The safety and security of Onondaga Community College’s students, faculty, staff and visitors is taken very seriously by the College. Providing for the safety and well-being of the members of the Onondaga Community College community is the professional responsibility of Campus Safety and Security. The College continuously evaluates the operations of Campus Safety and Security and takes action to strengthen and improve the safety and security of the campus.

Onondaga is among the safest campuses in the SUNY system. It is a matter of mutual support, caring and caution by all members of the campus community. Students, faculty, staff and visitors can do much to aid in the work of Campus Safety and Security by learning to protect themselves and their property.

We all share in the responsibility of making the learning, living and working environment at Onondaga Community College safe and enjoyable for everyone.

### IMPORTANT PHONE NUMBERS

**CAMPUS EMERGENCY** .................................................. **on campus:** 2311

**Campus Safety and Security Office (non-emergency line)**

**Service and Maintenance Building** .......................................................... 2478

**Vice President of Campus Safety and Security** .................................................. 2173

**Campus Safety Officer** .......................................................... 2187

**Campus Fire and Safety Coordinator** .................................................. 2594

**College Counselors**

**Gordon Student Center** .................................................. 2675

**Health Services**

**Coulter Library C103** .................................................. 2599

**Vera House Rape Crisis Center** .................................................. 468-3260

### Annual Fire Statistics

<table>
<thead>
<tr>
<th>Year</th>
<th>Building</th>
<th>Cause of the Fire</th>
<th># of injuries that resulted in medical treatment @ a facility</th>
<th># of deaths related to the fire</th>
<th>Value of property damage caused by the fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>165/B</td>
<td>Cooking</td>
<td>1</td>
<td>0</td>
<td>$334.94</td>
</tr>
<tr>
<td></td>
<td>Mawhinney</td>
<td>HotWork</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>Ferrante</td>
<td>Electrical/outlet</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>WATC</td>
<td>Electrical/UPS</td>
<td>0</td>
<td>0</td>
<td>$428.42</td>
</tr>
<tr>
<td></td>
<td>165/B</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gordon</td>
<td>Electrical/Oven</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>183/A</td>
<td>Smoking</td>
<td>0</td>
<td>0</td>
<td>$8,374.60</td>
</tr>
<tr>
<td>2010</td>
<td>150/C</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>7</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>0</strong></td>
<td><strong>$9,137.96</strong></td>
</tr>
</tbody>
</table>

### OCC Fire Drills

<table>
<thead>
<tr>
<th>Year</th>
<th>Building</th>
<th>Large Assembly Areas</th>
<th>Spring</th>
<th>First summer session</th>
<th>Second summer session</th>
<th>Fall Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>RH-183</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/13/06</td>
</tr>
<tr>
<td>2006</td>
<td>RH-185</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/13/06</td>
</tr>
<tr>
<td>2006</td>
<td>RH-139</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/13/06</td>
</tr>
<tr>
<td>2007</td>
<td>RH-183</td>
<td></td>
<td>5/3/07</td>
<td>6/1/07</td>
<td>7/12/07</td>
<td>10/10/07</td>
</tr>
<tr>
<td>2007</td>
<td>RH-185</td>
<td></td>
<td>2/21/07</td>
<td>5/3/07</td>
<td>6/1/07</td>
<td>7/12/07</td>
</tr>
<tr>
<td>2007</td>
<td>RH-139</td>
<td></td>
<td>5/3/07</td>
<td>6/1/07</td>
<td>7/12/07</td>
<td>10/10/07</td>
</tr>
<tr>
<td>2008</td>
<td>RH-183</td>
<td></td>
<td>4/3/08</td>
<td>6/5/08</td>
<td>7/10/08</td>
<td>10/10/08</td>
</tr>
<tr>
<td>2008</td>
<td>RH-185</td>
<td></td>
<td>2/26/08</td>
<td>4/3/08</td>
<td>6/5/08</td>
<td>7/10/08</td>
</tr>
<tr>
<td>2008</td>
<td>RH-139</td>
<td></td>
<td>4/3/08</td>
<td>6/5/08</td>
<td>7/10/08</td>
<td>10/10/08</td>
</tr>
<tr>
<td>2010</td>
<td>RH-183</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2011</td>
<td>RH-185</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2011</td>
<td>RH-139</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2012</td>
<td>RH-183</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2012</td>
<td>RH-185</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2012</td>
<td>RH-139</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2013</td>
<td>RH-183</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2013</td>
<td>RH-185</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2013</td>
<td>RH-139</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2014</td>
<td>RH-183</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2014</td>
<td>RH-185</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2014</td>
<td>RH-139</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2015</td>
<td>RH-183</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2015</td>
<td>RH-185</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
<tr>
<td>2015</td>
<td>RH-139</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/20/2009/Evening</td>
</tr>
</tbody>
</table>
CAMPUS SAFETY AND SECURITY

