

# DUTCHESS

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## COMMUNITY COLLEGE

### 2023 Annual Security and Fire Safety Report Statistics Reflecting 2020, 2021 and 2022



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# TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	3
<b>CAMPUS SAFETY &amp; SECURITY OBJECTIVE</b> .....	3
<b>MASS NOTIFICATION</b> .....	4
<b>THE CAMPUS SEX CRIMES PREVENTION ACT</b> .....	5
<b>ACCESS TO CAMPUS FACILITIES</b> .....	5
<b>REPORTING OF ON-CAMPUS CRIMES &amp; INCIDENTS</b> .....	6
<b>DAILY CRIME LOG</b> .....	6
<b>CAMPUS SAFETY &amp; SECURITY RELATIONSHIP WITH LAW ENFORCEMENT</b> .....	6
<b>INVESTIGATION OF VIOLENT FELONY OFFENSES &amp; MISSING STUDENTS</b> .....	7
<b>ADVISORY COMMITTEE ON CAMPUS SAFETY</b> .....	8
<b>CRIME PREVENTION TIPS</b> .....	8
<b>SAFETY PROGRAMS &amp; INITIATIVES</b> .....	9
<b>BIAS CRIMES INFORMATION</b> .....	10
<b>SEXUAL CRIMES INFORMATION</b> .....	11
<b>STUDENT CONDUCT PROCESS</b> .....	17
<b>REPORTING PERSON’S RIGHTS</b> .....	20
<b>CAMPUS &amp; COMMUNITY RESOURCES</b> .....	23
<b>HOW TO REPORT A CRIME</b> .....	24
<b>CONFIDENTIAL CRIME REPORTING POLICY</b> .....	24
<b>LOITERING</b> .....	24
<b>SELLING, PEDDLING, SOLICITING, ETC. ON CAMPUS</b> .....	25
<b>WEAPONS ON CAMPUS</b> .....	25
<b>POLICY ON ALCOHOL &amp; DRUGS</b> .....	25
<b>CARS ON CAMPUS</b> .....	27
<b>LOST &amp; FOUND</b> .....	28
<b>SMOKE FREE CAMPUS</b> .....	28
<b>COLLEGE IDENTIFICATION CARDS</b> .....	28
<b>VISITORS TO CAMPUS</b> .....	28
<b>EMERGENCIES ON CAMPUS</b> .....	29
<b>DUTCHESS COMMUNITY COLLEGE CRIME STATISTICS</b> .....	30
<b>ANNUAL FIRE SAFETY REPORT</b> .....	39

# INTRODUCTION

The purpose of this report is to provide our faculty, staff, and students with campus safety and security information in order that their experiences at Dutchess Community College may be safe and enjoyable. Dutchess Community College Campus Safety and Security Department prepares this report using information maintained by the Office of Campus Safety & Security, information provided by other College offices, local law enforcement agencies and relevant Clery Act geography. Included in this report as required by law you will find the Campus Fire Safety report. Any questions regarding this report can be directed to the Chief of Campus Safety Security, located in Room #114 of the Student Services Building, or telephone (845) 431-8070.

This report is filed as required by the federal “Jeanne Clery Crime Awareness and Campus Security Act,” (hereafter referred to as the Campus Safety Act) which was last amended in 1998. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Dutchess Community College, and on public property within, or immediately adjacent to, and accessible from the campus. This report also includes institutional policies concerning campus safety and security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. Campus crime statistics, as reported to the United States Department of Education, may be accessed on the To obtain a copy of the report and crime statistics, as reported to the U.S. Department of Education, maybe accessed on the U.S. Department of Education website at: <https://ope.ed.gov/campussafety/#/>.

To receive a hard copy of this report and crime statistics, contact the Office of Campus Safety and Security, Room #114 in the Student Services Building (845) 431-8070. This information also is available on the Dutchess Community College website.

## CAMPUS SAFETY & SECURITY OBJECTIVE

The objective of Campus Safety and Security is to provide a safe environment for teaching and social endeavors and to protect the lives and property of the students, employees, and visitors to Dutchess Community College. This objective is pursued within the framework of Dutchess Community College’s rules and regulations and all local, state, and federal laws. The Office of Campus Safety & Security is staffed the investigation of crimes committed on campus fall under the jurisdiction the Town of Poughkeepsie Police with assistance from the Chief of Campus Safety and Security and the Lieutenant/Campus Investigator. Campus Safety and Security maintains an excellent relationship with the local law enforcement agencies and works closely with them to maintain a safe campus.

The college upholds the rights of students and staff to know of incidents which occur on campus, measures taken to promote precautions, and swift effective responses to crises. The responsibility for maintaining personal and campus safety is shared by all students, faculty, and staff of the College.

Dutchess Community College and the Campus Safety and Security Department recognize the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued and every person’s safety, dignity and autonomy is respected whether they are students, faculty, or staff, and regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation, or disability.

# MASS NOTIFICATION

Dutchess Community College has implemented an on-campus emergency notification system that broadcasts audio emergency messages through speaker systems and all Cisco telephones when it is deemed prudent to alert the campus community of an emergent hazard or potential hazard. These emergency messages provide information about the type of hazard and will recommend immediate action to take.

The on-campus emergency notification system is capable of broadcasting to over 900 speakers and phones across the Main Campus, DCC @ Fishkill and DCC @ Hudson Valley Regional Airport series of pre-recorded messages, as well as live messages can be initiated by Campus Safety and Security personnel assigned to the Communications area. The same emergency notifications can be broadcast from remote locations by logging into the software website. People with hearing impairment may participate in a program which immediately provides a text and/or email format of emergency notification messages to a wireless device, such as a cell phone. Students, staff and faculty may contact the Chief of Campus Safety and Security (845-431-8070) or the Accommodative Services Office (845-431-8055) for further information.

Dutchess Community College utilizes NY Alert to provide emergency notifications to students, faculty and staff who have registered their cellular telephone number, home telephone number, and/or personal email address. Emergency notifications that are broadcast through NY Alert can be received in any location, regardless of proximity to campus. A link to register for DCC NY Alert messages is located on MyDCC and is accessible by all students, faculty and staff.

Additionally, less emergent messages that are related to campus safety and security, such as Timely Warnings, are distributed by use of campus-wide email with the intent to keep the college community informed about safety and security issues on an on-going basis in order to aid in the prevention of similar crimes. Relevant details of a reported incident, along with recommendations for self-protection and reporting methods are delivered to all DCC email accounts. The College President or Vice President of Administration is authorized and responsible to review reported incidents in addition to make determinations regarding the issuance of Timely Warnings and Emergency Notifications. Director of Marketing & College Communication or Chief of Campus Safety & Security will be responsible for issuing the warning. Timely Warnings shall be issued to the entire community whenever a Clery Crime that is considered to represent a serious or continuing threat to students and employees is reported to a campus security authority and has occurred within Dutchess Community College's Clery Geography. Emergency Notifications shall be issued when a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is confirmed to exist on the campus. An immediate notification for a confirmed emergency or dangerous situation may be withheld or delayed if issuing the notification will compromise efforts to: assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

# **THE CAMPUS SEX CRIMES PREVENTION ACT**

The Campus Sex Crimes Prevention Act (section 106 of Public Law 106-39) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state, concerning registered sex offenders, may be obtained. In New York, you can obtain this information by contacting the Division of Criminal Justice Services at 1-800-262-3257 or visiting their web site at <http://www.criminaljustice.ny.gov/nsor/>.

## **Sex Offender Notification**

Under the provisions of the Wetterling Act/Megan's Law, Dutchess Community College is responsible for providing a way in which its members can be informed when a convicted sex offender has become part of the campus community, either through enrollment or employment. Subsection (d) of the Campus Sex Crimes Prevention Act amended the Family Education Rights and Privacy Act (FERPA) to permit educational institutions to disclose sex offender information received under the New York State Sex Offender Registration Act (SORA) and community notification program. When the College is notified by the New York State Division of Criminal Justice Services (DCJS) that a level 2 or level 3 sex offender is enrolled or employed at the campus, the campus community will be informed through DCC email.

Notifications will be issued under the heading of "Sex Offender Notice", which will direct concerned individuals to contact the Office of Campus Safety & Security for more information, however community members can obtain this information for Level 2 and 3 Sex Offenders by visiting the following website: [https://www.criminaljustice.ny.gov/SomsSUBDirectory/search\\_index.jsp](https://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp).

## **ACCESS TO CAMPUS FACILITIES**

All campus roadways, parking lots, grounds, and buildings are regularly patrolled by Campus Safety and Security personnel 24 hours. During business hours, the College is open to the general public to attend campus activities. However, the campus residence hall, Conklin Hall, is equipped with a car access system. Students living at the residence hall access the building using their college ID cards. Students will need to carry their ID card and room key at all times. A security guard is stationed at Conklin Hall 24 hours a day. All guests to Conklin Hall must be signed by a resident student and are permitted to stay in Conklin Hall until 11:00 P.M. During non-business hours, all College buildings are locked and patrolled, and access to the main campus is permitted to faculty, staff, and students through the Office of Campus Safety and Security only with proper authorization. A security guard is posted at DCC @ Fishkill when opened. At DCC @ Hudson Valley Regional Airport and at Family Partnership are equipped with a card access system. All DCC facilities are equipped with intrusion alarms and access control systems that are monitored by a central alarm monitoring company that advises Campus Safety and local law enforcement and/or fire departments of potential problems.

Periodic safety audits are conducted by Campus Safety and Security personnel at all facilities and grounds to examine issues such as landscaping, locks, lighting, alarms, and communications. Work orders are submitted to address any deficiencies that are noted during these monthly inspections.

# **REPORTING OF ON-CAMPUS CRIMES & INCIDENTS**

The Chief of Campus Safety and Security records crime and incident statistics throughout the year. Crimes and incidents are recorded in a departmental records management system. Applicable crimes and incidents are totaled at the end of the year and reported to the United States Department of Education and made available to the public on the Dutchess Community College website. The last section of this report contains campus crime statistics including arrests and disciplinary referrals made to campus authorities for alcohol, drugs, and weapons possession. As defined by the Campus Safety Act, a referral is an instance when a student is formally reported in writing to a college officer for possible violation of the Student Code of Conduct.

As required by the Campus Safety Act, Dutchess Community College must include hate crime statistics in this report. A hate crime occurs when a person is victimized intentionally because of their actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. Formal requests for crime statistics for areas defined as “public property” and “non-campus buildings and property” were made with local police departments for the main campus and all off site locations. The definitions of these offenses, which are defined in the “Uniform Crime Report” and the “Crime Awareness and Campus Security Act,” appear later in this report.

