:
 - Your name
 - Exact location of fire
 - Number of people injured and/or trapped, if any
- Assist in the evacuation of the building if it is safe to do so
- Campus Safety, upon any reported fire, will notify the Facilities Liaison immediately
 - If Facilities Liaison is not available Campus Safety will notify New York State Fire
- DO NOT re-enter the building until the "all clear" has been announced by the Oneonta Fire Department and/or Campus Safety
- Remember R.A.C.E.:
 - R – Remove
 - A – Alarm
 - C – Confine
 - E – Extinguish or Evacuate

Any member of the Hartwick College community that finds evidence of a fire that has been extinguished and is not aware if it has been reported should contact Campus Safety by calling (607) 431-4111. Campus Safety will dispatch an officer to investigate. Campus Safety will also contact the following individuals:

- Director and/or Assistant Director of Campus Safety
- Facilities Manager

Fire Drills

Hartwick College is required by New York State law to hold fire drills throughout the academic year (including summer classes). Academic and administrative buildings will have three drills throughout the academic year; one or two during the fall semester and one or two during the spring semester. At least one will be between September 1 and December 1. If any summer sessions are conducted, there will be one drill per summer session.

Main Hartwick Campus Student Housing

Hartwick has ten residence halls or living areas on the Main Hartwick Campus. Seven of the residence halls are traditional corridor style buildings. One residence hall is a traditional suite style building with two or three rooms in each suite and a handful of studio-style rooms. One of the residence halls is an apartment style building with two or four bedrooms in each apartment. One of the living areas is a townhouse quad with four sets of townhouses (two sets with six connected townhouses and two sets with four connected townhouses).

If required, Campus Safety and Residential Life staff (professional and student) will assist in a complete evacuation of the building and control the occupants in the assembly area until the emergency has been abated. Students should familiarize themselves with the evacuation maps, stairwells, emergency exits, and any other pertinent information for their buildings. During a power outage when the fire detection system is compromised, Campus Safety and Residential Life staff (professional and student) conduct routine fire walks until power to the detection system is restored.

If the fire alarm sounds

- If an alarm activates, occupants should immediately evacuate the building using the nearest available exit
- Occupants should only attempt to fight the fire if they have been trained and can do so safely
- Prior to going through a closed door, occupants should feel doorknobs and doors with the backs of their hands
 - Doors that are hot should not be opened
 - Doors that are cool should be opened slowly
 - If heat or heavy smoke rushes in, occupants should close the door immediately and seek an alternate exit
 - If no other exit is available, occupants should remain in the room and place a wet towel under the door
 - While evacuating, occupants should take room keys in case it is necessary to return to the room should the conditions in the corridor deteriorate
 - Occupants should close doors they pass through tightly while leaving
- Residential Life staff members who are present should facilitate the evacuation of their floors if it is safe to do so
- Occupants should announce the emergency as loudly as possible while exiting the building
 - Occupants should attempt to wake any sleeping roommates or suitemates
 - Occupants should bang loudly on doors as they exit
- In smoky conditions stay low and crawl
- Occupants should know how many doors are between their room and the nearest exit/stairwell and more than one way out of the building
- Do not use elevators; they will deactivate when a fire alarm goes off due to the hazard of the shaft filling with smoke and/or the power failing and trapping the occupants

- Each student should report to their assigned assembly area
- Residential Life staff will report to their assigned assembly areas and make sure that students have cleared the building
- Residential Life staff will conduct a head count and relay any information to Campus Safety
- DO NOT re-enter the building until the “all clear” has been announced by the Oneonta Fire Department and/or Campus Safety

If you discover a fire

- Remain calm and pull the nearest red manual pull station (usually located on the wall near stairwells and/or exits)
 - On the Main Hartwick Campus, this will activate the building’s fire alarm system and the alarm will sound, alerting the monitoring center who will receive the alarm and contact both the Otsego County 9-1-1 Center and the Campus Safety Dispatch Desk
 - On the Pine Lake Campus, this will activate the building’s fire alarm system and the alarm will sound, but no additional notifications will automatically occur
- Proceed to evacuate the building and go to the meeting area
- Report the fire (regardless of size) to Campus Safety at (607) 431-4111 once you are safely outside of the building and be ready to give the following information:
 - Your name
 - Exact location of fire
 - Number of people injured and/or trapped, if any
- Assist in the evacuation of the building if it is safe to do so
- Campus Safety, upon any reported fire, will notify the Facilities Liaison immediately
 - If Facilities Liaison is not available Campus Safety will notify New York State Fire
- DO NOT re-enter the building until the “all clear” has been announced by the Oneonta Fire Department and/or Campus Safety
- Remember R.A.C.E.:
 - R – Remove
 - A – Alarm
 - C – Confine
 - E – Extinguish or Evacuate

Any member of the Hartwick College community that finds evidence of a fire that has been extinguished and is not aware if it has been reported should contact Campus Safety by calling (607) 431-4111. Campus Safety will dispatch an officer to investigate. Campus Safety will also contact the following individuals:

- Director and/or Assistant Director of Campus Safety
- Facilities Manager

Fire Drills

Hartwick College is required by New York State law to hold fire drills throughout the academic year (including summer classes). Residence halls are tested twice during the fall semester and twice during the spring semester. If occupied during the summer by students, they are tested at least once per summer. One drill will be between September 1 and December 1 and one will be during the hours after sunset and before sunrise.