The role of Campus Safety and Security is to provide protection for all students, faculty, staff and visitors to Onondaga Community College; to protect all real and personal property; and to enforce College policies and regulations and the laws of the state of New York.

The department includes one Vice President, a director, two assistant directors, 12 campus peace officers, two campus security officers, a fire and safety coordinator, a campus safety officer and five information aides. The department provides continuous protection of all campus grounds and facilities.

Members of Campus Safety and Security have peace officer status, as defined in the New York State Criminal Procedure Law, and therefore have the power to make arrests on campus. The department has a cooperative working relationship with other local area law enforcement agencies to help maintain a safe campus.

Information concerning Campus Safety and Security will be distributed via the College website, campus electronic bulletin boards, emergency notification systems and fliers.

STUDENT SAFETY PATROLS

The Department of Campus Safety works closely with a select group of Onondaga students who are trained and licensed as NY State Security Guards. The Student Safety Patrols perform routine security functions on campus, such as building security checks, parking lot patrols, assistance with emergency drills and event security.

SAFETY POLICIES AND PROCEDURES

Onondaga Community College has nearly 12,000 full-time and part-time students, and approximately 3,000 faculty and staff members. Students, faculty and staff have access to academic, recreational and administrative facilities on campus. Access to the campus buildings at the College is on an “as needed” basis and incorporates strict key control procedures. The public is invited to attend cultural and recreational events on campus. Generally, public access is limited to facilities in which the events are held.

COLLEGE RESIDENCE HALLS

College Residence Halls are secured 24 hours a day. Residence Hall students are able to gain entry into the residence halls by using their college issued “Smart Card.”

PRESIDENTIAL CHARGE TO THE PERSONAL SAFETY COMMITTEE AND REPORTING STRUCTURE

The College’s Campus Safety Advisory Committee was established by the Presidential Administrative Memorandum in February 1984. The Committee’s charge is as follows:

- Advise the Chief Financial Officer on matters relating to employee/student safety.
- Help develop and recommend programs and procedures designed to prevent injuries and promote general safety, including safety education.
- Help identify safety hazards and suggest corrective measures.
- Review injury, fire drill, and other related reports in order to aid in monitoring the effectiveness of campus safety programs and procedures.
• The Committee shall maintain minutes of its meetings, which shall be distributed to the President and Chief Financial Officer, in addition to members of the Committee.

• Review all issues as presented by the Personal Safety Sub-Committee and provide valid recommendations to Onondaga President and Chief Financial Officer with special attention being given to sexual assault issues.

• The Campus Safety Advisory Committee is chaired by the Vice President of Facilities and Safety (or his/her designated representative), who reports to the Chief Financial Officer, who in turn reports directly to the College President.

• The Safety Advisory Sub-Committee is chaired by a representative who reports Committee actions to the College Safety Advisory Committee for recommendations.