## **DAILY CRIME LOG**

The Office of Campus Safety and Security maintains a daily log of crimes and relevant incidents occurring on campus that is available for the public to view. This information is recorded by date, time, general location, and disposition of the complaint. The daily log is available at the Campus Safety and Security Office, Room #114 in the Student Service Building Monday through Friday from 8:00 AM to 4:00 PM.

## **CAMPUS SAFETY & SECURITY RELATIONSHIP WITH LAW ENFORCEMENT**

The Dutchess Community College Campus Safety and Security department enforces the Student Code of Conduct handbook and is responsible for the investigation and documentation of incidents that occur on campus. The Campus Safety and Security Peace Officers have complete policing authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus, from major offenses such as rape, murder, aggravated assault, robbery and auto theft to more minor offenses such as traffic violations. Primary law enforcement jurisdiction at the main campus, DCC @ Fishkill, DCC @ Family Partnership Center and DCC @ Hudson Valley Regional Airport are held by the Dutchess Community College Campus Safety and Security department with the assistance of Town of Poughkeepsie Police Department, Town of Fishkill Police Department, Dutchess County Sheriff Department and the City of Poughkeepsie.

The Office of Campus Safety & Security is a twenty-four hours a day, seven days a week operation. Security is provided by certified by NYS Peace Officers under Section 2.20 of the NYS Criminal Procedure Law, DCC Campus guards (non-sworn) and security contract service (non-sworn). Security guards are licensed by the State of New York and receive eight hours of pre-employment training, sixteen hours of

on the job training, and eight hours of annual refresher training as required by New York State. They are non-sworn and do not have arrest powers. Additionally, all members assigned to the Office of Campus Safety & Security receive yearly training in public and community relations, Narcan, First Aid and CPR, AED Training. Additional education has been provided in areas including NIMS, Active Shooter, Campus Public Safety Dispatching and Incident Reporting. Campus Safety staffing support is as follows:

1. The Office of Campus Safety and Security is staffed 24 hours a day, seven days a week by uniformed security officers and armed peace officers.
2. Uniformed security staffing levels are adjusted throughout the year as appropriate. Staffing levels are highest during the fall and spring semesters.
3. Immediate response to emergencies is provided by Campus Safety and Security Department personnel and when necessary by Town of Poughkeepsie Police, Fairview Fire District, and Emergency Medical Services.
4. Additional Uniformed Security Officers and/or Town of Poughkeepsie Police Officers are provided as needed for special events.

Criminal activity at off-campus property is monitored by the Campus Safety and Security Department in cooperation with the local law enforcement agencies. Students involved in off-campus situations involving alcohol/drug offenses or other criminal activities may be referred for campus disciplinary procedures. Dutchess Community College does not have any non-campus locations of officially recognized student organizations.

## **INVESTIGATION OF VIOLENT FELONY OFFENSES & MISSING STUDENTS**

Article 129-A of the New York State Education Law requires all public, private, community colleges and universities in New York State to adopt and implement rules and a plan for investigating violent felony offenses committed on campus and also for the investigation of any report received of a missing student who resides on campus. Furthermore, the law requires that the plan shall provide for coordination with local enforcement agencies, and shall include written agreements with these agencies for the prompt investigation of these crimes. In compliance with this requirement, Dutchess Community College has an understanding with the Town of Poughkeepsie Police Department, establishing guidelines for the coordination of law enforcement efforts on the campus and the investigation of crimes, including those listed above.

### **Reporting Missing Persons**

Any incident involving a person who is believed to be missing should immediately be reported to the Dutchess Community College Office of Campus Safety and Security.

Any College official who becomes aware of a student believed to be missing for 24 hours or more from campus must immediately notify Campus Safety and Security. The Office of Campus Safety and Security will take the report regardless of how long the person may have been missing.

There is no requirement that the person be “missing” for any specific amount of time before Campus Safety and Security will take a report and begin an investigation. It is the policy of the Office of Campus Safety and Security to take immediate reports on all persons thought to be “missing” and to immediately begin efforts to locate the person. The Office of Campus Safety and Security will also contact the Town of Poughkeepsie Police Department for the purpose of starting a missing person investigation.

DCC students may designate a confidential contact person to be notified in the event the student has been missing for 24 hours or more. Designation of this confidential contact person is in addition to the designation of an “emergency contact”, although they may be the same person if the student so chooses. Confidential contacts, as well as general emergency contacts, may be designated through the students’ MyDCC portal.

In the event that a student is believed to have been missing for 24 hours or more, notification will be made to the confidential contact if one has been designated. In addition, if the student is under the age of 18 and not emancipated, Dutchess Community College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notify any additional emergency contact person designated by the student.

Note that while the above notifications are required under federal law, nothing precludes contacting these or any other persons during the investigation if doing so may further the investigation, whether 24 hours has passed or not. Appropriate to the particulars of the report, other resources may be contacted to assist with an investigation including other law enforcement agencies.

## **ADVISORY COMMITTEE ON CAMPUS SAFETY**

As required by Article 129-A of the New York State Education Law, Dutchess Community College maintains an Advisory Committee on Campus Safety. This committee meets during the year to review, and recommend improvements to DCC policies and procedures relating to a variety of security and personal safety issues. Any concerns for the committee can be directed to the Chief of Campus Safety & Security or via email [campussafetycommittee@sunydutchess.edu](mailto:campussafetycommittee@sunydutchess.edu).

## **PERSONAL CRIME PREVENTION TIPS**

The DCC campus is a safe and secure environment; however, it is a public access facility. Members of the campus community must be alert and may wish to follow the following safety suggestions:

- a. Pay careful attention to personal belongings.
- b. Keep purses, gym bags, book bags and wallets in view or under lock and key. A student should write their name in each book and not leave books unattended.
- c. Lock car doors and don’t leave anything in view of a potential thief. Do not, for instance, store your books on the back seat.



- d. Have car keys in hand before leaving a building. Evening students in particular are encouraged to walk in groups to cars and bus stops after leaving class or the library. The Office of Campus Safety and Security will escort faculty, staff and students to their cars upon request.
- e. Members of the College community are urged to secure their valuables and be aware of their surroundings.

## **SAFETY PROGRAMS & INITIATIVES**

The Office of Campus Safety and Security at Dutchess Community College encourages you to take full advantage of the following safety programs and initiatives designed to protect your person and your property.

**Security Awareness/Crime Prevention Educational Programs** - Campus Safety and Security in conjunction with other departments holds educational programs on a variety of topics including but not limited to personal safety awareness, rape awareness, dating violence, domestic violence, stalking and sexual assault prevention training.

**Lighting** - The campus is well lighted in parking areas and pathways frequently traveled by students. Telephones are provided in classrooms and laboratories so that announcements can be communicated campus-wide and individuals may contact Campus Safety and Security.

**Emergency & Blue Light Phones** - There are exterior Emergency Blue Light Phones strategically located throughout the campus that connect directly with the Office of Campus Safety and Security without having to dial any number. These phones are for emergencies requiring assistance. "Campus Emergency Phones" are also in each building near the elevators. These phones will automatically dial the Office of Campus Safety and Security when activated.

**Escort Service** - By calling extension 8070, or (845) 431-8070 from an outside phone, a person may request Security Officer accompaniment between buildings, to a vehicle or to the bus stop.

**Anti-intrusion Alarms** - Many academic and support areas of special sensitivity are protected by alarm systems which ring in directly to the Office of Campus Safety and Security. Officers are dispatched to intruded areas to evaluate the situation.

**Residence Hall Safety Enhancements** - All suite doors are equipped with viewing holes; exterior doors are locked 24 hours a day; card access to exterior doors allows for additional security. Residence halls are locked twenty-four hours a day, seven days a week.

**Counseling** - Confidential counseling, support, and services are offered for crime victims.

**Crime Prevention Pamphlets** – The Office of Campus Safety and Security publish numerous pamphlets which are available to students and staff to assist them in preventing victimization for specific types of crimes.

- To contact the Campus Safety and Security Department for an emergency dial 8070 from any college phone. If calling from a cell phone or other outside phone, dial (845) 431-8070.
- The Campus Safety and Security Department will assist students and staff in obtaining and enforcing Orders of Protection when necessary.

- Information on safety and security is provided to students and employees upon request via seminars, crime alerts, campus email, posters, and the college student newspaper.
- During orientation, students are informed of safety programs and the safety services available on campus.

## **BIAS CRIMES INFORMATION**

Generally, a person commits a hate crime when they commit a specified offense and is motivated in whole or in part by bias on the part of the offender toward the Race, Gender, Religion, Disability, Sexual Orientation, Ethnicity, National origin, Gender identity of the victim.

Penalties for bias related crimes range from monetary fines up to a minimum of twenty years in prison, depending on the nature of a specific offense. Specific information regarding hate crime offenses and related penalties may be obtained from article 485 of the New York State Penal Law.

Whenever a member of the College community becomes a victim of a bias related crime, that member shall notify the Dutchess Community College Campus Safety and Security Department as soon as possible. The Campus Safety and Security Department will respond, ascertain information for a report, and make the following notifications as appropriate:

- Title IX Coordinator
- President's Office
- Deans of Student Services
- Police
- Counseling
- Human Resources (if faculty or staff is involved)
- Other notifications where warranted

All reports of bias crimes will be investigated and perpetrators will be subject to administrative discipline consistent with Dutchess Community College policies and procedures as well as criminal prosecution as allowed by law.

The Safety and Security Department is available to assist any individual who believes they are the victim of a bias crime. The services include not only the coordination of intervention with other campus departments, but can also provide referrals to off-campus agencies. The Campus Safety and Security Department utilizes the following methods to inform students, faculty and staff about security measures on campus:

- DCC website
- Annual Campus Safety & Security Report
- Student Code of Conduct
- Professional Staff Handbook
- Informational brochures issued by the Office of Campus Safety and Security

# SEXUAL CRIMES INFORMATION

Dutchess Community College is committed to creating a community free from violence. Sexual assault, harassment, dating/domestic violence and stalking as defined by State and Federal law will not be tolerated at DCC, College supported events or activities, or at functions of recognized student organizations, on or off campus. DCC will act, as needed, to discourage, prevent, correct and if necessary, discipline behavior that violates this standard of conduct. Such discipline will depend on the nature of the offense and may range from a disciplinary warning up to and including expulsion from the college. More detailed information related to disciplinary process and sanctions may be found in the Student Code of Conduct.

Additionally, such offenses may constitute crimes according to Federal and New York State Law and would be subject to criminal prosecution.

