Annual Campus Security & Fire Safety Report

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**2015**

- Policies
- Services
- Statistics

Prepared and Issued by the Department of Public Safety

*A Department within the Administrative Services Division*
MESSAGE FROM THE CHIEF

Monroe Community College is committed to ensuring a safe and secure environment for students, faculty, staff and anyone who visits each of our campus locations. The Department of Public Safety works diligently to support this effort by delivering prompt, professional and courteous law enforcement, safety and security services for the college community.

The Department of Public Safety strives to develop positive and collaborative relationships with all campus community members. Our dedicated staff are committed to preventing crime through community policing and crime prevention initiatives that focus on enhancing the College’s learning environment. Public Safety staff provide a variety of safety and security services, enforce laws and ordinances, and address matters that are inconsistent with MCC’s Code of Conduct. Our staff demonstrate great care in their delivery of service each day.

Enhancing one’s own awareness plays a key role in personal safety and community members must work together to maintain a safe campus environment. Understanding and practicing basic safety measures help make MCC a safer place to live, work and learn. To that end, a comprehensive list of resources can be found on the Department of Public Safety website at:

www.monroecc.edu/depts/pstd

Public Safety staff work closely with all members of the campus community, including the College’s Civility Committee, to create a respectful learning environment as evidenced by the following statement:

We, the students, faculty, staff, and administration of Monroe Community College are committed to core values that include:

- Creating an environment where we value and respect each other;
- Promoting a community that encourages the tolerance of divergent opinions and constructive resolution of conflict;
- Exchanging ideas and enriching our lives through the exploration of our multi-faceted culture;
- Embracing responsibility, honesty, integrity, and courtesy;
- Respecting the dignity, rights, and freedoms of every community member;
- Respecting the intellectual and physical property of others; and
- Respecting college property including both public and private spaces.

We, as a community of learners, are affirming these core values to guide our actions and behaviors.”

The Department of Public Safety has developed a reputation for excellence. It is our goal to continuously earn the confidence of MCC students, employees, and visitors in order to make their time at MCC both positive and rewarding. Monroe Community College is an outstanding place to work, learn and be inspired every day. We hope you enjoy your MCC experience.

Best wishes,

Sal Simonetti
Chief of Public Safety
**ANNUAL CAMPUS SECURITY & FIRE SAFETY REPORT**

The Monroe Community College (MCC) Annual Campus Security and Fire Safety Report is prepared to meet the compliance requirements of both the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act. This report has been developed by the Department of Public Safety in cooperation with the local law enforcement and fire protection agencies that serve each MCC campus location, as well as several other college departments and officials. As required by law, the crime and fire statistics included in this report cover the calendar year 2014. The full text of this report is available online at:

http://www.monroecc.edu/depts/pstd

Each year, all enrolled students as well as College faculty and staff receive an e-mail notification describing how to access this report electronically. Prospective students and employees may also view this report online or obtain a printed copy from one of the following locations:

- **Brighton Campus** — Human Resources Office located in 6-301 or the Public Safety Office located in 21-140. Copies of the report may also be obtained by calling 585-292-2110 or 585-292-2902.
- **Damon City Campus (DCC)** — Human Resources Office located in 5014 or the Public Safety Office located in 5010. Copies of the report may also be obtained by calling 585-262-1427 or 585-262-1672.
- **Applied Technologies Center (ATC)** — Reception Office or by calling 585-292-3700.
- **Public Safety Training Facility (PSTF)** — Dean’s Office or by calling 585-753-3800.

**CAMPUS GEOGRAPHY**

Federal law requires that campuses report specific criminal activities that occur on campus property and specific areas around those properties. However, crimes occur in the community beyond what is required for reporting in this document. Students are advised to exercise caution in ALL areas both on- and off-campus.

- **On Campus**: includes the main campus property and buildings.
- **Non Campus**: includes property owned by student organizations officially recognized by the institution and those owned by the College outside campus boundaries.
- **Public Property**: includes thoroughfares, streets, sidewalks, parking facilities, and public park or park-like settings immediately adjacent to and accessible from the campus.