CASE COLLABORATION COMMITTEE

The purpose of the Case Collaboration Committee is to exchange concerns about student behavior in an environment that is safe, respectful and helpful to the retention of the student and in the mutual interest of all students and the entire campus. Coordinated by the Department of Student Services, Case Collaboration is comprised of faculty and administrators from various campus departments including Campus Safety and Security, Counseling Department, Disability Services Office, Evening Program Services, Health Services, Judicial Affairs, Residence Life, Student Association, and Student Life and Development. The committee discusses and resolves student matters that enable the College to appropriately address student, department and College needs in a confidential or need-to-know manner. The strength and success of the Case Collaboration Committee is due to the consistent collaboration and expertise of the professionals involved. Now in its third year, the Case Collaboration Committee has become another key element to student success and retention.

Are you concerned about a student? If so, contact the Counseling Department, Student Life and Development, or Campus Safety and Security as you normally would do. Students are not referred to Case Collaboration. However, rest assured that if the student's situation warrants the services of Case Collaboration, the representatives from affiliated offices will bring the student's circumstance to the committee.

STUDENT RESPONSIBILITY AND SAFETY TIPS

To help ensure student safety, read through the following practical safety tips and apply them while on campus, in the residence halls, at home, or in the community.

On Campus:

• Always stay alert and tuned in to your surroundings.

• Send the message that you are calm, confident, and know where you are going.

• Trust your instincts. If something or someone makes you uneasy, avoid the person or leave.

• Stick to well-traveled areas. Avoid shortcuts through wooded areas, parking lots, or alleys.

• Do not flash large amounts of cash or other tempting targets like expensive jewelry or clothing.
### ONONDAGA COMMUNITY COLLEGE CAMPUS CRIME STATISTICS

#### MAIN CAMPUS

<table>
<thead>
<tr>
<th>Offense</th>
<th>2009 Campus</th>
<th>2008 Campus</th>
<th>2007 Campus</th>
<th>2009 Housing*</th>
<th>2008 Housing*</th>
<th>2007 Housing*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOMICIDE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder &amp; Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>SEX OFFENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Offense (Forcible)</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Offense (Non-Forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>OTHER OFFENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>HATE CRIMES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gender</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Religion</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disability</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>LIQUOR LAW</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referrals</td>
<td>124</td>
<td>119</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DRUG LAW</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referrals</td>
<td>31</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapon Possessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

These totals are also included within either the Petit or Grand Larceny categories.

*Note: College opened three residence halls in August 2006.*

- Carry a purse close to your body, not dangling by the straps. Put a wallet in an inside coat or front pants pocket, not a back pocket. Try to use automated teller machines in the daytime. Have your card in hand and do not approach the machine if you are uneasy about people nearby.
- Do not wear shoes or clothing that restrict your movement.
- Have your car or house key in hand before you reach the door.
- If you think someone is following you, switch direction or cross the street.
- Walk toward an open office, building, or lighted area. If you are scared, yell for help.
- If you have to work late, make sure there are others in the building, and ask someone—a colleague or security officer—to walk you to your car or transit stop.
- Keep your car in good running condition. Make sure there is enough gas to get you to and from your destination.
- Always roll up the windows and lock car doors, even if you are coming right back. Check inside and out before getting in your car.
- If you think someone is following you, do not head home. Go to the nearest police or fire station, gas station, or other open business to get help.
- If someone tries to rob you, do not resist. Give up your property; do not give up your life. Report the crime to Campus Safety and Security. Try to describe the attacker accurately. Your actions can help prevent others from becoming victims.
- Lock car doors and close car windows

**In your home or residence hall:**
- Make sure all doors and windows have sturdy, well-installed locks, and use them.
- Never open your door to strangers. Offer to make an emergency call while someone waits outside.
- Be wary of isolated spots. Walk with a friend, co-worker, or call Campus Safety for an escort, particularly at night.
- Know your neighbors, so you have someone to call or somewhere to go in case of an emergency.
- If you come home and see a door or window open, or broken, do not go in. Call the police from your cell phone, a public phone or from a neighbor's home.
- Keep shades pulled after dark.