Confidentiality is fundamental to all aspects of cases dealing with sexual assault, dating violence, domestic violence and stalking. The names of these victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this policy, except with the consent of the victim.

## General Definition of Terms

**Sexual Assault** is defined as any sexual contact/ intrusion/ penetration that is absent or without consent by all parties. Examples include, but are not limited to: a) touching breasts or another's genitals without their consent (through clothing or skin to skin contact), b) having sexual contact/ intrusion/ penetration with someone who is incapacitated (one who is incapable of making a rational decision; e.g. from alcohol/drug usage), c) continuing sexual activity after either party has made clear, either verbally or by conduct, that they do not wish to have physical contact.

**Dating/Domestic Violence** is the intentional use of abusive tactics and physical force in order to obtain and maintain power and control over an intimate partner.

**Stalking** is defined in general terms as engaging in a course of conduct or repeatedly committing acts towards another person, including following another person without proper authority with either: intent to place the person in reasonable fear of bodily injury, or intent to cause substantial emotional distress to the person.

## Applicable Laws & Penalties

New York State laws applicable to sexual assault are found in Article 130 of the New York State Penal Code. The laws provide the legal definitions of sex offenses. One significant element of every sex offense is the lack of consent.

Forcing or coercing someone to have sexual intercourse or engage in other sexual behavior is against the law.

Specifically, in New York State, if a person has sexual intercourse because they are fearful for their life or safety, or if they are unable to consent, the behavior of the perpetrator is considered rape. The perpetrator does not need to use a weapon or beat them to make them fearful for their safety.

In part, the law defines various offenses and applicable penalties as follows:

**Sexual Misconduct**, a class A misdemeanor, up to 1 year imprisonment

**Rape in the Third Degree**, a class E felony, up to 3 years imprisonment

**Rape in the Second Degree**, a class D felony, up to 19 years imprisonment

**Rape in the First Degree**, a class B felony, up to 25 years imprisonment

**Sodomy in the Third Degree**, a class E felony, up to 3 years imprisonment

**Sodomy in the Second Degree**, a class D felony, up to 10 years imprisonment

**Sodomy in the First Degree**, a class B felony, up to 25 years imprisonment

**Sexual Abuse in the Second Degree**, a class A misdemeanor, up to 1 year imprisonment

**Sexual Abuse in the First Degree**, a class D felony, up to 10 years imprisonment

**Stalking in the Fourth Degree**, a class B misdemeanor, up to 6 months imprisonment and a fine

**Stalking in the Third Degree**, a class A misdemeanor

**Stalking in the Second Degree**, a class E Felony

**Stalking in the First Degree**, a class D Felony

## **Sexual Assault**

Allegations of criminal sexual assault, sexual violence and sexual assault can be reported to Campus Safety and Security at (845) 431-8070 or to a local law enforcement agency in addition to the NYS Police Campus Sexual Assault Victims Unit at (845) 227-6775.

All contacts will be kept strictly confidential. The Crime Victims Assistance Program and other services, available through local police and hospitals, provide comprehensive services to rape and sexual assault victims. Referrals will be made through the Health Offices at Dutchess Community College.

## **If You Have Been Sexually Assaulted:**

- Go to a safe place. Call someone you trust for support. Sexual Assault Crisis Line Counselors are available 24 hours a day. To be automatically connected with 24-hour rape hotline, please call (845) 452-7272.
- Help preserve evidence. Don't change anything about the scene where the assault occurred. Don't wash any part of your body, comb your hair or change clothes.
- Get medical attention as soon as possible. A medical examination is important to detect injury and for possible protection against a sexually transmitted disease or pregnancy.
- Think about reporting the assault to the police. Telling the police does not mean that you have to prosecute (go to trial).
- If you do want to prosecute, it is essential to have a rape exam at a hospital emergency room soon after the assault. To increase your options later, this exam is recommended, even if you are unsure about prosecution.

- Following a sexual assault, you may feel shock, embarrassment, shame, guilt, disbelief, anger, anxiety or nothing at all. These are all normal reactions to a violent crime. Remember, **IT IS NOT YOUR FAULT.**
- Sometimes months or even years after an assault, survivors re-experience feelings they had immediately following the attack. Counseling or support groups may help at these times.
- You may be eligible for compensation of some costs incurred as a result of a sexual assault. In order to receive assistance, Career office (845) 431-8040.
- Decisions made after a sexual assault are difficult; there are no right answers, only what is right for you. Get the support you deserve.

## **Victims' Rights:**

1. Victims have the right to choose counseling and medical treatment and to prosecute and report their case through the College judicial system and or the off-campus court system. They have the right to refuse all these options without reproach from any College personnel.
2. Victims have the right to be treated with dignity and seriousness by campus personnel.
3. Victims of crimes against an individual have the right to be reasonably free from intimidation and harm.
4. College personnel are encouraged to inform all victims that:
  - Victims are not responsible for crimes committed against them Victims are not negligent and do not assume the risk of crime.
  - Victims should be encouraged to report their crime, despite the possibility of adverse publicity for the university.
  - Victims will be made aware of appropriate student services, including counseling. Victims are entitled to the same support opportunities available to the accused in a campus disciplinary proceeding.
  - The victim has the right to information regarding the status of their case.

Any victim who does not wish to remain in their present class section may be granted a transfer to another class section if available

## **Substance Abuse and Sexual Assault**

Some basic facts on the criminal use of sedating substances to facilitate sexual assault:

For centuries alcohol has been used to facilitate sexual assault. Today it remains the substance most frequently associated with date rape, and the most accessible sedating substance. Other sedating drugs are increasingly being misused to commit sexual assault by spiking victims' beverages. These are referred to by a number of street names of which you should be aware. These include Liquid Ecstasy, Liquid X, Grievous Bodily Harm and Easy Lay for GHB, and Special K for ketamine. Common street names for Rohypnol include Roofies, Roachies, La Rocha and the forget pill.

The physical effects of alcohol and sedating drugs are very similar and include impaired judgment and motor coordination, dizziness, confusion and extreme drowsiness. If enough alcohol or sedating substances are consumed, an individual may fall unconscious or may not remember the details of what occurred.

*Depending on the substance and the presence of alcohol and other drugs in the person's system, more dangerous and sometimes life-threatening side effects may occur.*

How to reduce the risk of being drugged and sexually assaulted:

- Do not leave beverages unattended.
- Do not take any beverages, including alcohol, from someone you do not know well and trust.
- At a bar or club, accept drinks only from the bartender or server.
- At parties, do not accept open-container drinks from anyone.
- Be alert to the behavior of friends and ask them to watch out for you. Anyone extremely intoxicated after consuming only a small amount of alcohol may be in danger.
- Limit alcohol consumption so you are better able to assess your surroundings and eat substantive food before drinking to help curb its sedating effects.
- When drinking in social settings, plan with a friend so that you can leave together.

Most importantly, remember that whether you follow these tips or not, if someone sexually assaults you, it is *not* your fault. You are *never* to blame for someone else's actions.

## **Bystander Intervention**

An important part of preventing sexual violence is learning to recognize the warning signs of potentially dangerous situations involving sexual assault, intimate partner violence and stalking in order to intervene safely.

### **Bystander Intervention Steps:**

- Notice the situation: Be aware of what is going on around you.
- Interpret it as a problem: Listen to your inner alarm.
- Feel responsible to act: You are part of the solution.
- Know how to intervene: Educate yourself on what you would do.
- Intervene safely: Act in ways that feel safe for you.

### **Methods of Intervention:**

Direct

- Ask person if she/he is okay.
- Tell a person that what she/he is doing isn't cool.

Delegate

- Tell someone else (student, faculty, staff, police)
- Recruit the help of friends

Distract

- Ask the person if she/he wants to leave
- Defuse and redirect the situation

## **Precautions**

Even the best self-defense program cannot completely prevent sexual assault.

Be aware that everyone is a potential victim of sexual assault. The most vulnerable target is a woman alone. It is a myth that assault is provoked by a woman's dress or mannerisms. Opportunity and

vulnerability are the key factors. Over 80 percent of all sexual assaults are committed by an acquaintance of the victim, but almost half of these victims tell no one about the attack. Many attacks begin with casual conversation. If your gut-level response to a stranger or friend is uneasiness, try to get out of the situation as quickly as possible, even if it means being rude or making a scene. The keys to prevention are awareness, trusting your intuition, and assertive behavior. Take the time to think ahead about what you might do in the event of an attack.

The following tips are designed to increase your awareness of personal safety and to encourage you to think ahead about how you would react if assaulted:

- **Be alert to your surroundings**
  - Know your route and stay in well-lighted areas. Walk confidently. Walk with other people whenever possible.
  - Consider carrying a whistle on your key chain and use it if you find yourself in danger. - Know the locations of public and blue light telephones, and keep change handy.
  - If you are walking alone, don't use headphones; they distract you and prevent you from being alert.
- **If you travel by car**
  - Always keep your car locked, while you are riding and when it is parked.
  - When returning to your car, do so with your keys in your hand.
  - Check the back seat before you get in.
  - After you get in, re-lock the car immediately and keep the windows up.
  - Do not stop to assist stalled drivers. Drive on and call the police.
  - Do not accept assistance if your car is stalled. Tell anyone who offers help to call the police. - Do not pick up hitchhikers.
- **If you travel by bus**
  - Go to the bus stop with other people whenever possible, particularly at night. Don't accept rides from strangers.
- **If you feel you are being followed**
  - Walk to the nearest occupied or well-lighted building, *not* to your car or a bus stop. If on campus, contact Campus Safety and Security for assistance; if off-campus, call the police. Note the appearance of the person or persons; note the license plate number of the car. Your personal safety should come before the security of belongings, such as books, bags, etc. When in doubt, leave them behind.
- **If you feel threatened**
  - Shout "Leave me alone." Others may hear you and/or the potential criminal may be frightened away.
  - Trust your instincts. If you feel in danger, you probably are; don't be embarrassed to seek assistance.
- **Blue light phones**
  - There are 12 strategically located emergency blue light phones on campus that connect directly with the Office of Campus Safety and Security without having to dial any number. The phones are for emergencies requiring immediate assistance.
- **At home**, keep the doors and windows locked. Ask repair, service or delivery persons for identification or have them wait outside while you call to verify their employment. Learn to defend yourself. Ask repair, service or delivery persons for identification or have them wait outside while you call to verify their employment. Learn to defend yourself.

- **Teach children** about the potential for sexual assault and what to do if they are ever approached inappropriately. Children should be told that they are never responsible for sexual assault and to tell a trusted adult if an assault should ever occur.