Policies on Prohibited Residential Items

- Barbeques and similar items are not permitted on campus unless expressly provided by the College
- Possession of burning candles and incense is not permitted
- Oil lamps, lanterns, and other devices and appliances with an open flame create a safety hazard and are not permitted
- Electrical appliances should be Underwriters' Laboratory (UL) approved and in good operating condition
- Residence hall rooms are not designed or permitted to be used as kitchens, as electric appliances used to prepare food present extreme fire safety hazards
 - Coffee makers and coffee pots equipped with automatic shut offs and micro-fridges are the only food appliances allowed in residential rooms
 - Appliances with an open coil element such as toasters, toaster ovens, etc., are not permitted in residence hall rooms
 - Micro-fridge units (refrigerator/microwave combination) that operate under a single power cord directly attached to the unit are permitted in residence halls
 - Students are limited to one micro-fridge or mini fridge per resident of the room.
 - Refrigerators and micro-fridges must be adequately ventilated, 5.0 cu. ft. or less in size, and plugged directly into a wall socket.
- According to New York State fire codes, extension cords and plug adapters are prohibited in residence hall rooms and apartments
- Only UL-approved, multi-plug power strips that are equipped with a surge protector, a grounded, three-prong plug, and 12- or 14-gauge wire cord can be used
 - Plugging a power strip of any type into another ("piggy-backing") is prohibited
- Electric blankets, space heaters, and sun or heat lamps are prohibited
- The electrical amplification of a musical instrument (as well as the use of drums) is prohibited in all residence halls
 - These may be stored, but not played
- Halogen lamps are not permitted
- Air conditioners are not permitted, unless approved as an accommodation through AccessAbility Services
- The use of personal wireless routers is prohibited
- Any appliance not specifically mentioned may be removed by a Residential Life staff member as deemed necessary for safety reasons
- Smoking, including the use of e-cigarettes, and vaping is not permitted on campus

- Door surfaces cannot be covered with contact, construction, tissue paper, or any flammable material
 - Door painting is not permitted
 - Only whiteboards and name tags are permitted (one per resident)
- Fire safety equipment must not be obstructed or otherwise tampered with
- No shelving or other construction is permitted unless it is free-standing
- No holes may be made in the walls, ceiling, windows, or door frame
- No bars are permitted to be installed in any on-campus housing unit
- State fire codes require that only 20% of the wall space can be covered with posters or pictures
 - Only paper-made posters, pictures, or decorations may be placed on the walls of the residence hall rooms
 - Dream catchers are permitted
 - Students are not permitted to panel, barn-side, paint, wallpaper or otherwise place material on their room walls (including cardboard) beyond what is allowed by State Fire code
- Any fabric decorations (flags, jerseys, tapestries, etc.) must be sealed inside of a frame
- Throwing, dropping, hanging, passing objects through, or entering or exiting a building by an open window is strictly prohibited
- String lights, including battery operated, are permitted; however, each string light must be plugged into an outlet directly and may not be “piggy backed” or plugged one into another
- Curtains are not permitted in the Residence Halls; however, window blinds are provided for each room window

Pine Lake Campus Student Housing

The Pine Lake Campus includes two types of living spaces:

- Robertson Lodge
 - Robertson Lodge is a two-story communal living facility with bedrooms on the second floor, and a kitchen, living room/lounge spaces, and office space on the first floor
 - The ground floor has an apartment for a Residential Life student staff member
- A number of standalone cabins across the property
 - The cabins are a mixture of styles and all contain at least one residential space, a kitchen, and a bathroom
 - Some cabins hold multiple bedrooms, may have porches, or may have a separate living room space

If required, Campus Safety and Residential Life staff (professional and student) will assist in a complete evacuation of the building and control the occupants in the assembly area until the

emergency has been abated. Students should familiarize themselves with the evacuation maps, stairwells, emergency exits, and any other pertinent information for their buildings.