**MISSING STUDENTS**

Students are encouraged to identify a person who college personnel should contact in the event they are determined to be “missing.” A student may register a confidential contact by completing an Emergency Contact Form with the Office of Residence Life. Missing students should be reported to the Department of Campus Safety and Security right away. Federal Law requires the campus to provide missing person information to:

- All local police agencies pursuant to the Memorandums of Understanding
- The student’s designated contact person, if one is provided
- Parents of students under the age of 18

Campus Safety will immediately conduct an initial investigation in conjunction with local police agencies pursuant to the Memorandums of Understanding and will assist in making all necessary notifications.
ALCOHOL POLICY

No person shall possess, consume, be in the presence of, be under the influence of, sell or give away alcohol or illegal drugs anywhere on campus. Permission for alcohol to be served at special events on campus may be granted at the President’s discretion. Onondaga Community College holds person(s) responsible for their conduct at all times, including behaviors which occur while under the influence of alcohol, and persons violating these policies will be subject to disciplinary action. The disciplinary action may include disciplinary probation, referral to individual and/or group counseling, removal from college residence halls, parental notification and/or suspension.

Alcohol and the Law

People “under the influence” of alcohol or other drugs are dangerous to themselves and to others. Students under the age of 21 violate the law when they drink. Besides breaking the law, many abuse alcohol, endangering their health and safety. Excessive drinking is hazardous to nondrinkers, too. They can suffer from loss of sleep and study time. They can also become victims of vandalism, physical assault, unwanted sexual advances and rape.

Studies show that alcohol is involved in:
- 95 percent of all campus violent crime
- 90 percent of rapes, where alcohol was used by the assailant, victim or both

The immediate effects of alcohol depend on how much and how fast you drink.

Possible effects may include:
- loss of muscle control
- poor coordination
- impaired judgment and reasoning
- loss of inhibitions

Drinking and driving is a major cause of deaths and injuries among young people. Half of all fatal crashes involve a driver who has been drinking. Other problems associated with alcohol include:
- loss of driver’s license
- vandalism, violence and legal problems
- expulsion from school
- poor grades
- poor health
- accidents and injuries

Mixing alcohol and other drugs can have unpredictable and dangerous results. Remember, drinking is illegal for people under the age of 21. Obey state, local and campus rules about alcohol use. A violation of the law is a violation of College policy.

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

Staff, students, faculty, guests and community members are encouraged to report all crimes and public safety related incidents to the Department of Campus Safety and Security in a timely manner.

To report a crime or emergency that is occurring or has occurred on campus, call the Department of Campus Safety at (315) 498-2311. To report incidents of a non emergency nature, call the Department of Campus Safety at (315) 498-2478.

Campus Safety and Security Information Aides are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, Campus Safety and Security Officers will take the required action in order to facilitate an investigation into the matter.

THE ONONDAGA COMMUNITY COLLEGE BLUE LIGHT CALL24 SYSTEM

Thirty-eight (38) Blue Light Call24 Boxes that communicate directly with Campus Safety and Security are located at various points around the campus to assist students with emergencies and information requests.

The call boxes have two buttons:

1. Red button to be pressed for:
   - Medical emergencies
   - Life threatening situations

2. White button to be pressed for non-emergencies such as:
   - Information
   - Lockout assistance
   - Jump starts
   - Directions

How To Use The Call Boxes

1. Press the button for help.
2. A recording and the “call sent” light will let you know your call has been sent. The strobe beacon will activate. For an emergency situation, the siren will sound when the red button is activated.
3. When the call is received at Campus Safety and Security, the dispatcher will automatically know your location and will inquire as to the nature of your emergency to determine what assistance is required.
4. Push and hold the button to talk. Release to listen. (Instructions are also located on each Call Box.)
• All fire extinguishers are inspected. These safety checks are done to ensure the safety of the residents of the building. Please make sure to comply with all safety regulations. The life you save may be your own.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY:
The college plans on conducting more Fire Safety drills in student housing. One which will include a fire simulation that demonstrate the importance of Resident Hall fire safety evacuation training programs and will show the building being under full alarm, loss of power and lights, room and hall smoke generation and blocked egress routes. There will also be a Live Fire demonstration of a residence hall kitchen and a student bedroom.
The college also plans on having more training sessions on Cooking Safety and Fire Prevention.