**Report all incidents** to Campus Safety and Security if on campus, or to the police if off campus.

## **Sexual Harassment**

Sexual harassment includes dating violence, domestic violence, sexual assault and stalking. Any unwanted verbal or physical sexual advances, requests for sexual favors, sexually explicit derogatory remarks, and sexually discriminating remarks which are offensive or objectionable to the person at whom they are directed or which cause a person discomfort or humiliation is defined as sexual harassment. Sexual harassment can be as subtle as a look or as blatant as rape. Women are most often, though not solely, its victims.

Verbal harassment may include “humor” or “jokes” about women, sex, or sexual orientation, or remarks connecting a person’s sex with intellectual or academic abilities. Whether verbal or physical, sexual harassment is an act of aggression. It is a violation of both federal (Section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and New York State Human Rights law.

Verbal harassment may include: sexual innuendos and comments and sexual remarks about clothing, body, or sexual activities; suggestive or insulting sounds; sexual propositions, invitations or other pressure for sex (“My office hours are limited. Why don’t you come by my house, or we can have dinner, and get to know each other better in privacy.”); implied or overt threats (“It’s simple; if you want to pass the course, you have to be nice to me and sex is the nicest thing I can think of. It’s up to you.”)

Physical harassment may include: patting, pinching or other inappropriate touching or feeling; brushing against the body; attempted or actual kissing or fondling; coerced sexual intercourse.

Other kinds of sexual harassment may include: leering or ogling (for example, an advisor who meets with a student and stares at her breasts); obscene gestures. If you feel you are being sexually harassed at DCC, you may request help from several sources:

## **Sexual Harassment Complaints**

Allegations of sexual harassment should be reported to the college’s Title IX Coordinator, Associate Vice President of Human Resources at (845) 431-8673. They will investigate sexual harassment complaints and institute the formal procedures for resolving them. These procedures are in accordance with collective bargaining agreements and established College policies and guidelines.

As with other complaints about discrimination, students can contact the Dean of Student Services office in the Student Services Center, Room #304, (845) 431-8970. After hearing your complaint, they may suggest several courses of action, including contacting the department head of the faculty member or staff person involved, or the relevant Dean, with mediated discussion and/or hearings, which ensure confidentiality. In cases of physical harassment, they will call on Safety and Security personnel, if necessary.



# STUDENT CONDUCT PROCESS

The Office of Student Advocacy and Accountability addresses reports alleging violation of the Student Code of Conduct by students and student organizations. The ultimate goals of the Student Conduct process are student growth and development and the preservation of the educational environment.

The Student Conduct process utilizes a “preponderance of evidence” standard of proof. A preponderance of evidence standard evaluates whether it is more likely than not that a violation occurred.

Dutchess Community College e-mail is the official means of communication of Dutchess Community College. As such, all communication between the Office of Student Advocacy and Accountability and students on all matters pertaining to the Student Conduct process will be conducted via Dutchess Community College email.

- a. The conduct officer will review the report/complaint to determine if:
  - There is a violation of the Student Code of Conduct.
  - There is reasonable information to indicate that the accused student (respondent) may have violated the Student Code of Conduct.
- b. The accused student (respondent) will receive via their DCC email account a Notice of Charges and Formal Administrative Hearing or Notice of Charges and Student Conduct Hearing. Included in this notice are the date, time, and location of the hearing.
- c. It is the accused student’s (respondent’s) responsibility to attend their hearing. If the accused student (respondent) has a conflict with the date and/or time of the hearing they have (3) three College days from the delivery of notice to their DCC student e-mail account to request that the hearing be rescheduled. Under extenuating circumstances (e.g. student is incarcerated or otherwise institutionalized) the College may deliver such notice in person, US. Postal Service, or other trackable delivery service. A request must be made in writing either in person at the Office of Student Advocacy and Accountability or via the student’s DCC email to studentconduct@sunydutchess.edu. A request does not guarantee that the hearing will be rescheduled. The request must be accompanied by a detailed explanation as to why the delay is necessary. A student has the right to request a one-time delay of no more than 10 College days, that if reasonable, may be granted.
- d. The accused student’s (respondent’s) hearing will be scheduled as soon as practicable following the conclusion of the investigation into the alleged violations of the Student Code of Conduct unless the College determines that legitimate grounds exist for an extended delay.
- e. At the conclusion of the hearing, the respondent will receive the decision from the Conduct Officer or Student Conduct Hearing Board via their DCC email account.

Please note that all Student Conduct Hearings are private and closed to everyone except the involved persons (i.e., the Reporting Person/Complainant, the Respondent, and those witnesses invited by the hearing body). A student may be accompanied by one support person of their choosing. This person may

attend, but not participate in the hearing and is present for the sole purpose of supporting the student during the hearing. All Student Conduct Board Hearings are recorded by the College and serve as the sole recording of the hearing. These recordings are the property of the College. Students may request a transcript of their hearing at their expense.

### **Interim Measures:**

- a. **Interim Suspension:** When in the judgment of the Assistant Dean of Student Advocacy and Accountability or their designee, in consultation with appropriate College personnel, the continued presence of an accused person at the College would present an immediate danger to the fulfillment of the educational mission of the College or to the life, health, welfare, or property of any member(s) of the College community, an immediate temporary suspension from the College pending the final outcome of the Student Conduct process maybe imposed. In doing this, Notice of Interim Suspension from the College will be provided in person and/or delivered via their DCC student email account. Such notice will contain a brief description of the behavior of concern and the initial alleged violations of the Student Code of Conduct being reviewed. Also included in the Notice are the terms and conditions of any and all interim measures. In the case of Interim Suspension from the College, the student is not allowed on College property and may be subject to criminal charges including immediate arrest for criminal trespass in addition to further conduct charges.
- b. **Interim Removal from Campus Housing:** When in the judgment of the Assistant Dean of Student Advocacy and Accountability or their designee, in consultation with appropriate College personnel, the continued presence of an accused person in Conklin Hall would present an immediate danger to the fulfillment of the educational mission of the residence hall or to the life, health, welfare, or property of any member(s) of the Conklin Hall community, an interim removal from Conklin Hall pending the final outcome of the Student Conduct process maybe imposed. In doing this, Notice of Interim Removal from Campus Housing will be provided in person and/or delivered via their DCC student email account. Such notice will contain a brief description of the behavior of concern and the initial alleged violations of the Student Code of Conduct being reviewed. Also included in the Notice are the terms and conditions of any and all interim measures. In the case of Interim Removal from Campus Housing, the student must surrender their residence hall ID card and key. The student is not allowed in the residence hall, adjacent sidewalks or Parking Lot D and may be subject to criminal charges including immediate arrest for criminal trespass in addition to further conduct charges.
- c. **Interim Campus Restrictions:** When in the judgment of the Assistant Dean of Student Advocacy and Accountability or their designee, in consultation with appropriate College personnel, the continued presence of an accused person in a specific area of campus would present a substantial disruption or impediment to the fulfillment of the educational mission of the College or to the life, health, welfare, or property of any member(s) of the College community, an interim campus restriction pending the final outcome of the Student Conduct process maybe imposed. In doing this, Notice of Interim Campus Restrictions will be provided in person and/or delivered via their DCC student email account. Such notice will contain a brief description of the behavior of concern and the initial alleged violations of the Student Code of Conduct being reviewed. Also included in

the Notice are the terms and conditions of any and all interim measures. In the case of Interim Campus Restrictions, if the student fails to abide by all directives in the Notice, he/she/they may be subject to higher levels of interim actions and as appropriate, additional conduct charges and criminal charges including immediate arrest for criminal trespass.

- d. **Interim Removal from College-Sponsored Program:** When in the judgment of the Assistant Dean of Student Advocacy and Accountability or their designee, in consultation with appropriate College personnel, the continued program participation of an accused person would present an immediate danger to the fulfillment of the educational mission of the College or to the life, health, welfare, or property of any member(s) of the College community, an immediate temporary removal from the College-sponsored program pending the final outcome of the Student Conduct process may be imposed. In doing this, Notice of Interim Removal from College-Sponsored Program will be provided in person, delivered via their DCC student email account and/or United States Postal Service to the address on file with the program. Such notice will contain a brief description of the behavior of concern and the initial alleged violations of the Student Code of Conduct being reviewed. Also included in the Notice are the terms and conditions of any and all interim measures. In the case of Interim Removal from College-sponsored Program, the student is not allowed on College property and may be subject to criminal charges including immediate arrest for criminal trespass in addition to further conduct charges.
- e. **College Issued No Contact Directives:** A response by the College to a request by a student, College Official, or other community member. The student is directed to cease communication with another member of the College community. The prohibitive behavior includes all contact made which can be considered verbal, nonverbal, physical, written, or via telecommunications devices, including electronic mail, and social media. In addition, this directive extends to all action, which may occur as a result of third parties acting on the student's behalf. Students are advised that failure to comply with an Official Directive is a violation of the Student Code of Conduct and will result in disciplinary action which may include suspension.

## **Review of an Interim Measure Policy**

Interim measures include, but are not limited to: Notice of Interim Suspension, Interim Removal from Campus Housing, Interim Campus Restriction(s), Interim Removal from College-Sponsored Program and No Contact Directive(s). Any party named in an interim measure may, upon request and consistent with the College's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim measure, including potential modifications, and shall be allowed to submit evidence in support of their request.

## **Reporting Alleged Violations of the Student Code of Conduct**

Any member of the College community (students, faculty, and staff) may file a report alleging a violation of the Student Code of Conduct by a student or student organization. If the information in the report is sufficient to merit an investigation one may be initiated by Office of Campus Safety and Security, Office of Student Advocacy and Accountability, Office of Academic Affairs, and/or the Title IX Coordinator. As appropriate, a referral may be made to local, state or federal law enforcement.