**REPORTING a CRIME or REQUESTING ASSISTANCE**

MCC encourages every member of the campus community to report a crime promptly to the Department of Public Safety. Bystanders should report an incident if the involved victim needs assistance in making such report or is unable to report it themselves. Any suspicious activity or person observed on college property or within college buildings should also be reported immediately. While at the Brighton Campus, Applied Technologies Center or Public Safety Training Facility, the Department of Public Safety may be contacted by dialing (585) 292-2911 for emergencies or (585) 292-2912 for non-emergencies. Emergency call boxes located throughout the Brighton Campus may also be used to contact Public Safety directly.

The Department of Public Safety’s main office is located on the Brighton Campus in 21-140. Public Safety personnel are also stationed at the Damon City Campus (DCC) on the 4th and 5th floors of the Sibley Building. DCC Public Safety may be reached by dialing (585) 262-1414 for emergencies and (585) 262-1672 for non-emergencies.

Upon receiving information concerning an incident, Public Safety personnel will investigate the matter, document the information and take appropriate steps which may or may not result in an arrest. These actions may also involve working with other local, state and/or federal law enforcement agencies as necessary. Incidents resulting in an arrest are adjudicated in the jurisdiction in which the incident occurred. Incidents may also be handled internally through the college’s conduct system.

Crimes may be reported on a confidential basis and may also be reported anonymously by calling the **Silent Witness** tip line at (585) 292-3636 or via the web at:

http://www.monroecc.edu/depts/pstd/crmstp.htm

Anonymous and confidential reports will be used by the Department of Public Safety for informational purposes and possible inclusion into the College’s annual crime statistics report. When deemed appropriate, the information will be disseminated in a Timely Warning notice.

As defined in 42 U.S.C. 13925(a)(20), personally identifiable information about victims will not be included in publically available record keeping, including the reporting and disclosure of crime statistics.
DEPARTMENT of PUBLIC SAFETY

The Department of Public Safety provides law enforcement and security related services for the college community 24/7/365. Public Safety staff conduct foot and vehicle patrols and enforce the laws of the State of New York as well as College rules and regulations. MCC Campus Peace Officers have legal authority to investigate alleged criminal offenses and arrest anyone involved in illegal acts on campus. This includes the investigation of underage drinking as well as the illegal sale, use or possession of alcoholic beverages, controlled substances or weapons. Students who commit violations of the MCC Student Code of Conduct may also be referred for disciplinary action by the College.

As authorized and directed by the Board of Trustees and the College President, MCC Campus Peace Officers carry firearms and are required to successfully complete the Basic Course for Police Officers, which is the same course of instruction and certification required of all police officers in New York State.

MCC Campus Peace Officers are aided by Public Safety Assistants and Guards who complete the required training and certification necessary to obtain a New York State Security Guard license. Public Safety staff assigned to patrol functions also receive CPR/AED training.

The Department of Public Safety works collaboratively and maintains a Memorandum of Understanding with other law enforcement agencies pertaining to the investigation of serious incidents occurring on college property or in the immediate proximity to a campus location. MCC does not have any officially recognized student organizations with off-campus sites.

CRIME PREVENTION PROGRAMS

The Department of Public Safety offers a variety of opportunities to provide crime prevention techniques to members of the campus community. Seminars and workshops are scheduled throughout the academic year with sessions on topics including, but not limited to, the prevention of theft and vandalism as well as personal safety tips. Individuals and groups are encouraged to contact the Department of Public Safety at 585-292-2912 to schedule a program, which can be customized as needed. These programs include:

Operation ID — The marking/engraving and recording of personal property on inventory forms to assist with recovery in the event of loss or theft. Operation ID events are conducted in each Residence Hall for both the fall and spring semesters.

Crime Prevention for Youth Services — In partnership with the Richard M. Guon Child Care Center located on the Brighton Campus, Public Safety staff provide a variety of programs to introduce and/or reinforce sound safety practices specifically focusing on youths aged 5-12.

Resident Advisor Security Training Program — Public Safety staff provide specialized security training information for all new and returning Resident Directors and Resident Advisors. This gives them the knowledge and tools necessary to conduct their own basic crime prevention discussions with residential students. A minimum of three training events are conducted each fall with additional events added throughout the semester as requested.