If the fire alarm sounds:

- If an alarm activates, occupants should immediately evacuate the building using the nearest available exit
- Occupants should only attempt to fight the fire if they have been trained and can do so safely
- Prior to going through a closed door, occupants should feel doorknobs and doors with the backs of their hands
 - Doors that are hot should not be opened
 - Doors that are cool should be opened slowly
 - If heat or heavy smoke rushes in, occupants should close the door immediately and seek an alternate exit
 - If no other exit is available, occupants should remain in the room and place a wet towel under the door
 - While evacuating, occupants should take room keys in case it is necessary to return to the room should the conditions in the corridor deteriorate
 - Occupants should close doors they pass through tightly while leaving
- Residential Life staff members who are present should facilitate the evacuation of their floors if it is safe to do so
- Occupants should announce the emergency as loudly as possible while exiting the building
 - Occupants should attempt to wake any sleeping roommates or suitemates
 - Occupants should bang loudly on doors as they exit
- In smoky conditions stay low and crawl
- Occupants should know how many doors are between their room and the nearest exit/stairwell and more than one way out of the building
- Each student should report to their assigned assembly area
- Residential Life staff will report to their assigned assembly areas and make sure that students have cleared the building
- Residential Life staff will conduct a head count and relay any information to Campus Safety
- DO NOT re-enter the building until the “all clear” has been announced by the Fire Department and/or Campus Safety

If you discover a fire

- Remain calm and pull the nearest red manual pull station (usually located on the wall near stairwells and/or exits)
 - On the Main Hartwick Campus, this will activate the building's fire alarm system and the alarm will sound, alerting the monitoring center who will receive the alarm and contact both the Otsego County 9-1-1 Center and the Campus Safety Dispatch Desk
 - On the Pine Lake Campus, this will activate the building's fire alarm system and the alarm will sound, but no additional notifications will automatically occur
- Proceed to evacuate the building and go to the meeting area
- Report the fire (regardless of size) to Campus Safety at (607) 431-4111 once you are safely outside of the building and be ready to give the following information:
 - Your name
 - Exact location of fire
 - Number of people injured and/or trapped, if any
- Assist in the evacuation of the building if it is safe to do so
- Campus Safety, upon any reported fire, will notify the Facilities Liaison immediately
 - If Facilities Liaison is not available Campus Safety will notify New York State Fire
- DO NOT re-enter the building until the "all clear" has been announced by the Oneonta Fire Department and/or Campus Safety
- Remember R.A.C.E.:
 - R – Remove
 - A – Alarm
 - C – Confine
 - E – Extinguish or Evacuate

Any member of the Hartwick College community that finds evidence of a fire that has been extinguished and is not aware if it has been reported should contact Campus Safety by calling (607) 431-4111. Campus Safety will dispatch an officer to investigate. Campus Safety will also contact the following individuals:

- Director and/or Assistant Director of Campus Safety
- Facilities Manager
- Executive Director of Pine Lake Center or designee

Fire Drills

Fire drills can only be conducted in the Robertson Lodge. All fire safety devices in cabins are inspected monthly by Pine Lake professional staff. Floor plans identifying exit routes exist in all residential spaces at the Pine Lake Campus.

Policies on Prohibited Residential Items

- Barbeques and similar items are not permitted on campus unless expressly provided by the College
- Possession of burning candles and incense is not permitted
- Oil lamps, lanterns, and other devices and appliances with an open flame create a safety hazard and are not permitted
- Electrical appliances should be Underwriters' Laboratory (UL) approved and in good operating condition
- Residence hall rooms are not designed or permitted to be used as kitchens, as electric appliances used to prepare food present extreme fire safety hazards
 - Coffee makers and coffee pots equipped with automatic shut offs and micro-fridges are the only food appliances allowed in residential rooms
 - Appliances with an open coil element such as toasters, toaster ovens, etc., are not permitted in residence hall rooms
 - Micro-fridge units (refrigerator/microwave combination) that operate under a single power cord directly attached to the unit are permitted in residence halls
 - Students are limited to one micro-fridge or mini fridge per resident of the room.
 - Refrigerators and micro-fridges must be adequately ventilated, 5.0 cu. ft. or less in size, and plugged directly into a wall socket.
- According to New York State fire codes, extension cords and plug adapters are prohibited in residence hall rooms and apartments
- Only UL-approved, multi-plug power strips that are equipped with a surge protector, a grounded, three-prong plug, and I2- or I4-gauge wire cord can be used
 - Plugging a power strip of any type into another ("piggy-backing") is prohibited
- Electric blankets, space heaters, and sun or heat lamps are prohibited
- The electrical amplification of a musical instrument (as well as the use of drums) is prohibited in all residence halls
 - These may be stored, but not played
- Halogen lamps are not permitted
- Air conditioners are not permitted, unless approved as an accommodation through AccessAbility Services
- The use of personal wireless routers is prohibited
- Any appliance not specifically mentioned may be removed by a Residential Life staff member as deemed necessary for safety reasons
- Smoking, including the use of e-cigarettes, and vaping is not permitted on campus
- Door surfaces cannot be covered with contact, construction, tissue paper, or any flammable material
 - Door painting is not permitted
 - Only whiteboards and name tags are permitted (one per resident)
- Fire safety equipment must not be obstructed or otherwise tampered with
- No shelving or other construction is permitted unless it is free-standing