- a. Allegations must be submitted in one of the following ways:
  - i. In person reporting to the Office of Campus Safety and Security.
  - ii. In written form to the Office of Student Advocacy and Accountability.
  - iii. In person to a member of the Academic Housing Staff or in written form to the Office of Academic Housing.
  - iv. In written form via the Academic Integrity Violation Report form to the Office of Academic Affairs
  - v. Via the on-line alert form available on the College's website at <http://www.sunydutchess.edu/campusdocuments/professionalstaffformsanddocuments/studentbehaviorassessmentform.html>
  - vi. For reports of alleged sexual harassment, online reporting form with an anonymous option at <https://www2.sunydutchess.edu/cgi-bin/share-at-dcc/index.ph>

## **Reporting (Complainant) Person's Rights**

As a reporting person of an alleged violation of the Student Code of Conduct, the conduct process insures your right to pursue disciplinary action towards a DCC student or a student organization, including:

- a. To file a report through the Office of Campus Safety and Security, Office of Student Advocacy and Accountability, Office of Academic Housing, Office of Academic Affairs, and/or the Title IX Coordinator.
- b. To pursue criminal or civil charges if the alleged violation is also a violation of the law (with or without College assistance).
- c. To receive an explanation of what applicable violations of the Student Code of Conduct may be supported by the reported behavior.
- d. To receive an explanation of the procedural options available within the Student Conduct process.
- e. To have all reports where sufficient information is provided investigated by the Office of Campus Safety and Security, Office of Student Advocacy and Accountability, Office of Academic Housing, Office of Academic Affairs, and/or the Title IX Coordinator.
- f. To be free from harassment and intimidation from respondents (accused students) and others as you engage in the reporting of alleged violations of the Student Code of Conduct and the subsequent Student Conduct process.
- g. To participate in the Student Conduct process, and to know the outcome of the process to the extent allowed under federal laws and College policies.
- h. In cases of alleged sexual misconduct, to have a support person at the hearing as an observer, to have the same access to the proceedings as the respondent, including the ability to question witnesses, to be free of irrelevant questions about sexual history, to make an impact statement prior to imposition of sanctions if the respondent is found responsible, and to appeal a decision. For additional information regarding a sexual misconduct hearing process you may refer to the Sexual Misconduct section located in this document.

## **Rights of Persons Associated with Disciplinary Procedures for Nonsexual and Interpersonal Violence Cases:**

Students whose conduct is under review based on the Student Code of Conduct have the following rights:

- a. Written notice of the charges as described in the Student Conduct process.
- b. Reasonable access to the respondent's case file which includes all information, to the extent permitted by law.
- c. Explanation of the procedural alternatives available within the College disciplinary process.
- d. To respond to the evidence and information presented through a hearing board or Conduct Officer. Respondents in conduct proceedings are encouraged to answer questions concerning their conduct. Conduct proceedings are educational in nature and the person or body reviewing the case needs to engage the respondent in discussion and dialogue in order to reach a finding. If the respondent chooses not to answer questions or fails to show at their hearing, a finding may be rendered based upon the evidence and information available.
- e. To deny responsibility without being charged for providing false information in relation to that denial if found responsible. However, a student may be charged, or be subjected to increased sanctions, for providing false information about the facts of the case, as opposed to just denying responsibility.
- f. To appeal a finding or sanction as described in the appeals section of the Student Conduct process.
- g. Students retain the right to waive their right to a hearing. A hearing is not required if a student is willing to accept responsibility for the charges brought against them and accept the imposed sanctions. To put into effect this option, the student must sign a Waiver of the Right to a Formal Hearing. Upon signing the Waiver, the student accepts the outcome, including finding and sanctions.

## **Rights of Persons Associated with Disciplinary Procedures for Sexual and Interpersonal Violence Cases:**

The reporting individual may request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth by the College as well as Federal and New York State law and SUNY Policy, including the due process provisions of the United States and New York State Constitutions.

Throughout conduct proceedings, the respondent and the reporting individual will have:

- a. The same opportunity to be accompanied by a support person of their choice who may assist and advise the parties throughout the conduct process. Participation of the support person in any proceeding is governed by Federal law, U.S. Department of Education, New York State law, New York State Department of Education, SUNY Policy and the Student Code of Conduct.
- b. The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely and thorough manner by individuals who receive annual training

in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent including the right to a presumption that the respondent is “not responsible” until a finding of responsible, and other issues related to sexual assault, domestic violence, dating violence, and stalking.

- c. The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
- d. To receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told of the factual allegations concerning the violation, a reference to the specific Student Code of Conduct provisions alleged to have been violated and possible sanctions.
- e. The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
- f. The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by the College).
- g. The right to present evidence and testimony at a hearing, where appropriate.
- h. The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or participating with a room partition.
- i. The right to exclude prior sexual history with persons other than the party in the conduct process or their own mental health diagnosis or treatment history from admittance in College disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
- j. The right to ask questions of the decision maker and via the decision maker. In line with guidance from the U.S Department of Education (<https://www.federalregister.gov/documents/2020/05/19/2020-10512/nondiscriminationon-the-basis-of-sex-in-education-programs-or-activities-receiving-federal>), special conditions may apply in certain Title IX hearings.
- k. Indirectly request responses from other parties and other witnesses present. In line with guidance from the U.S. Department of Education (<https://www.federalregister.gov/documents/2020/05/19/2020-10512/nondiscriminationon-the-basis-of-sex-in-education-programs-or-activities-receiving-federal>), special conditions may apply in certain Title IX hearings.
- l. The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- m. The right to simultaneous (among the parties) written evidence or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions and the rationale for the decision and any sanctions.
- n. The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements, dismissal and expulsion.
- o. Access to at least one level of appeal of a determination before a panel that is fair and impartial and does not include individuals with a conflict of interest.

- p. The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least seven years in the Office of Student Advocacy and Accountability, Student Services Building, Room 203, 845-431-8973.
- q. The right to choose whether to disclose or discuss the outcome of a conduct hearing.

## Counseling Services

[DutchessCounseling](http://DutchessCounseling.com) provides students access to free, confidential 24/7/365 mental health tele counseling from anywhere in the United States. Whether you're feeling anxious or overwhelmed, you can talk to a licensed provider from your smartphone or any web-enabled device.

They must register at [dutchesscounseling.com](http://dutchesscounseling.com) so that they can avail themselves of these services when needed. They must use their DCC email to register.

There are two ways to access mental health services:

- TalkNow: 24/7, on-demand access to a mental health professional to talk about anything at anytime
- Scheduled Counseling: set up an appointment to speak to a licensed counselor.

Students may also feel comfortable approaching a faculty advisor to get advice and support, or to make an initial complaint. Dutchess Community College will provide written notification to victims about the available options and assistance provided by the college.

## CAMPUS AND COMMUNITY RESOURCES

The following programs and services are available in Dutchess County to help you in an emergency situation or for on-going support in dealing with and recovering from a sex offense.

### Dutchess Community College

Assistant Dean of Student Services	(845) 431-8975	Room 304 Student Center
Student Health Office	(845) 431-8075	Room 110, Student Center
Dean of Student Services	(845) 431-8970	Room 304, Student Center

### Community Resources

Family Services	(845) 452-1110
Dutchess County Health Dept.	(845) 486-3400
Dutchess County Sheriff	(845) 486-3800
Town of Poughkeepsie Police	(845) 485-3666

### Community Services

Sexual Assault Forensic Nurse Examiner Program	
24-hr. Rape Crisis/Crime Victims Hotline	(845) 452-7272

**Domestic Violence Service 24-hour Hotline** (845)485-5550

**Dutchess County Helpline 24 Hour Crisis Counseling** (845)485-9700

No matter where or when the assault occurred, support and referral resources are available to help you in notifying local law enforcement.

## **HOW TO REPORT A CRIME**

Dutchess Community College encourages all campus community members, students, faculty, staff and guests, to report all crimes promptly to the Office of Campus Safety and Security in person or by telephone. The Office of Campus Safety and Security is located in the Student Services Building, Room #114 or can be reached at (845) 431-8070. To contact the police in an emergency call 911 and for non-emergencies contact the below police department:

- |                       |                             |              |
|-----------------------|-----------------------------|--------------|
| a. Main Campus        | Town of Poughkeepsie Police | 845-485-3666 |
| b. Fishkill Campus    | Town of Fishkill Police     | 845-831-1110 |
| c. Family Partnership | City of Poughkeepsie Police | 845-451-4000 |
| d. HVRA               | Dutchess County Sheriff     | 845-486-3800 |

Campus Safety and Security will record, classify, and log all reports received. Individuals reporting incidents will be informed of their rights and given an opportunity to file a police report for insurance or criminal purposes. All reported incidents are reviewed on an ongoing basis to determine patterns and required corrective action. Any incident of serious nature will be immediately reported to the President or their designee. A strong working relationship between Campus Safety and Security with the local police departments will be maintained.

## **CONFIDENTIAL CRIME REPORTING POLICY**

Persons wanting to report a crime or incident can do so confidentially by contacting the Chief of Campus Safety and Security, or designated staff in the Campus Safety and Security Office, or by calling (845) 431-8070. The reporting person may want to consider asking for a report to be filed on the details of the incident without revealing their identity and their name will be kept confidential, but the incident may be included in the annual crime statistics report without divulging the person's name or any other information that would infringe on his/her confidentiality.

An online mechanism via the College's myDCC student portal is available to collect reports of sexual harassment and sexual assault anonymous via Share @ DCC. This web-based form is anonymous and confidential and will be sent to select College officials including the Title IX Coordinator, Deputy Title IX Coordinator / Director of Student Conduct, and the Chief of Campus Safety & Security. Completing this form does NOT constitute a police report or an official student conduct report. Additionally, survivors or witnesses who may not initially be inclined to report an incident of sexual harassment or assault to the police or to DCC have the right to change their mind at any time.

Although professional counselors at the College are exempt from disclosing reported offenses when acting in their professional capacity, Dutchess Community College encourages them, if and when they deem it



appropriate, to inform those who they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Safety and Security Report.

## **LOITERING**

All visitors to the College not having an acceptable, legitimate reason for being on campus are subject to prosecution for loitering under the provisions of Section 240.35 of the New York State Penal Law.

## **SELLING, PEDDLING, SOLICITING, ETC. ON CAMPUS**

Selling merchandise or services, soliciting funds, advertising or distributing leaflets or flyers is strictly prohibited without prior consent from the Office of Student Activities. Additionally, it is a violation of Dutchess County Law and may result in arrest.

## **WEAPONS ON CAMPUS**

Firearms and dangerous weapons of any type are not permitted on campus. Intentional use, possession, or sale of firearms or other weapons is strictly forbidden and is a violation of state law.

## **POLICY ON ALCOHOL AND DRUGS**

Alcohol and drug abuse are devastating both to the user and to the College community. Substance abuse is a major cause of accidents, and can seriously affect academic performance and campus morale. In addition, under local, state, and federal laws, illegal use of drugs and alcohol is a serious crime. Conviction of a felony carries serious consequences, including loss of citizenship rights during the period of sentence and a possible jail term. Convictions may also jeopardize future employment opportunities.

**Alcohol** - Dutchess Community College is a dry campus. As such, students and employees, including those age 21 and above, are not allowed to drink or possess alcohol on campus, including campus housing. The serving and/or possession of alcoholic beverages on the College campus or College controlled properties is prohibited. This policy extends to any College, student organization, or team sponsored event or travel.