Security Surveys — Upon request, Public Safety staff will evaluate work areas or other campus locations and provide a report which may include suggested physical improvements or methods for enhancing security.

Orientation Programs — Public Safety staff present general information and safety tips to new members of the campus community.

Public Safety Website — As part of a complete crime prevention and community education effort, the Department of Public Safety maintains a comprehensive website which is located at:

http://www.monroec.edu/depts/pstd/

The Public Safety website provides a variety of information about the Department and its services including valuable tips on crime prevention and safety as well as links to other resources at MCC and beyond.
SECURITY POLICIES and PROCEDURES

The MCC Brighton Campus strives to maintain an “open” campus environment. As an open campus, students, employees and visitors are permitted access to the College’s academic, recreational, and administrative facilities. The general public may also attend cultural and recreational events occurring on campus.

All Brighton campus buildings close each weeknight at midnight and reopen at 6:00 a.m. the following day. Weekend hours vary throughout the year. Public Safety staff patrol each building and the campus grounds on a regular basis to monitor security-related needs. Closed circuit television cameras (CCTV) provide enhanced security by recording activity inside campus buildings and outside courtyards, sidewalks and parking lots.

Individuals wishing to gain access to an area they are authorized to be in, but is normally secure, must obtain prior written approval from the appropriate faculty/staff member. Written requests are forwarded to the Chief of Public Safety for review. If approved, authorized individuals must present valid College identification before a Public Safety staff member is permitted to unlock the area. The authorized individual is responsible for securing the area when finished.

Brighton campus residence halls are locked 24 hours/day and are equipped with electronic card access systems. Residence Life and Public Safety staff also monitor access to each residential hall. Students must carry and produce their College issued identification when asked to do so by a College official. Depending on the time of day, anyone entering a Residence Hall must submit to a search of any bags being carried in. Residential students may not allow unauthorized individuals into residential facilities and are encouraged to report security related concerns to the Department of Public Safety or Residence Life staff.

The Applied Technologies Center and the Public Safety Training Facility maintain building hours based on the needs of the programs offered at each of these campus locations.

The Damon City Campus, located on the 4th and 5th floors of the Sibley Building in Downtown Rochester, is a closed campus. All students, faculty and staff must present a valid MCC identification card at one of the Public Safety desks, located at the entrances on either floor, to gain access. Members of the general public must also produce identification and sign in to enter the campus.

The Sibley Building is also patrolled by a private security company which works closely with MCC Public Safety staff in coordinating safety and security related services. Safety escorts to and from vehicles are available upon request.

SECURITY AWARENESS PROGRAMS

As an academic institution, MCC recognizes the key role education plays in generating security-conscious behavior. Periodically during the academic year the Department of Public Safety, in collaboration with other MCC departments, presents crime prevention awareness programs such as conflict resolution, fire safety, and information on safe spring break activities. These programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security as well as the security of others. Security awareness programs offered to the campus community include:

Personal Safety & Security — A program which includes tips to help prevent theft, consumer fraud/scams, sexual assault as well as self-defense information.

Community Policing Officers (CPOs) — Designated Public Safety Officers assigned to serve as liaisons for the Brighton Campus residential community. CPOs address a variety of public safety issues unique to residence halls and provide information on resources offered by the College and other external organizations. CPOs facilitate a wide array of safety programs in their assigned residence halls throughout the academic year.

MAINTENANCE of CAMPUS FACILITIES

The Department of Public Safety continuously monitors and inspects campus buildings and grounds and works with Facilities Services to identify and correct lighting problems, broken locks and doors, as well as other potential safety and security hazards.

MONROE COMMUNITY COLLEGE IDENTIFICATION CARDS

Monroe Community College issues photo identification cards to all students, faculty and staff of the College. Students and employees are required to carry their identification card at all times. ID cards are needed in order to use the College libraries, recreational facilities, and a variety of other services and events. Students must produce their current ID card any time they are asked to do so by any college official (Public Safety, staff, faculty, or administrator).