- No holes may be made in the walls, ceiling, windows, or door frame
- No bars are permitted to be installed in any on-campus housing unit
- State fire codes require that only 20% of the wall space can be covered with posters or pictures
 - Only paper-made posters, pictures, or decorations may be placed on the walls of the residence hall rooms
 - Dream catchers are permitted
 - Students are not permitted to panel, barn-side, paint, wallpaper or otherwise place material on their room walls (including cardboard) beyond what is allowed by State Fire code
- Any fabric decorations (flags, jerseys, tapestries, etc.) must be sealed inside of a frame
- Throwing, dropping, hanging, passing objects through, or entering or exiting a building by an open window is strictly prohibited
- String lights, including battery operated, are permitted; however, each string light must be plugged into an outlet directly and may not be “piggy backed” or plugged one into another
- Curtains are not permitted in the Residence Halls; however, window blinds are provided for each room window

Fire Safety Education

Hartwick College takes fire training very seriously. Hartwick College, in conjunction with the New York State Department of Homeland Security and Emergency Services, runs a training program for all Residential Life and Housing professional and student staff. Residential Life professional and student staff work throughout the year with residential students on fire education. Some examples of educational programs include but are not limited to:

- Residence hall floor meetings
- Annual Fire Safety Inspections with New York State Office of Fire Prevention and Control
- Residence hall inspections by Resident Advisors
- Residence hall inspections by Area Coordinators
- Spot checks in residence halls by Campus Safety, Facilities Liaison, and other College staff
- Emails and other various forms of communication

Hartwick College also strives to educate staff and faculty throughout the academic year:

- Email reminders are sent out about potential fire hazards
- Academic buildings and offices are inspected annually by the New York State Office of Fire Prevention and Control, as well as Campus Safety, Facilities Liaison and other staff members

Reporting a Fire

Report an active fire

If there is an active emergency, evacuate from the building and call 9-1-1. Afterwards, remember to contact Hartwick College Campus Safety by calling (607) 431-4111. There are a variety of other methods that can be used to report a fire, regardless of it's location on campus:

- Pulling the red fire alarm pull box will notify a monitoring center who will contact both Otsego County Dispatch and Hartwick College Campus Safety
- Blue light phones will connect you with Campus Safety
- Elevator phones (if equipped) go to Campus Safety
- Calling 9-1-1 from Hartwick College phones will go to Otsego County Dispatcher, who will notify the fire department

Report a fire that occurred

To report a fire has occurred, any person may contact the following individuals or departments:

- Campus Safety Dispatch Desk – (607) 431-4111 or from campus phone ext. 4111
- Director of Campus Safety – (607) 431-4112 or from campus phone ext. 4112
- Assistant Director of Campus Safety – (607) 431-4113 or from campus phone ext. 4113
- Facilities Manager – (607) 431-4098 or from campus phone ext. 4098
- Cleary Compliance Officer – (607) 431-4202 or from campus phone ext. 4202

Description of Residence Hall Fire Alarm Systems

All residence halls on the Main Hartwick Campus are equipped with a standalone fire alarm system which is connected through a dedicated fiber optic network system. If a residence hall loses power, the fire alarm system has a battery backup and will still function for a period of time, to let residents know there is an emergency. This will be a “local” alarm only and Residential Life Staff will notify Campus Safety or 9-1-1. During a power outage when the fire detection system is compromised, Campus Safety and Residential Life staff (professional and student) conduct routine fire walks until power to the detection system is restored. The fire alarms are tested by outside vendors at least twice a year and by New York State code inspectors. The college performs fire drills throughout the year.

All residence halls on the Main Hartwick Campus are equipped with a fire sprinkler system. The fire sprinklers may put out the fire in a room, but its primary function is to keep the fire from spreading and give the occupant(s) every opportunity to exit the room and building. Any tampering with either the fire alarm system or sprinkler system is a violation of the Code of Conduct and is also a NY State Penal Law violation which may result in criminal charges leading to potential fines and/or jail time. People who tamper with fire systems will be held accountable to pay for any and all expenses incurred in the repair process.

On the Main Hartwick Campus, the College does not monitor the fire alarm system. If the fire alarm system is activated it goes to a central monitoring dispatch center. The central monitoring center will then notify both Otsego County Emergency dispatch and Campus Safety. Please do not assume that

notifications have been made and take the time, when it is safe to do so, to call 9-1-1 and Hartwick College Campus Safety.

On the Pine Lake Campus, occupant(s) are expected to call 9-1-1 in the event of a fire and then contact Campus Safety. Campus Safety will then notify the Executive Director of Pine Lake, and the Facilities Manager or Caretaker of Pine Lake Campus. There are no fire sprinkler systems installed within the residential buildings on the Pine Lake Campus.