OCC FOLLOWS THE NEW YORK STATE FIRE CODE REGARDING EMPLOYEE TRAINING AND RESPONSE PROCEDURES.

F406 EMPLOYEE TRAINING AND RESPONSE PROCEDURES
F406.1 General. Employees in the occupancies listed in F404.2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in F404.3.
F406.2 Frequency. Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the code enforcement official upon request.
F406.3 Employee training program. Employees shall be trained in fire prevention, evacuation and fire safety in accordance with F406.3.1 through F406.3.3.
F406.3.1 Fire prevention training. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.
F406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.
F406.3.3 Fire safety training. Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.
F408.10.3 Resident Training. Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire.

NOTE:
• All Res Life Staff will be trained on a bi-annual basis.
• All Students that live in an on-Campus housing facility are required to attend annual Fire Safety Training

In cases where there is an allegation of criminal conduct or violations of the Student Conduct and Disciplinary Policy, the Department of Campus Safety and Security will forward copies of the report to the Student Services Department for review and potential action by Judicial Affairs. Additional information discovered during further investigation will also be forwarded to the Office of Judicial Affairs.

CRIMES should be reported to the Campus Safety and Security Department to ensure inclusion in the annual crime statistics to aid in providing timely warning notices to the community, when appropriate.

BIAS/HATE CRIME PREVENTION
It is an Onondaga Community College mandate to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus’s jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator’s bias or attitude against an individual victim or group based on perceived or actual personal characteristics. These personal characteristics may include but are not limited to their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available online at:
http://ypdcrime.com/penal.law/index.htm

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Students engaging in such behaviors will also be subject to campus disciplinary procedures where sanctions, including dismissal, are possible.

In addition to preventing and prosecuting hate/bias crimes, Onondaga Community College also assists in addressing bias-related activities that do not rise to the level of a crime.

These activities, referred to as bias incidents and defined as acts of bigotry, harassment, or intimidation directed at a member or group based on their national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, are prohibited and will be addressed through the College’s judicial process.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to Campus Safety and Security immediately. An investigation of the report will be conducted and disciplinary procedures, if applicable, will be followed. Victims of bias crime or a bias incident are encouraged to seek victim support services from the College’s Counseling Department located in the Gordon Student Center.

DRUGS AND OTHER CONTROLLED SUBSTANCES
The unlawful possession, use, sale, or distribution of drugs or controlled substances and in the presence of or related paraphernalia, or loitering with the intent to engage in any of these activities is prohibited on any College or College-related property. The term “drug” includes all controlled substances and marijuana as they are defined in sections 220.00 and 221.00 of the New York State Penal Law. The College will cooperate fully and completely with local or state authorities on any case of suspected illegal use, possession or
redistribution of state controlled drugs or marijuana. Any student who is apprehended for the same will, in no way, be protected by the College. The offender also may face separate disciplinary action by the College.

**SEXUAL ASSAULT PREVENTION**

Onondaga Community College has programs and policies in place to protect all members of the Onondaga Community College community from sexual assault, sexual misconduct and sexual harassment, including programs for prevention and awareness. The College will assist those who have been victimized regardless of whether these crimes occurred within or outside the jurisdiction of the College. New York state law contains the following legal provisions defining the crimes related to sexual assault:

**Section 130.25/.30/.35 – Rape**

This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**Acquaintance Rape (Date Rape):**

This is defined as sexual intercourse undertaken by a friend, date or acquaintance without consent. Acquaintance rape includes sexual intercourse that occurs through force, as a result of threat, physical restraint or physical violence with or without consent.