- Students may not be in the presence of alcohol.
- Students may not be in possession of alcohol.
- Students may not use or consume alcohol.
- Students may not have any intention to sell, distribute or exchange alcohol.
- Students may not be the host of a gathering where alcohol is present, distributed and/or consumed. Hosts may be subject to higher levels of sanctions.
- Students may not be in possession of alcohol paraphernalia. Paraphernalia may include equipment that can be used for the rapid consumption of alcoholic beverages (e.g. funnels). Also prohibited are evidence of drinking games (e.g. beer pong).
- Intoxication is prohibited regardless of age. Intoxicated students may be transported to one of the local hospitals for evaluation. Any student who refuses medical treatment for alcohol intoxication

will be denied access to campus facilities, including campus housing. The College is not responsible for any cost incurred based upon the determination to transport an intoxicated student.

- Class attendance, participation in/attendance at any College-sponsored function, or accessing support services (e.g. academic advising) under the influence of alcohol is prohibited.

**Drugs** - Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Dutchess Community College policy, possessing, using, or distributing a controlled substance or a dangerous drug of any kind is prohibited, except as expressly permitted by law and College policy. Drug paraphernalia including, but not limited to: bongs, water pipes, or hypodermic needles that are not specifically required for the administration of prescribed medications are not allowed on campus. Use of legal medication outside the parameters of the medical authorization is prohibited and prescription drugs on campus must have an authentic medical prescription.

- Students may not be in the presence of drugs, narcotics or other controlled substances except as expressly permitted by law and College policy.
- Students may not be in possession of drugs, narcotics or other controlled substances except as expressly permitted bylaw and College policy.
- Students may not use or consume drugs, narcotics or other controlled substances except as expressly permitted by law and College policy.
- Students may not have any intention to sell, distribute or exchange drugs, narcotics or other controlled substances except as expressly permitted by law and College policy.
- Students may not be the host of a gathering where drugs, narcotics or other controlled substances are present, distributed and/or consumed. Hosts may be subject to higher levels of sanctions.
- Students may not be in possession of drug paraphernalia which includes but is not limited to: bongs, pipes, scales, baggies, pipes, hookahs, water pipes, grinders, or any other items modified or adapted so they can be used to consume or store drugs.
- Class attendance, participation in/attendance at any College-sponsored function, or accessing support services (e.g. academic advising) under the influence of drugs, narcotics or other controlled substances is prohibited.

The College policy prohibits alcohol and illegal substances on campus for students, employees and visitors. Violators of this policy will be subject to appropriate disciplinary action. Further Information on the legal consequences of alcohol and drug abuse can be found in the Library/Educational Technologies Center under Public Law 101-226. Additional information is also available from the Dean of Student Services Office and from the Campus Safety and Security Department.

## **Good Samaritan and Medical Amnesty Policies for Alcohol and/or Drug Use**

**Purpose** - The purpose of these policies is to increase the likelihood that medical attention is provided to students who need it due to alcohol intoxication or use of drugs by removing impediments to seeking such assistance. This policy is intended for use in isolated situations; therefore, it does not excuse or protect those who flagrantly or repeatedly violate College policy.

**Good Samaritan Policy** - The spirit of the Good Samaritan Policy is that we all have an ethical responsibility to help people in need. Dutchess Community College expects that students will take an active role in protecting the safety and well-being of their peers and the College community. In order to

promote this, when a student assists an individual who is intoxicated or under the influence of drugs in procuring medical assistance, that student may be granted amnesty from formal disciplinary action by the College for violating the alcohol or drug policies. The assisting person may be required to meet with a member of the Office of Student Advocacy and Accountability or a designee to discuss the incident and complete assigned educational interventions/sanctions.

**Medical Amnesty Policy** - When a student is intoxicated or under the influence of drugs and seeks medical assistance, they may be granted amnesty from disciplinary action by the College for violating the alcohol or drug policies. Upon receiving a report that a student needs medical assistance, College staff will respond through College Safety and Security to obtain EMS services, and responding officials will use standard procedures for documenting information and collecting identification of all persons involved. Student conduct charges will be deferred, and will be dismissed upon successful completion of any recommended alcohol and/or drug intervention(s). Failure to successfully complete the recommended alcohol and/or drug program or assessment may result in student conduct action.

Amnesty will not extend to other conduct violations associated with the incident included but not limited to distribution of drugs, hazing, vandalism/property damage, or sexual misconduct. Amnesty can only extend to the College student conduct process and does not protect students from criminal or civil penalties.

Upon receipt of an incident report or Campus Safety and Security report, documenting an alcohol or drug transport, the following may occur:

1. The student may be required to obtain an alcohol or drug assessment from the Office of Counseling Services. If an assessment is required, a copy of the assessment report will be sent to the College Behavioral Assessment Team and the Office of Student Advocacy and Accountability.
2. If the student is under the age of 21, the College notifies the known parents/guardians (on file with the College) when consumption of alcohol or drugs results in the student being transported. When possible, the student will meet with a member of the Office of Student Advocacy and Accountability before notification is sent.
3. A second transport may not invoke the above Good Samaritan or Medical Amnesty Policy.

## **CARS ON CAMPUS**

Dutchess Community College is pleased to offer free parking to students, faculty, staff and members of the general public attending events on campus. DCC assumes no liability for theft, loss or damage to vehicles on College property. We encourage you to keep your vehicle locked and to remove attractive articles from view. For a parking sticker, go to the Office of Safety and Security in the Student Services Building.

For further information about rules, handicapped parking, ticketing, towing, or fines please see the Traffic and Parking Rules and Regulations brochure available through the Office of Campus Safety and Security.

## **LOST & FOUND**

The lost and found program is handled by the Campus Safety and Security Office. Found items should be taken to the Office of Campus Safety and Security, located in Student Services Building Rm 114. If you have lost an item(s) you can call Campus Safety and Security or go to the office to see if it has been turned in. Property may be claimed Monday through Friday during normal business hours.

## **SMOKE-FREE CAMPUS**

The Surgeon General of the United States has determined that cigarette smoking is the largest preventable cause of illness and premature death in this country. Non-smokers regularly exposed to tobacco smoke are also at increased risk. Dutchess Community College has been, and continues to be, committed to the health and well-being of its staff, faculty, and students. The College not only has a vested interest in the vitality of its students and those who administer and operate the programs here, but also a role to play in the promotion and advancement of the general health of our society as a whole. DCC is dedicated to providing a safe and healthful environment.

Effective May 31, 2016 Dutchess Community College became a smoke-and-tobacco-free campus. Smoking, and the use of other tobacco products are prohibited in the buildings and exterior grounds of the college. This includes burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, electronic smoking devices, cigars, pipes and hookahs. Smoking also is prohibited in all college vehicles. DCC makes every effort to assist and encourage those who want to stop smoking by offering smoking cessation information/programs.

## **COLLEGE IDENTIFICATION CARDS**

All members of the College community must obtain a photo identification card. This can be done at the Campus Safety and Security Office located in the Student Services Building. Once you have your DCC ID you must wear it while on campus. You need to bring your class schedule and a government issued photo ID. Your first ID is free. Each time you lose your ID a new one will cost you five dollars for commuter residents and twenty-five dollars for residents. Contact the Campus Safety and Security office for more information.

Students are required to show their College ID at the Student Financial Services office, the Library, in Computer Labs and whenever requested by college personnel. An ID is also required to enter special events held at the College and to participate in Student Activities programs. The DCC Photo ID card can be used as a debit card for purchases in the DCC Bookstore, Cafeteria and some vending machines on campus.

## **VISITORS TO CAMPUS**

DCC sponsors many events for the community including concerts and assemblies, activities and shows. Parking in E and D lots is permitted for visitors. Call (845) 431-8070 for more details or if you have any questions.

# EMERGENCIES ON CAMPUS

Emergencies and violent criminal incidents should be immediately reported to 911. Non-emergency incidents should be reported to the Office of Campus Safety and Security in person or by telephone, 845-431-8070. When necessary, Campus Safety and Security will notify the Fire Department, EMS or Town of Poughkeepsie Police Department.

## Building Evacuations

A building evacuation, for fire or other reasons, is an event that may directly affect the life and/or safety of persons on our campus. As such, building evacuations and building evacuation drills require the active participation and support of all college employees and should be carried out by each of you in a manner befitting a representative of Dutchess Community College. Evacuation drills are conducted at the beginning of each semester, both during the day and evening, and at the beginning of summer session. Dutchess Community College tests emergency response and reviews evacuation procedures at least annually. These tests include regularly scheduled drills, exercises, and appropriate follow through activities, designed for assessment and evaluation of emergency plan capabilities. In the event of a building evacuation, the Dutchess Community College Campus Safety and Security Department has primary responsibility to initiate and coordinate an appropriate response, including notification of emergency services and the college administration. Campus Safety and Security Officers will be dispatched to assist in effecting an orderly and efficient evacuation and will provide specific instructions to building evacuees as appropriate. You must comply with instructions given by Safety and Security Officers and College staff.

Your primary responsibility in the event of a building evacuation is to immediately, safely and efficiently exit the building via the shortest safe route. ALL evacuation alarms must be treated as real, even if there are multiple alarm activations within the same day. Additionally, your adherence to the following simple guidelines is necessary to help ensure the safety of all building occupants during an evacuation:

- If you see a fire, **immediately** pull the nearest fire pull station to initiate the fire evacuation alarm.
- If you receive an unconfirmed report of fire or smell smoke, immediately call the DCC Campus Safety and Security office (845) 431-8070 from an outside line. Campus Safety and Security officers will be dispatched to investigate the report.
- Once an evacuation is initiated, make sure to immediately exit the room and proceed to the nearest safe building exit.
- Close the door as the last person exits and proceed to the nearest building exit.
- If you see an open door as you are exiting the building, close the door and continue to the nearest safe building exit. Do not deviate from the shortest safe exit route to do this.
- If you see any occupants in the building who do not appear to be evacuating, inform them there is an evacuation and that they must exit the building immediately.
- If you are aware of occupants who you believe did not evacuate the building as required, notify the nearest Safety Officer or Emergency Services Person immediately upon exiting the building. Inform them of how many persons and where they were last seen.

# DUTCHESS COMMUNITY COLLEGE

## JEANNE CLERY DISCLOSURE OF CAMPUS CRIME STATISTICS

January 1, 2020 – December 31, 2022

Under the federal law entitled "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," statistics regarding major crimes reported to Campus Security Authorities must be published for the past three calendar years. A crime is "reported" when it is brought to the attention of a Campus Security Authority or the local police. **It is not necessary for the crime to have been investigated by the police or campus safety, nor must a finding of guilt or responsibility be made.** Information in this report was obtained from the files of the Office of Campus Safety and Security, the Office of Student Services and the law enforcement agencies that surround our main campus and alternate sites.