Students attending the Damon City Campus must show their MCC identification card for entry to the campus, as well as to access other services, such as the Bookstore, the Integrated Learning Center and the Fitness Center. Student ID cards are valid as long as students are attending MCC. A $10.00 replacement fee is required for ID cards which are lost or damaged.
CAMPUS SECURITY AUTHORITIES

As required by the Clery Act, a number of College employees have been identified as Campus Security Authorities (CSA). A CSA is defined as an official having significant responsibility for student and campus activities including but not limited to student housing, discipline or campus judicial proceedings and has the authority and duty to take action or respond to particular issues on behalf of the institution.

Although members of the campus community are encouraged to report criminal activity directly to the Department of Public Safety, in some instances they may choose to disclose a crime to a CSA. If a CSA determines that a crime has been reported in good faith, they must then report the incident to the Department of Public Safety. This must be done in an expeditious manner as the incident may pose a serious or continuing threat to the MCC community. Crime statistics gathered from CSAs are included in the Public Safety Daily Crime Log as well as the Annual Campus Security and Fire Safety Report.

A CSA is not responsible for determining whether or not a crime took place as that responsibility is the function of law enforcement personnel. In addition, Campus Security Authorities should not attempt to apprehend alleged perpetrators or try to convince a victim to contact law enforcement if the victim chooses not to.

Licensed professional and pastoral counselors are excluded from CSA requirements as long as they do not have a function that gives them CSA responsibilities, such as a student organization advisor. These counselors, if and when they deem it appropriate, should inform the person they are counseling of any procedures to report crimes including how to do so on a voluntary or confidential basis.

Any MCC official who learns of a sexual assault or any other crime must inform the victim that they can report the incident to the Department of Public Safety or other local law enforcement agency. MCC officials will assist victims in notifying other law enforcement authorities as requested.

BEHAVIORAL EARLY ALERT TEAM

The MCC Behavioral Early Alert Team (BEAT) is an interdisciplinary group of College professionals who use a collaborative systems approach to help identify students with at-risk behavior on campus, convening weekly meetings to assess situations involving questionable behavior. The team completes a holistic student assessment and develops a plan to reduce student risk. Strategies are then implemented to address the behavioral concerns with regard for the safety of the student and the college community as a whole. The BEAT is comprised of representatives from Student Services, Public Safety, Housing and Residence Life, Health Services and the Counseling Center.

ADVISORY COMMITTEE on CAMPUS SECURITY

In accordance with Section 6431 of the New York State Education Law, Monroe Community College maintains an Advisory Committee on Campus Security entitled the Personal Safety Committee. This committee is charged with reviewing current campus security policies and procedures for:

- educating the college community about sexual assault, domestic violence, and stalking offenses;
- educating the college community about personal safety and crime prevention;
- reporting sexual assaults, domestic violence and stalking incidents and assisting victims during investigations;
- referring complaints to appropriate authorities;
- counseling victims; and
- responding to inquiries from concerned persons.

The Personal Safety Committee makes recommendations for the improvement of such policies and procedures and submits an annual report on its findings.

DAILY CRIME LOG

The Department of Public Safety maintains a “Daily Crime Log” of offenses that occur on campus. The log is available for public viewing at all campus locations and can be found at:

Brighton Campus — Public Safety Office, Building 21, Room 140
Damon City Campus — Public Safety Office, 5th floor, Room 5010
Applied Technologies Center — Reception Office
Public Safety Training Facility — Dean’s Office

Log entries are made within two business days of the event being reported to the Department of Public Safety. While most offenses are included on the log, the Chief of Public Safety may determine that an incident be classified as “confidential” in order to avoid jeopardizing a criminal investigation or the identity of a crime victim.

Building 21—Department of Public Safety
TIMELY WARNINGS

In the event that a situation arises (either on or off campus) that, in the judgment of the Chief of Public Safety, constitutes an ongoing or continuing threat to the college community, a campus wide Timely Warning notice will be issued to the campus community. Timely Warnings are distributed via the College’s e-mail system and will be issued for specific offenses noted in the Clery Act including, but not limited to, major incidents of arson, murder/non negligent manslaughter and robbery.

Timely Warnings for crimes such as aggravated assault or sex offenses are considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known to the Department of Public Safety at the time. For example, if an assault occurs between two students and there is no ongoing threat to other campus community members, a Timely Warning would not be distributed. If a sexual assault is reported long after the incident occurred, a Timely Warning would no longer be “timely” therefore an alert would not be issued.