**Section 130.20 - Sexual Misconduct**

This offense includes sexual intercourse without consent and deviant sexual intercourse without consent. The penalty for violation of this section includes imprisonment from a definite period to be fixed by the court up to one year.

**Section 130.40/.45/.50 - Criminal Sexual Act**

This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**Section 130.52 - Forcible Touching**

This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of another person's sexual or intimate parts. The penalty for violation of this section includes imprisonment for a period up to one year in jail.

**Section 130.55/.60/.65 - Sexual Abuse**

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

**Section 130.55/.60/.65 - Sexual Abuse**

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

**Section 130.55 – Sexual Abuse**

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of another person's sexual or intimate parts. The penalty for violation of this section includes imprisonment from a definite period to be fixed by the court up to one year.

**Section 130.40 – Criminal Sexual Act**

This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**Section 130.52 – Forcible Touching**

This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of another person's sexual or intimate parts. The penalty for violation of this section includes imprisonment for a period up to one year in jail.

**Section 130.55 – Sexual Abuse**

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

**Section 130.55 – Sexual Abuse**

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

8. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Onondaga County, City of Syracuse, the Town of Onondaga, or any other civil jurisdiction.

9. Deliberate incitement of others to commit any of the acts prohibited above; involvement as an accessory to any prohibited act by providing assistance or encouragement to others so engaged or by failure to separate oneself clearly from a group in which others are so engaged; presence during the commission of a violation and failure to alert residence hall staff or campus Safety and Security in a timely manner so that the violation may be stopped or prevented.

**Reason For Policy**

This policy is designed to provide a set of guidelines for behavior that will not be tolerated within the residence halls. Such behavior is deemed inconsistent with efforts to build a positive community.

**Prevention is the key to fire safety:**

- Candles, incense or anything with an open flame are not permitted in the residence halls.
- Onondaga Community College is a smoke-free campus with designated smoking areas. If you choose to smoke, you must remain at least 50 feet away from the residence halls.
- Avoid using hot plates, George Foreman grills, or any other cooking appliance in your room.
- If cooking in a residence hall kitchen, never leave cooking food unattended.
- Do not hang tapestries or posters from the ceiling; smoke rises and will cause these items to catch fire quickly.
- Do not run cords for appliances, cable line, or extension cords under your rugs. It wears away the rubber and can start a fire.
- Know how much voltage your power strip can hold and be sure not to overload it. Be aware of frayed and cracked cords.
- Be careful when using alcohol. Half of all adults who die in residential fires have high blood-alcohol levels.
- Arson is the number one cause of residence hall fires. It is important that you take any possible arson attempts seriously. If you know someone who is thinking of setting a fire, notify a Residence Life staff member immediately.
- Pulled alarms and false alarms create student apathy. Never pull an alarm as a prank. Take fire safety seriously.

**REMEMBER THIS:**

The Office of Residence Life in conjunction with Campus Safety and Security will perform periodic building and room inspections throughout the year to ensure:

- All electrical equipment is plugged into approved FireShield surge protectors.
- Nothing is blocking the exits from the room (doors and windows).
- Nothing is hindering smoke detectors and heat sensors from working properly.
- There are no illegal appliances or candles present.
- Nothing is hanging on or around sprinkler heads in the ceiling.
You should also do the following:

- Candles, fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible or open flame device (i.e., gasoline, benzene, flammable liquids, chemicals)
- Waterbeds, hot tubs/Jacuzzis and non-college lofts and cinder blocks
- Weightlifting apparatus (barbells, free weights, Solo flex machines, etc.
- No curtains/drapes unless flame resistant. (Must be able to show proof of flame resistance)
- Leave all furniture at home

NOTE:

- Do not store items within 18 inches from a sprinkler head or within 2 feet from the ceiling
- Do not move the furniture
- Do not hang anything on the ceiling
- Do not hang strings of lights on your walls, ceilings or in your rooms
- Do not hang anything on or around sprinkler heads