Main Hartwick Campus Fire Statistics for Residence Halls

Calendar Year 2025

There were no fires reported in the residence halls during Calendar Year 2025.

Calendar Year 2024

There were no fires reported in the residence halls during Calendar Year 2024.

Calendar Year 2023

There were no fires reported in the residence halls during Calendar Year 2023.

Main Hartwick Campus Fire Safety Systems in Residence Halls

Facility	Clery Classification	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plan/Placards	Alarm Monitoring On- /Off-Site	# of Fire Drills
Apartment Complex 51 Mohawk Trail	On campus	Yes	Yes	Yes	Yes	Yes	4
Hilltop House 18 Oyaron Drive	On campus	Yes	Yes	Yes	Yes	Yes	4
Holmes Hall 7 Hartwick Drive	On campus	Yes	Yes	Yes	Yes	Yes	4
Leitzell Hall 21 Mohican Lane	On campus	Yes	Yes	Yes	Yes	Yes	4
Oyaron House 10 Oyaron Dr	On campus	Yes	Yes	Yes	Yes	Yes	4
Saxton Hall 3 Hartwick Drive	On campus	Yes	Yes	Yes	Yes	Yes	4
Smith Hall 13 Iroquois Drive	On campus	Yes	Yes	Yes	Yes	Yes	4
Townhouse A Block 3 Richie Quad	On campus	Yes	Yes	Yes	Yes	Yes	4
Townhouse B Block 4 Richie Quad	On campus	Yes	Yes	Yes	Yes	Yes	4
Townhouse C Block 5 Richie Quad	On campus	Yes	Yes	Yes	Yes	Yes	4
Townhouse D Block 8 Richie Quad	On campus	Yes	Yes	Yes	Yes	Yes	4
van Ess Hall 9 Mohican Lane	On campus	Yes	Yes	Yes	Yes	Yes	4
Wilder Hall 28 Oneida Ln	On campus	Yes	Yes	Yes	Yes	Yes	4

Pine Lake Campus Fire Statistics for Residence Halls

Calendar Year 2025

There were no fires reported in the residence halls during Calendar Year 2025.

Calendar Year 2024

There were no fires reported in the residence halls during Calendar Year 2024.

Calendar Year 2023

There were no fires reported in the residence halls during Calendar Year 2023.

Pine Lake Campus Fire Safety Systems in Residence Halls

Facility	Clery Classification	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plan/Placards	Alarm Monitoring On-/Off-Site	# of Fire Drills
Outback I 21 Pine Lake Campus Road	On campus	No	Yes	Yes	Yes	No	N/A
Outback 2 23 Pine Lake Campus Road	On campus	No	Yes	Yes	Yes	No	N/A
Robertson Lodge 1894 Charlotte Creek Road	On campus	No	Yes	Yes	Yes	No	4
Redwood I 53 Pine Lake Campus Road	On campus	No	Yes	Yes	Yes	No	N/A
Redwood 2 339 Pine Lake Campus Road	On campus	No	Yes	Yes	Yes	No	N/A
Cabin Bailey 51 Pine Lake Campus Road	On campus	No	Yes	Yes	Yes	No	N/A
Hill & Dale 295 Pine Lake Campus Road	On campus	No	Yes	Yes	Yes	No	N/A
Crossroads Cabin 283 Pine Lake Campus Road	On campus	No	Yes	Yes	Yes	No	N/A
Strawbale 121 Pine Lake Campus Road	On campus	No	Yes	Yes	Yes	No	N/A
Cobb House 77 Pine Lake Campus Road	On campus	No	Yes	Yes	Yes	No	N/A

APPENDICES

APPENDIX A – DEFINITIONS

Campus Safety Act Geography

The following definitions are taken from the Code of Federal Regulations 34 CFR 668.46 (<https://www.ecfr.gov/current/title-34/section-668.46>).

Campus

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Noncampus Building or Property

- Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Campus Safety Act Crimes

With the exception of Hate Crime, the following definitions are taken from the Code of Federal Regulations Appendix A to Subpart D of Part 668, Title 34 (<https://www.ecfr.gov/current/title-34/part-668/appendix-Appendix A to Subpart D of Part 668>). The definition of Hate Crime is taken from the Code of Federal Regulations 34 CFR 668.46 (<https://www.ecfr.gov/current/title-34/section-668.46>).

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 which could and probably would result in serious personal injury if the crime were 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 or aircraft, 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.

Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Fondling

The touching of the private body parts of another person for the purpose 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.

Hate Crime

A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Liquor Law Violations

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Murder and Nonnegligent Manslaughter

The willful (nonnegligent) killing of one human being by another.

Negligent Manslaughter

The killing of another person through gross negligence.

Rape

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.

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.