EMERGENCY RESPONSE & EVACUATION PLANS

The Department of Public Safety is responsible for coordinating the appropriate response to an emergency occurring on campus or the evacuation of the campus community should it become necessary. In most cases, the Department of Public Safety and other local law enforcement agencies and/or fire services are the first responders to incidents occurring on campus that involve a threat to the health or safety of the campus community. Public Safety officials receive training in managing crisis situations and the College has created an emergency response and evacuation plan. This plan may be found at:


The College tests emergency response and evacuation procedures on an annual basis to assess its state of readiness if an emergency were to occur. Tests may be announced or unannounced.

Emergencies which do not require an immediate evacuation may be managed utilizing other methods designed to help keep the campus community safe.

Shelter in Place

A “Shelter in Place” response may be used to safeguard against environmental or weather related situations which necessitate the holding of occupants within college buildings. Examples may include chemical spills, severe power outages, explosions or extreme weather conditions. Based upon the severity of the incident, the Department of Public Safety will provide specific information which may or may not modify college activities.

Lockdown

A “Lockdown” response may be used when it becomes necessary for campus community members to immediately enter or remain inside a secure structure, room or area in an effort to protect themselves from possible danger. When the Department of Public Safety determines that a situation requires an immediate lockdown, the campus community will be notified using the College’s emergency alert systems. Additional information will be provided by the Department of Public Safety as it becomes available.

EMERGENCY NOTIFICATIONS

MCC is committed to the safety and well being of its students, employees and visitors. In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of persons on campus, the College will notify the community of the situation. Emergency notifications will occur immediately unless it is determined that such announcements will compromise efforts to assist victims or contain the emergency.

The MCC ALERT System, which includes text, e-mail, fax and telephone alert options, are used by authorized college personnel to send emergency notifications including warnings, protective actions and post-incident follow-up information related to life safety issues. Follow-up messages are also distributed via MCC ALERT or may be posted to the College’s website. An “All Clear” message and/or additional information pertaining to the end of an emergency situation are also acceptable uses of the MCC ALERT System. Subscription to MCC ALERT is free and may be accomplished by going to the following website and selecting 'MCC Alert':

http://www.monroecc.edu/depts/pstd/nyalert.htm

Emergency notifications are permitted for events in the categories identified below or other “life threatening” situations:

- Civil Disturbance - large group disrupting normal campus activities;
- Fire - large-scale fire that endangers the campus community;
- Hazardous Materials - dangerous chemical, biological or nuclear material spreading from a contained area;
- Major Road Closing - unanticipated event that would disrupt safe passage to and from campus;
- Medical Emergency - pandemic or other health related event with potential casualties;
- Personal Safety - situations that pose an active threat including the use of weapons or violence, hostage situation or missing person;
- Suspicious Package - reasonable belief that a package may contain a chemical, biological or nuclear substance that would cause harm to persons or property;
- Utility Failure - a major disruption or damage to utilities including gas, electric or water.
- Severe Weather Conditions - such as flooding, blizzard, or tornado.
CONDUCT REGULATIONS

Preamble
In any organized group of people, it is essential to define the rights and responsibilities of the individuals in that group. Students, faculty, administration, staff and visitors form a society or a group at Monroe Community College. In defining the rights and responsibilities of individuals, Monroe Community College adheres to the 1967 Joint Statement on Rights and Freedoms of Students, the 1940 AAUP Statement on Principles of Academic Freedom and subsequently approved Interpretive Comments (1970).

Nothing contained herein shall be construed to be in conflict with the aforementioned documents. These rules are not intended to repeal, supersede or preclude any other rules related to the same subject matter except to the extent that they are inconsistent therewith.

I. Jurisdiction
A. The rules hereby adopted shall govern the conduct of students upon the campus of the College and also upon or with respect to any other premises or property under the control of the College used in its teaching, research, administrative, service, cultural, recreation, athletic and other programs and activities.
B. Except for College-sponsored off-campus programs, it is the intent of the College to leave disciplinary action with respect to off-campus offenses to civil authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature pose a serious threat to the College community. In such cases, the College reserves the right to take appropriate action.