Additional OCHDC Conduct Guidelines prohibit:

1. Deliberate or careless endangerment; tampering with safety alarms or equipment, or those devices in place for the protection of the residents or security of the building; setting unauthorized fires; violation of specific safety/maintenance regulations, such as physically altering the room or suite, its amenities, connections, or implements in any fashion other than that which is approved by the Director of Residence Life.
2. Gambling on campus or at organized student activities, except for approved events sponsored by residence hall or college staff in which participants are playing for prizes and/or raising money for charity.
3. Smoking or the use of chewing tobacco in the residence halls.
4. Possession of animals in the residence halls, with the exception of service animals registered with the Office of Residential Life, or fish, if kept in 5 gallon aquariums in individual rooms or up to 10 gallon aquariums in suites, provided that all suite residents consent to the fish.
5. Refusal to identify oneself or present a valid OCC identification card when requested by an Onondaga Community College Housing Development Corporation (“OCHDC”) or OCC staff member who has identified him/herself as such; dishonesty, forgery, deception or any other act of knowingly providing or distributing false information (fake ID’s), or withholding information from the college or a college official; and failure to render reasonable cooperation to staff members.
6. Displaying alcohol advertisements, empty alcohol bottles or cans, signs or obscene or indecent material in public viewing areas.
7. Possession or use of the following within the residence halls: dartboards with metal tip darts; drums and/or electrically amplified instruments, including DJ equipment; exterior antennas, satellite dishes, or any object that protrudes from a window or attaches to an exterior wall; flammable decorations, neon signs and strings of lights that do not meet UL requirements; candles, incense, charcoal/gas grills, oil lamps or any combustible device; waterbeds, hot tubs, Jacuzzis and cinderblocks; lofts other than those provided by the College or approved by OCHDC or the College; weightlifting apparatus and inappropriate use of athletic or recreational equipment.

Section 130.65-a/.66/.67/.70 - Aggravated Sexual Abuse

This series of offenses occurs when a person inserts a finger or foreign object into the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Consent:

The act of consent requires spoken words or behaviors that clearly indicate, without doubt to either party, a mutual agreement to participate in sexual intercourse or other sexual activities. Indicators of consent do not include silence or past sexual relationships. A person is deemed incapable of consenting when that person is a minor (under the age of 17), mentally incapacitated, physically helpless (whether induced by drugs, alcohol or otherwise), or asleep.

If you believe you have been a victim of a sexual offense or misconduct, you should seek immediate assistance by calling Campus Safety and Security at 498-2311 and/or Vera House Rape Crisis Center at 468-3260. Both are available 24 hours, seven days a week. You should also do the following:

- Get to a safe place as soon as you can.
- If necessary, obtain medical treatment.
- Try to preserve all physical evidence if possible. Do not bathe, douche or change your clothes.
- If you are on campus, immediately contact the nearest College official or contact Campus Safety and Security from any “Blue Light Call24” system (see page 10). Or, dial extension 2311 from any campus phone or call 498-2311 from a private telephone.

Disciplinary Action

Where there is probable cause to believe the College's regulations prohibiting sexual misconduct have been violated, the College will pursue strong disciplinary action through its own channels. An individual charged with sexual misconduct may be subject to College disciplinary procedures whether or not prosecution under New York state criminal statutes is pending. The College will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the College's priority.
**SEXUAL HARASSMENT**
This is defined as unwelcome sexual advances, request for sexual favors, or other sexually degrading verbal, non-verbal or physical conduct.

**DOMESTIC VIOLENCE AND STALKING**
Domestic violence is defined as an act committed by a person involved in an intimate relationship against the other member of the intimate relationship. An intimate relationship includes those persons who are married or unmarried, are in dating relationships even if there is no sexual relationship, unrelated persons who have continuous social contact, or intimate social contact, including same sex couples.