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Weapon Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Stop Campus Hazing Act

The following definitions are taken from the United States Code 20 U.S.C. 1092(f)(6)(A) (uscode.house.gov/view.xhtml?sessionid=7ECF83194D31E283206AF0295D0D171E?req=granuleid%3AUSC-prelim-title20-chapter28-subchapter4-partG&saved=%7CKHRpdGxlOjIwIHNIY3Rpb246MTA5MmYgZWVpdGljbipwcmVsaW0p%7C%7C%7C0%7Cfalse%7Cprelim&edition=prelim).

Hazing

The term "hazing" ... means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
 - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - causing, coercing, or otherwise inducing another person to perform sexual acts;
 - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
 - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Student Organization

The term "student organization" ... means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

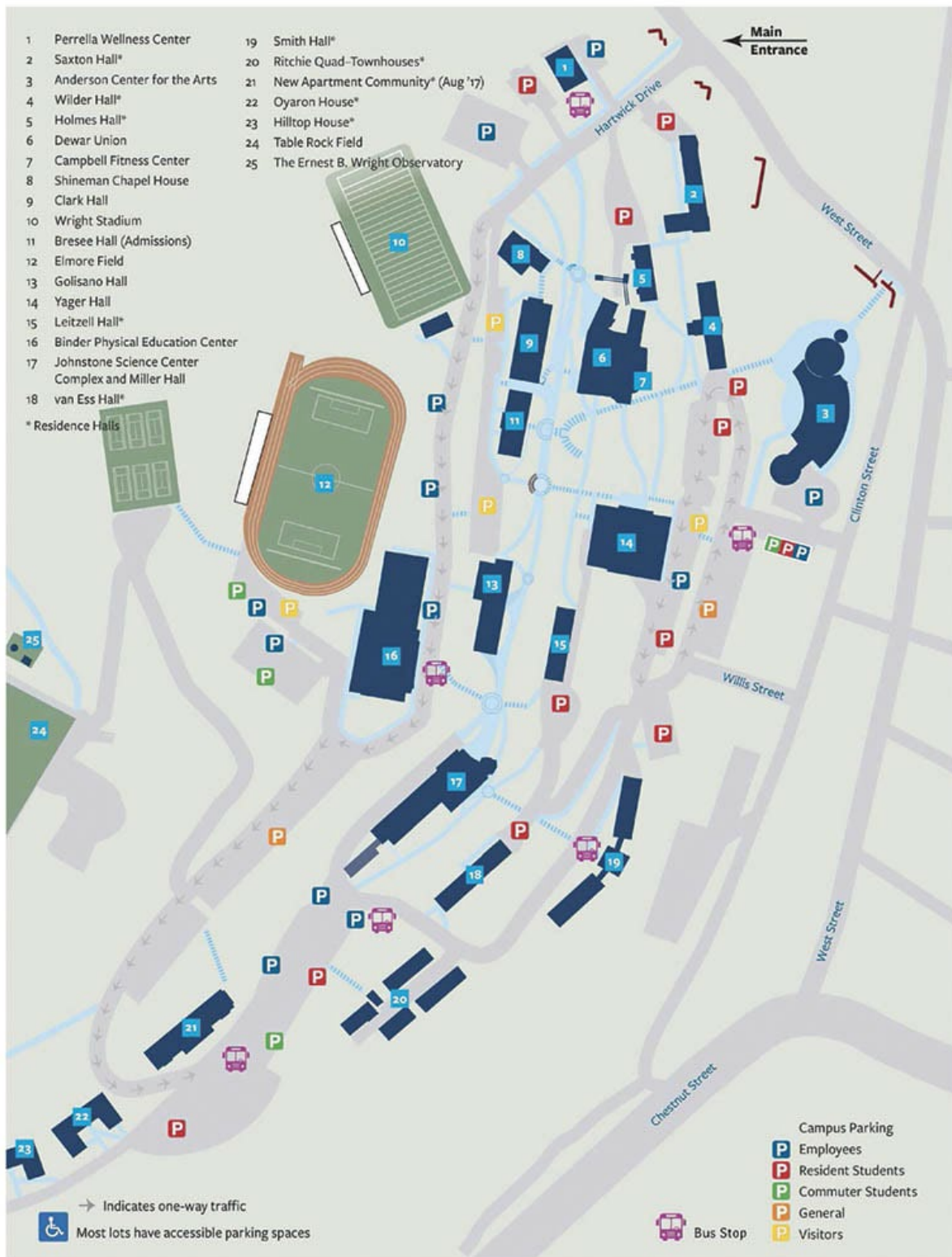
APPENDIX B – MAPS

Main Campus

This map indicates the Clery Geography of the Hartwick Main Campus. The blue line shows sections of the Main Campus which meet the criteria to be deemed “Public property within or immediately adjacent to and accessible from the campus.”