II. Civility: Our Community’s Core Values
We, the students, faculty, staff, and administration of Monroe Community College are committed to core values that include:
A. Creating an environment where we value and respect each other;
B. Promoting a community that encourages the tolerance of divergent opinions and constructive resolution of conflict;
C. Exchanging ideas and enriching our lives through the exploration of our multi-faceted culture;
D. Embracing responsibility, honesty, integrity and courtesy;
E. Respecting the dignity, rights and freedoms of every community member;
F. Respecting the intellectual and physical property of others; and
G. Respecting college property including both public and private spaces.
We, as a community of learners, are affirming these core values to guide our actions and behaviors.

III. Statement of Non-Discrimination
Monroe Community College does not discriminate on the basis of age, race, creed, color, sexual orientation, national origin, disability, veteran status, religion, predisposing genetic characteristics, marital status or domestic violence victim status in admissions, employment, and treatment of students and employees or in any aspect of the business of the College.
IV. Title IX

A. Title IX of the Education Amendments of 1972 prohibits sexual discrimination in any form; to include any form of sexual harassment and gender discrimination.

B. Federal law states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

C. Sexual Harassment is any threatening, demeaning, or offensive conduct or situation that reasonably interferes with a student’s work setting or creates a hostile academic environment.

V. Conduct/Prohibited Actions

The following actions or conduct are prohibited:

A. The obstruction or disruption of any College function or activity, including the classroom instructional environment, administration of the parking program, and service functions and activities.

B. The obstruction of the free flow of pedestrian or vehicular traffic, or the free access to, or exit from, any part of the College premises.

C. The unauthorized use or occupation of, or entry to, College grounds, buildings or premises.

D. The attempted or actual theft of, or damage to, property belonging to the College, College personnel or students.

E. Any action or situation involving physical or mental abuse, intimidation, harassment, stalking or the detention of any person, or threat thereof; or any conduct that threatens or endangers the health, safety or welfare of any person.

F. The use of obscene or abusive language or any other means of expression, language or action that may reasonably be expected to provoke or encourage physical violence by other persons.

G. The illegal possession, use, sale or transfer of any controlled substance.

H. Impairment by drugs or alcohol or the observed inappropriate behavior of being under the influence of drugs, alcohol or controlled substances.

I. The use, sale, transfer or possession of alcoholic beverages on College premises, except in those specific instances when express official prior authorization has been granted in writing from the Office of the President.

J. Tobacco use on all college owned and leased property, both indoors and outdoors.

K. Gambling or money being exchanged or wagered.

L. The possession without express official authorization granted in writing by the Office of the President of any firearm, weapon or other dangerous instrument that may cause injury or damage to person or property.

M. The aiding, assisting or abetting of any person or persons in any action or conduct stated to be prohibited.

N. The refusal to obey any reasonable or lawful request, order or directive of a College Public Safety officer, faculty, administrator or any other identified representative of the College.

O. The forced consumption of liquor, drugs or any other liquid or solid substance, or hazing for any purpose including initiation into or affiliation with any organization on College-owned or operated property, or at College-sponsored activities.

P. Abuse of computer facilities and resources, including but not limited to:

1. Unauthorized entry into a file to use, read or change the contents, or for any other purpose;  

2. Unauthorized transfer of a file;  

3. Use of another individual’s identification and/or password or revealing the password to anyone including faculty and staff;  

4. Use of computing facilities and resources to interfere with the work of another student, faculty or college official;  

5. Use of computing facilities and resources to send obscene, harassing or abusive messages or view lewd or pornographic materials;  

6. Use of computing facilities and resources in violation of copyright laws;  

7. Use of computing facilities and resources to interfere with normal operation of the College computing system;  

8. Use of computing facilities for the purpose of advertising or running a business or organization;  

9. Bypass accounting or security mechanisms, attempt to circumvent data-protection or system consistency schemes, or attempt to uncover security loopholes.

Q. Sexual harassment/sexual misconduct:

1. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent;  

2. Obscene or indecent behavior, which includes, but is not limited to, exposure of one’s sexual organs or the display of sexual behavior that would reasonably be offensive to others;  

3. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwanted, unwelcome or inappropriate sexual or gender-based activities or comments.