Stalking is when one person engages in a course of conduct which is directed at a specific person and that course of conduct causes that person to be in fear of harm to them, their safety, their property, a member of their immediate family, or an acquaintance. This can include contact via cyberstalking including but not limited to phone, text, IM, Facebook, etc.

**TOBACCO USE POLICY**
Smoking and tobacco use is restricted on Onondaga Community College property, including J. Stanley Coyne Hall. Smoking and tobacco use is permitted only in parking lot locations that are at least 50 feet away from all campus buildings. Smoking and tobacco use in other areas of the campus, including inside all campus-owned vehicles, is prohibited.

**FIRE SAFETY**
All campus buildings are protected with a computer-based central alarm system which is located in the Campus Safety and Security Office. In addition to pull stations to report a fire, all buildings have smoke and heat detectors for early detection of a fire condition. Localized alarms sound in all buildings and response by Campus Safety and Security and the Onondaga Hill or other local fire departments is immediate. Fire extinguishers are placed in prominent locations throughout the campus.

**Evacuation and Fire Alarm Procedures:**
1. Evacuate the building via the nearest safe exit.
2. Proceed to the nearest outdoor assembly area as directed by Campus Safety and Security.

**If You Need Assistance**
- Wait for the crowd to pass, and then move to an area near a safe stairwell for evacuation.
- Have someone notify Campus Safety and Security of your location and stairwell address.

**DO NOT USE ELEVATORS!**

**Use of Appliances within the Residence Halls**

**Policy Statement**
In addition to the kitchen appliances provided, only underwriter’s laboratory-approved, sealed-unit coffee makers, microwaves, blenders, electric can openers and toasters are allowed and may only be used on a non-combustible surface within the kitchens. Cooking is allowed only in suite kitchen areas; the use of any cooking appliance is prohibited in bedrooms or bathrooms.

It is expected that residents will apply all fire safety precautions. Use of extension cords or multi-plug outlets other than approved power strips is prohibited. Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence.

Suites are allowed one microwave only and it must be located in the kitchen area. Residents may have one personal refrigerator, no larger than 5 cubic feet, in their bedrooms.

The following items are prohibited: electric irons without automatic shutoff, halogen lamps, sunlamps, air conditioners, space heaters, electric blankets, popcorn poppers and electric percolators. Cool air vaporizers are allowed, but hot air vaporizers require a doctor’s note certifying their necessity.

Notwithstanding the above, any appliance or electrical item may be confiscated by a Residence Hall Director, the Director and Assistant Director of Residence Life or OCC Safety and Security personnel if it is determined to pose a safety threat to the residence hall.

**Reason For Policy**
This policy is designed to prevent the occurrence of a fire within the residence halls.

**PLEASE DO NOT BRING ANYTHING ON THE LIST BELOW THEY WILL BE CONFISCATED AND NOT RETURNED TO YOU**

**Things to leave at home:**
- Animals of any kinds (service animals, and fish that are kept in 5-gallon aquariums are allowed)
- Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, or any other item affiliated with the consumption or possession of alcohol. Alcohol of any kind is not allowed within the residence halls.
- Alcohol advertisements, signs or potentially offensive material in public viewing areas (including windows, hallways and doors)
- Dartboards with metal tips or anything that needs to be hung with nails
- Drums and/or electrically amplified instruments, including D) equipment
- Extension cords or multi-plug outlets (approved power strips 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
- Neon signs and strings of lights (including Christmas and rope lights) that do not meet URL requirements. (Must not hang on walls)
- Halogen lamps, lava lamps, torchiere lamps, octopus lamps, or other high-intensity lamps
- Indoor use of any athletic or recreation equipment, any hall sports/gaming, water fights, or horseplay
- Live-cut Christmas trees and flammable decorations
- Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, paintball guns, B-B guns, paintball guns, firework, knives, and archery equipment
- Federal, state, college, local or other signs
- Hot plates, quesadilla makers, toaster ovens, crock pots, sandwich makers, George Forman or Gas Grills
- Propane cylinders or other flammable liquids