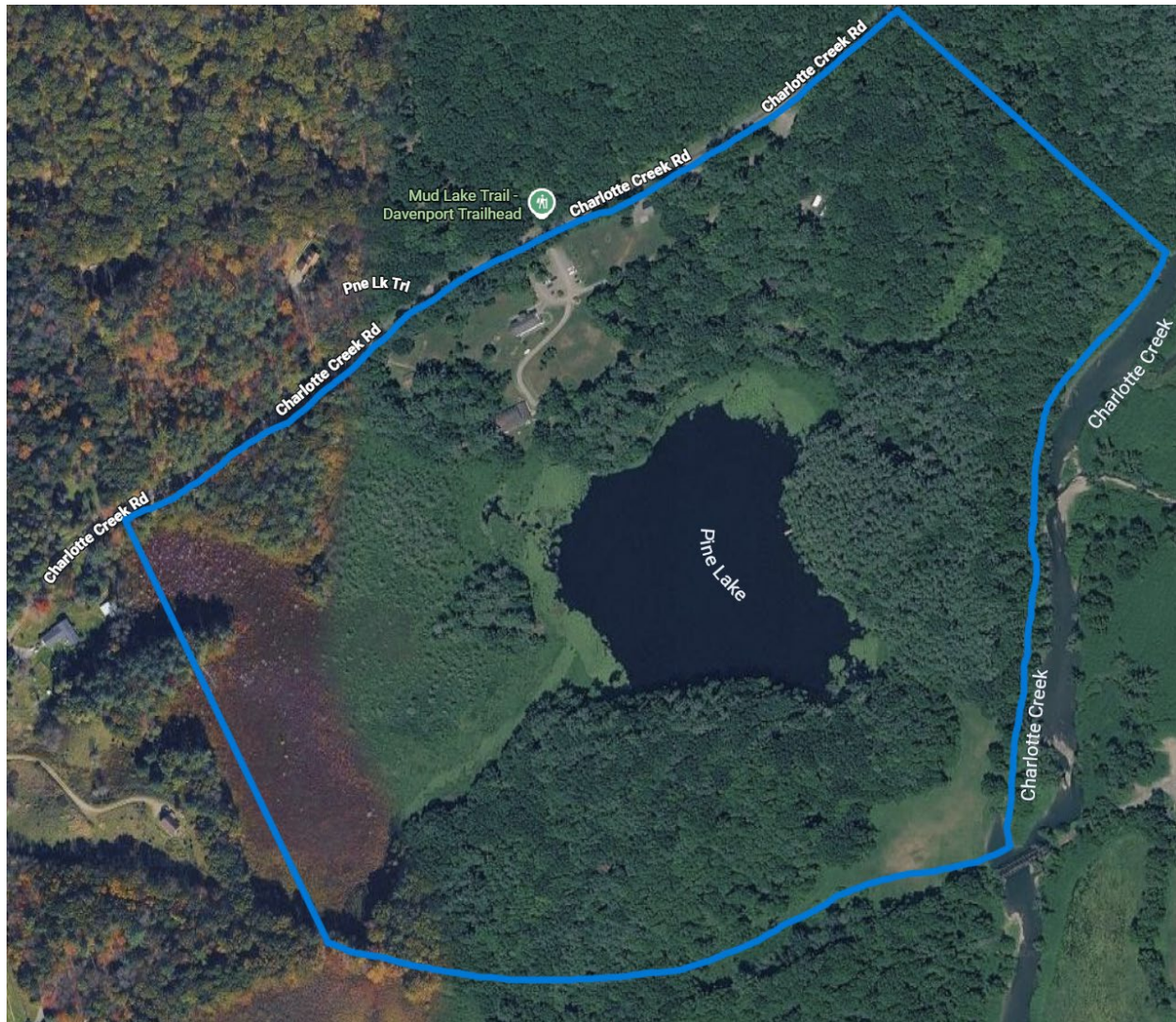
This map shows the main operational area of the Main Hartwick Campus, including buildings and athletic facilities. Buildings 2, 4, 5, 15, 18, 19, 20, 21, 22, and 23 are all on campus residential buildings.