The reported categories, crimes and relevant statistics follow.

### **Offense definitions:**

The following definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapons law violations, drug abuse violations, and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the national incident-based reporting edition of the Uniform Crime Reporting Handbook. The terms dating violence, domestic violence, and stalking have the meaning given such terms in the Violence Against Women Act of 1994.

**Murder/Non-Negligent Manslaughter** - The willful (non-negligent) killing of one human being by another, including deaths caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime. Deaths caused by negligence, suicide, accidental deaths, fetal deaths, traffic fatalities and justifiable homicide are excluded.

**Negligent Manslaughter** - The killing of another person through gross negligence.

**Sex Offenses** - Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- A. **Rape** is 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 consent of the victim. This offense includes the rape of both males and females.
- B. **Fondling** is 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 their age or because of their temporary or permanent mental capacity.
- C. **Incest** is the sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent differs by State, and is 17 years of age in New York.

**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.

**Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually 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. For example, intentionally driving a motor vehicle into another occupied motor vehicle constitutes Aggravated Assault regardless of injury to the victims. Additionally, the use of drugs to subdue a victim, such as date rape drugs, without the commission of a sexual assault or other crime, constitutes Aggravated Assault.

**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 larceny; house-breaking; safe-cracking; and all attempts to commit any of the aforementioned. Unlawful entry, i.e. trespass, into a structure through force, or unlocked or open doors or windows with the intent to commit a larceny constitutes Burglary.

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle. This includes any self-propelled vehicle that runs on land surface, including sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs. This includes cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding. This does not include airplanes, construction equipment, or watercraft.

**Arson** - The willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Domestic Violence** - Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or 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.

**Dating Violence** - Violence committed by a person—

- a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. where the existence of such a relationship shall be determined based on a consideration of the following factors: i) the length of the relationship, ii) the type of  
iii) the frequency of interaction between the persons involved in the relationship.
- c. Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse.

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

- a. fear for his or her safety or the safety of others; or
- b. suffer substantial emotional distress

**Weapons 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. This classification encompasses weapons offenses that are regulatory in nature. Carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons, and all attempts to commit any of the aforementioned constitute Weapons Law Violations.

**Liquor Law Violations** - The violation of state and local laws or ordinances prohibiting: The manufacture, sale, transportation, furnishing, possessing of intoxicating liquor: Maintaining unlawful drinking places: Bootlegging: Operating a still: Furnishing liquor to a minor or intemperate person: Using a vehicle for illegal transportation of liquor: Drinking on a train or public conveyance: All attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

**Drug Abuse Violations** - 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 constitutes Drug Abuse Violations. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs also constitute Drug Abuse Violations. The relevant substances include: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine.)



## HATE CRIME REPORTING

- There was no hate crime reported in **2020**.
- There was no hate crime reported in **2021**.
- There was no hate crime reported in **2022**.

**Hate Crime:** A Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their:

- Race
- Gender
- Religion
- Disability
- Sexual orientation
- Ethnicity
- National origin
- Gender identity

Hate crimes include any offense in the following group that is motivated by bias:

- Murder and non-negligent manslaughter
- Sexual Assault (Sex Offenses)
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Larceny/ theft
- Simple assault
- Intimidation
- Destruction/ damage/ vandalism of property.

## Criminal Offenses

OFFENSE	YEAR	Dutchess Community College				
		ONCAMPUS PROPERTY	ONCAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY	UNFOUNDED
MURDER / NON-NEGLIGENT MANSLAUGHTER	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
RAPE	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
FONDLING	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
INCEST	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
STATUTORY RAPE	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
ROBBERY	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
AGGRAVATED ASSAULT	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
BURGLARY	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
MOTOR VEHICLE THEFT	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
ARSON	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

**Violence Against Women Act (VAWA) Offenses**

OFFENSE	YEAR	Dutchess Community College				
		ONCAMPUS PROPERTY	ONCAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY	UNFOUNDED
DOMESTIC VIOLENCE	2020	0	0	0	0	0
	2021	1	0	0	0	0
	2022	2	2	0	0	0
DATING VIOLENCE	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
STALKING	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

## Arrests and Disciplinary Referrals

OFFENSE	YEAR	Dutchess Community College			
		ONCAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2020	13	10	0	0
	2021	8	7	0	0
	2022	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2020	1	1	0	0
	2021	7	7	0	0
	2022	9	9	0	0

# ANNUAL FIRE SAFETY REPORT

Dutchess Community College is pleased to serve a diverse and vibrant academic community in Poughkeepsie, New York. For many of our residential students, Dutchess Community College is their first living experience away from home. The challenge to our College is to provide a safe environment within which faculty, staff, students, and visitors can learn, live and work.

The integral parts of our life safety philosophy include fire safety education, engineering controls, and enforcement of campus policies, state laws and state fire codes. It is with this combination of education, engineering and enforcement, that we are able to reduce the risk of a fire event on our campus. This report will describe our fire prevention and life safety programming at the College, and will demonstrate how the three E's work together to make sure that all members of our community can return safely home without fire related injury or loss of property.

Perhaps the most important of the three E's is Education. It is through life safety and fire prevention training, emergency evacuation drills, that the message of awareness and emergency response is disseminated throughout our community. We are excited to partner with the New York State Office of Fire Prevention and Control and the Fairview Fire Department in providing valuable life preserving information to our community members.

Engineering controls describe Dutchess Community College's efforts in the construction of Conklin Hall to include full fire sprinkler systems and fire alarm systems. Dutchess Community College has an energetic program of plan review, and construction inspections, and upgrades for safe and code compliant spaces. Engineering controls also describe the ongoing inspection, testing and maintenance of fire protection systems on campus. This work ensures that these systems perform as designed in the event of a fire emergency.

Enforcement of state laws, campus regulations, and state fire codes is important in maintaining safe behaviors and buildings. Dutchess Community College Security personnel and the Town of Poughkeepsie Police department are empowered to respond to emergency calls, investigate crimes, and make arrests. As such, they are responsible for maintaining order through the enforcement of campus rules and regulations, some of which arson, criminal tampering, and falsely reporting an incident have a direct connection to fire safety. Additionally, Campus Safety and Security and Residential Life staff work together in administering campus standards of conduct. These standards can be found in the Dutchess Community College Student Code of Conduct.

Enforcement and Education work together in an annual fire safety inspection by the New York State Office of Fire Prevention and Control. Every space on campus is inspected in detail on an annual basis. Periodic inspections of the residence hall are also made by the Dormitory Authority of the State of New York. While code violations are cited in the inspection process, these inspections are also used as an opportunity to educate students and staff to be more aware of their collective health and safety.

## Fire Statistics

<b>Statistics and Related Information Regarding Fires in Residential Facilities for 2020</b>							
Residential Facility		Total Fires in the Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Conklin Hall, 91 Cottage Rd	<b>2020</b>	0	N/A	N/A	N/A	N/A	N/A

<b>Statistics and Related Information Regarding Fires in Residential Facilities for 2021</b>							
Residential Facility		Total Fires in the Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Conklin Hall, 91 Cottage Rd	<b>2021</b>	0	N/A	N/A	N/A	N/A	N/A

<b>Statistics and Related Information Regarding Fires in Residential Facilities for 2022</b>							
Residential Facility		Total Fires in the Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Conklin Hall, 91 Cottage Rd	<b>2022</b>	1	1	Cooking	0	0	\$1,424.55

## **Fire Safety**

### **Policy for Reporting on Campus Fires:**

A fire, for purposes of Higher Education Opportunity Act of 2008 (HEOA) regulations, is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

All incidents of fire and alarms of fire on the campus of Dutchess Community College shall be reported to the local fire department immediately, per the Fire Code of the State of New York. All system reports of fire are signaled to the Office of Campus Safety and Security. Campus Safety and Security has no discretion regarding the notification of the local fire department – all alarms of fire must be reported immediately to Dutchess County 911 and Fairview Fire Department.

The Dutchess Community College Office of Campus Safety and Security will publish incidents in fire on the Fire Safety Log per the United States Department of Education “Handbook for Campus Safety and Security Reporting”.

Fire safety is an issue Dutchess Community College takes seriously. Violation of campus regulations concerning fire alarms and fire safety may result in expulsion. The residence hall is equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. Fines for misuse or abuse of safety equipment can range from \$100-\$1500 plus cost of damages.

### **Conklin Hall Fire Safety Education and Training Programs**

Fire Safety education utilizes the following documents which clarify policies, emergency actions to be taken, and enforcement procedures. Staff are trained in the policies and procedures prior to their training of students. Reports of active and after the fact fires are to be reported to the Office of Campus Security and Safety for inclusion in the Fire Safety Report. Policy updates and changed procedures and/or equipment is immediately brought to the Staff and Students attention. Plans for future improvements in fire safety education include: increased education opportunities which may include hand-on fire extinguisher training, fire safety demonstrations by fire and safety professionals (i.e., local fire Departments, HAZWOPER-trained personnel), and posting of relevant and engaging safety posters and information on a regular basis.

Orientations are conducted with students detailing the Fire Safety requirements and consequences for violations. The following list of documents and relevant information is discussed in writing and verbally with the students.

### **Dutchess Community College Academic Housing Resident Student Handbook**

The following items are prohibited in or around the College. Violators are subject to immediate action and/or removal by College personnel. The Academic Housing Office reserves the right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other academic housing students or college property at any time. Students who repeatedly violated this

policy will be referred to Student Advocacy and Accountability. To ensure the health, safety and well-being of our students, the following items [related to fire safety] are not permitted in Conklin Hall:

- Liquor and related items
- Upholstered furniture, other than that provided by the College
- Electrically amplified instruments, including DJ equipment and drum sets
- Extension cords or multi-plug outlets, outlet adaptors. (Power strips with internal surge protection are permitted.)
- Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of a residence hall
- Firearms or weapons
- Halogen lamps, clamp-on or clip-on lights, sun lamps, black lights, lava lamps or high-intensity lamps including torcher lamps, spider lamps and any upward facing bowl lamps
- Air conditioners, space heaters
- Refrigerators less than 2 cubic feet
- Christmas trees, flammable decorations.
- Neon signs
- Strings of lights (including holiday)
- Candles (with or without wicks; decorative or otherwise)
- Fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible device (i.e., gasoline, benzene, flammable liquids, chemicals)
- Liquid-filled furniture. Waterbeds, air mattresses, hot tubs, Jacuzzis
- Hot plates, toaster ovens, toasters, George Forman and similar grills, rice cookers, hot pots, portable ranges, electric fry pans, woks, waffle, sandwich and quesadilla makers, open-element popcorn poppers, oil fryers, coffee makers (Keurig and Keurig-like machines are permitted).
- Appliances in need of electrical repair or which may be considered hazardous
- Curtains that are not UL approved
- Obstructing emergency egress
- If updates to this list are made students and staff will be made aware via DCC email
- The State of New York will occasionally instruct campuses to add items (especially new products) to the list of prohibited items if it is determined that they pose a health or fire hazard. The academic housing staff will inform students if this happens. At that point, any student in possession of such an item will need to remove it from the premises immediately.

**Student Code of Conduct** defines arson and fire safety regulations such as:

- Unauthorized possession, use or alteration of any College-owned emergency or safety equipment. This includes, but is not limited to, malicious discharge of fire extinguishers, dismantling alarms, covering smoke/heat detectors, opening security doors, emergency exits or tampering with any safety equipment.
- Failure to evacuate a building or other structure during an emergency, emergency drills, or any time an alarm is activated or directions to evacuate are given.
- Actions that create a substantial risk such that safety of an individual(s) is compromised.
- Unauthorized possession or use of flammable materials or hazardous substances.
- Dutchess Community College is a completely tobacco-free environment. The ban includes cigarettes, e-cigarettes (or any devices that emit toxic smoke or vapors), cigars, chewing



tobacco, pipes, snus, dip and all related products. Use of these products is prohibited on all college property.

- Possession and/or use of hoverboards is prohibited, due to associated fires and injuries reported to the Consumer Product Safety Commission.
- Other behavior, regardless of intent, that poses a safety risk.

**Resident Student Housing License Agreement** clearly defines the consequences for violations of housing policies and procedures. Students demonstrating any of the following behaviors may be subject to disciplinary actions that may include the loss of housing privileges, expulsion from the College and/or criminal prosecution:

- Falsely reporting a fire, bomb threat, serious injury, or any other emergency, or pulling a fire alarm when there is no fire.
- Setting a fire, or possessing or using flammable or highly combustible materials.
- Tampering with or misusing (accidentally or intentionally) individual room, suite or public area fire safety equipment, including fire extinguishers, sprinklers, smoke or heat detectors, exit signs, alarm pull stations, evacuation maps or floor/room signs.
- Possessing, using, or manufacturing fireworks or explosives.
- Failing to leave a building at the sound of a fire alarm or when so instructed by residence hall staff, fire department or campus official.

### **Conklin Hall Fire Safety Equipment:**

- The entire residence hall is equipped with a sprinkler system.
- All activated fire alarms will automatically alert Campus Safety and Security.
- All student rooms have a direct wired, local smoke/heat detector.
- The residence hall has a fire alarm system, which is activated by a pull box, a public area smoke detector, or by a smoke/heat sensor in a student's room.
- All student rooms and suites have a solid core door, which offer a high level of protection from an active fire penetrating into the living space.
- The residence hall mattresses and upholstered furniture in resident student rooms and lounges must meet the standards outlined in the Caltech 133 Fire Retardant Bulletin.
- All carpets used in public areas must meet the State's fire-retardant standards.
- The residence hall has clearly marked exits and hallway fire doors where required by law, which close automatically during an alarm.
- The residence hall fire alarm pull stations have a "Fire Stopper" cover over them. These covers, once released, activate a loud, local alarm to deter false alarms.
- College personnel test the residence hall fire alarms twice a year. This includes the testing of all student room smoke/heat detectors and the activation of the alarm system to check that all systems are functioning properly.
- The residence hall has fire extinguishers that are placed in specific locations as prescribed by law. These are inspected weekly by hall staff when the hall is occupied.
- All extinguishers are professionally inspected annually as prescribed by the National Fire Protection Association. An outside contractor administers pressure testing.

## **Conklin Hall Fire Safety Rules**

The following is a list of rules and regulations specific to fire safety. In Conklin Hall students found in violation of those listed below may face student conduct charges and/or removal from residence.

- Stairwell doors leading to hallways should be kept closed at all times when not in use.
- Hallways must be kept clear at all times. Furniture and personal belongings may not be placed in the hallways.
- Ceiling hangings of any description are not permitted, as they interfere with the proper function of the fire/smoke detection and sprinkler system. Room decorations shall be non-combustible or flame retardant.
- No items are allowed to be placed on the top of the standing closets (armoires).
- Wall decorations must be 18 inches below the ceiling height and cannot take up more than 20 percent of each wall. Wall decorations cannot cover windows, such as blankets or tapestry.
- Bicycles are not permitted in the residence hall. Bike racks are provided by the College near the residence hall. Students are strongly encouraged to always lock up their bicycles.
- Flammable holiday decorations such as live Christmas trees (cut or balled) and wreaths are not permitted in the building.
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being stored in student rooms or anywhere in the building.
- Lighting or heating devices that can produce an open flame are prohibited. A list of prohibited items is specified in the Housing Handbook.
- Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the residence hall.
- When cooking, unattended food should not be left in the microwave. All cooking instructions must be read prior to starting to cook.

## **Conklin Hall Fire Alarm Procedure and Evacuation**

Residents are required to become familiar with all of the building's exits and know that the residence hall will have at least two planned fire drills per semester. One drill is always done "pre-sunset" and one is always "post sunset". Resident students must familiarize themselves with evacuation procedures and acquaint themselves with the evacuation plan located near the elevators on each floor.

- When the alarm is sounded, always consider it an emergency.
- If an alarm sounds, leave the building immediately and if possible contact Campus Safety and Security from a cell phone or the nearest campus phone outside that building.
- Residents should immediately get dressed, taking weather conditions into account and putting on hard-soled shoes as they may be outside for an extended period of time or may be relocated to a safe place. A towel may be used to cover one's face to assist with breathing if smoke is encountered.
- BEFORE opening any door, feel it to see if it's hot. Also, look and smell for smoke. Should a door be hot or if smoke is present, stay in the room/suite. Keep the door closed and place a towel under the door to prevent smoke from entering. Call 431-8070 to let know where you are in the building. Do not panic. Fire department personnel will assist you.

- If there is no sign of heat or smoke, be sure windows are closed before opening the door. Leave the room/suite and the building quickly, but carefully, via the shortest route to the safest exit. Close the room/suite door as you exit.
- When evacuating the building, continue to check doors for heat, look and smell for smoke, and look for flames. Should any of these conditions be encountered, quickly change the exit route and report what has been observed to personnel once outside.
- Disabled persons on other than the 1<sup>st</sup> and 2<sup>nd</sup> floors should respond to a designated Area of Refuge or fire-rated stair tower. The fire department's first incident priority is the rescue of persons who are trapped or cannot evacuate on their own. Persons should not use the elevator as a means of egress. Two-way communication is provided between the Office of Safety and Security, which is staffed 24 hours per day when Conklin Hall is occupied.
- Once outside, students must assemble at a safe distance from the hall (at least 150 feet away from the building), gathering at a predetermined location. If someone is missing or needs assistance evacuating, contact emergency personnel or staff.
- It is important that roadways and routes to the building are kept clear so that emergency vehicles and personnel can get through quickly.
- Students must respond to directions given by Residence Hall Staff, Campus Safety and Security, Police Officers, the Fire Department, and/or other College officials.
- Students will not be allowed to re-enter the building until directed to do so by College officials.

## **Conklin Hall Emergency Relocation Plan**

In the event that all or a portion of the residence hall is rendered uninhabitable due to fire and/or smoke damage, flooding, malfunction of heating, electrical or plumbing systems, or any other calamity, and where such resulting deficiencies cannot be remedied within a reasonable period of time, the following actions may be initiated:

- a. All existing vacancies will be used to relocate those persons who are displaced.
- b. Should available vacancies and overflow spaces not suffice, rooms may be tripled as needed. A reduction in room rates will be applied to the accounts of those affected.
- c. When feasible, and in appropriate situations (e.g. short-term dislocation and/or when no other options are available), residents may be housed in the Falcon Hall athletic center until other suitable arrangements are made. In this event, transportation to and from campus will be provided in order to accommodate academic and food service needs.
- d. If, as the result of some unforeseen calamity, the number of residence hall spaces affected renders the above actions impossible, the College will immediately formulate and adopt an alternate emergency response plan which addresses the academic and personal needs of those involved.
- e.

## **Residence Hall Emergency Evacuation Drills**

Emergency evacuation drills in Conklin Hall were conducted four times during the calendar years 2020, 2021 and 2022 in compliance with the requirements of the Fire Code of New York State.

## **Annual Security and Fire Safety Report Distribution**

The information in this Annual Security Report is made available to you in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Student Right to Know Act of 1990. It is our hope that this information assists you in making intelligent, informed decisions. Please read it carefully and use the information to become partners with Dutchess Community College in preventing crime and fire on our campus. This Clery brochure is prepared annually in a hard copy print version and in an electronic PDF form.

## **Kerry Rose Fire Sprinkler Notification Act Compliance**

Conklin Hall is equipped with addressable fire alarm systems including smoke and heat detection devices. Activated fire alarm systems notify building occupants with distinctive audible and visual notification devices. All fire alarms ring into the Office of Campus Safety and Security, which is monitored 24 hours a day. EVERY alarm of fire is reported to Dutchess County 911 and the Fairview Fire Department. Evacuated buildings are not re-occupied until the fire department has arrived on scene, investigated the alarm, and has given its approval to re-occupy the building.

Conklin Hall has a full fire sprinkler system, and all residential rooms have a direct wired, local smoke/heat detector. The Hall is provided with emergency illumination through emergency lighting and illuminated exit signs.

Mattresses and upholstered furniture in resident rooms and lounges meet the Standards outlined in the Caltech 133 Fire Retardant Bulletin. Additionally, all carpets in public areas meet the State's fire-retardant standards.

Fire alarm systems are inspected, tested and maintained in accordance with the National Fire Alarm Code. This work is completed through contract with a third party.

Fire sprinkler systems, fire pumps, and fire hydrants are inspected, tested and maintained in accordance with NFPA 25 "Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems". This work is completed by trained employees of Dutchess Community College.

Fire extinguishers are placed in specific locations as prescribed by law and extinguishers are professionally inspected.

Emergency illumination is inspected, tested, and maintained by trained employees of Dutchess Community College

Special hazard systems are inspected, tested, and maintained through contract with a third party. These systems include the commercial kitchen hood fire suppression systems.

Dutchess Community College's Annual Clery Security and Fire Safety Report can be accessed at <http://www.sunydutchess.edu> under About Us/Safety & Security.