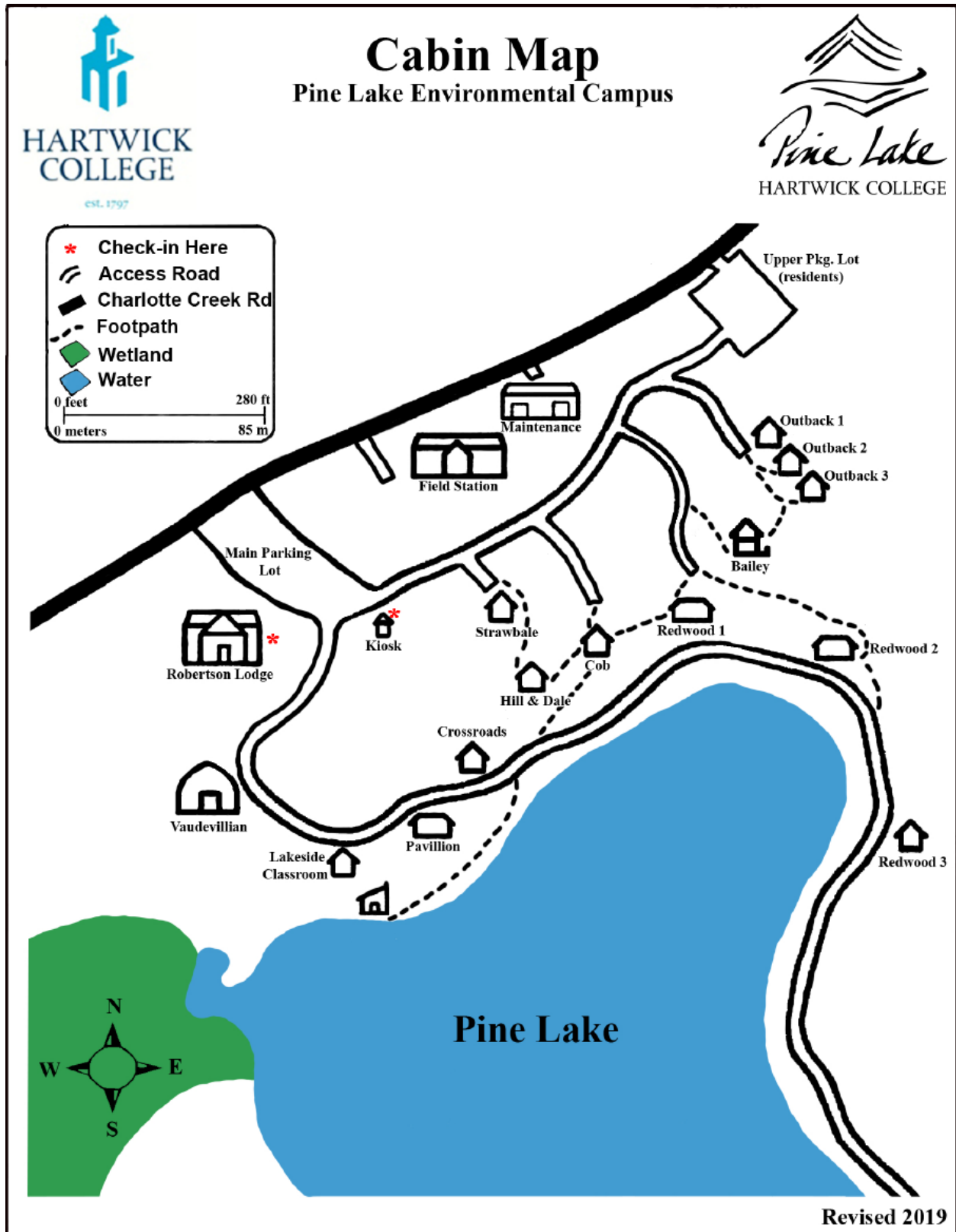


Pine Lake Campus

1894 Charlotte Creek Road, Davenport, NY 13750

This map indicates the Clery Geography of the Pine Lake Campus. The blue line shows the property borders of the campus. The sections of Charlotte Creek Road and Charlotte Creek which reside on the northern and eastern borders meet the criteria to be deemed “Public property within or immediately adjacent to and accessible from the campus.”





Appendix C – Preferred Receivers of Reports

The following individuals have been designated as Preferred Receivers of Reports for crimes that have occurred on either the Main Hartwick Campus or the Pine Lake Campus.

All individuals are encouraged to first and foremost report to the Campus Safety Dispatch desk by calling (607) 431-4111 or reporting in person on the third floor of Dewar Union. However, the individuals listed below have been identified in the event a person does not wish to report directly to the Campus Safety Dispatch Desk.

Title IX Coordinator

Geoffrey Gabriel – (607) 431-4293, gabrielg@hartwick.edu, Shineman Chapel House, Room 102

Director of Campus Safety

Donald DePass – (607) 431-4111, depassd@hartwick.edu, Dewar Union, 3rd floor

Director of Community Standards

Ed Gabrys – (607) 431-4581, gabryse@hartwick.edu, Dewar Union, 4th floor

Dean for Student Experience (Interim)

Dr. Colleen Bunn – (607) 431-4504, bunnc@hartwick.edu, Dewar Union, 4th floor

Vice President for Human Resources and Compliance

Suzanne Janitz – (607) 431-4319, janitzs@hartwick.edu, Shineman Chapel House

Vice President for Academic Affairs and Provost

Jennifer Dearden – (607) 431-4400, deardenj@hartwick.edu, Bresee Hall, Room 205