4. Retaliation against any person for filing a complaint about harassment, for making a request that harassing conduct stop, or for assisting a person with a harassment complaint.

R. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

S. The repeated violation of the Academic Honesty Policy or involvement in incidents of dishonesty that have complicity on a large scale.

T. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Monroe County or any other civil jurisdiction.

U. Intentional use, possession or sale of firearms or other dangerous weapons by students and employees is strictly forbidden.
ALCOHOL & ILLEGAL DRUG POLICIES

Monroe Community College maintains that the abuse of alcohol or use of illicit drugs presents serious health and safety hazards to the college community and interferes with educational and occupational success. With that in mind, MCC has adopted policies prohibiting certain behaviors.

Students, faculty and staff are not permitted to consume alcoholic beverages on college property, or in connection with activities officially sponsored by the College, without prior approval of the College President.

The College also fully complies with the Drug Free School and Communities Act of 1989 by prohibiting the possession, consumption and distribution of illegal drugs on college property at all times.

LEGAL SANCTIONS GOVERNING ALCOHOL

The New York State Alcohol & Beverage Control Law establishes age 21 as the minimum age to purchase or possess alcoholic beverage and furthermore states the following:

1. persons under age 21 found in possession of an alcoholic beverage may be fined;
2. anyone convicted of using a driver’s license to fraudulently purchase or to attempt to purchase alcoholic beverages may have their driver’s license suspended; and
3. persons convicted of buying alcoholic beverages through fraudulent means may also face a fine and/or sentence of community service.

A violation of any law involving alcoholic beverages is also a violation of the MCC Code of Conduct and will be treated as a separate disciplinary matter by the College. Behavior that disrupts the educational environment, causes public inconvenience, annoyance or alarm, or recklessly creates a risk to people and/or property even though motivated by the use of alcoholic beverages is also a violation of law and College Code of Conduct. Specific information regarding violations of alcohol related laws, including driving while intoxicated, are available from the Department of Public Safety.

LEGAL SANCTIONS GOVERNING ILLEGAL DRUGS

The possession, sale or use of illicit drugs is covered under Articles 220 and 221 of the New York State Penal Law. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug and amount held or sold. Penalties can range from between a minimum of 15 days in jail and a $250 fine up to a maximum of life imprisonment and a $100,000 fine. It is important to note that the Penal Law defines a gift of drugs as a sale.

Monroe Community College prohibits the illegal possession, use and sale of illegal drugs and will cooperate fully with other local, state, and federal law enforcement authorities to protect the students, staff and faculty of the College. Regardless of whether legal action is pursued in criminal courts, disciplinary action will be taken by the College for violations of law, college policies or the Code of Conduct Regulations. All students, faculty and staff should be familiar with the Drug Free Campus Policy and are required to abide by it. In addition, all college employees must be in compliance with the Monroe Community College Drug Free Workplace Policy.

EDUCATION PROGRAMS, COUNSELING & TREATMENT

Monroe Community College offers educational programs which address the prevention of alcohol and drug abuse. The College also has experienced and highly qualified staff in both the Counseling Center and Health Services offices. Counselors can provide information, confidential referrals and assistance to those persons with problems stemming from the use or abuse of drugs or alcohol. Employees are encouraged to utilize the Employees’ Assistance Program (EAP) when necessary. Information pertaining to the EAP is available in the Human Resources Office.

The New York State Division of Substance Abuse Services supports and monitors a state-wide network of prevention and treatment programs. Persons concerned about substance abuse problems may also call 1-800-522-5353 toll free for information and assistance.

WEAPONS POLICY

Monroe Community College prohibits the possession of any firearms, weapon or other dangerous instrument that may cause injury or damage to person or property without express official authorization granted in writing by the Office of the President.
VIOLENCE AGAINST WOMEN ACT (VAWA)
SEXUAL OFFENSE POLICY STATEMENT

Monroe Community College fully supports the enforcement of all local, state and federal laws prohibiting sexual harassment and sexual assault and will assist victims in the prosecution of sex offenses to the fullest extent possible. MCC prohibits any form of discrimination on the basis of sex in its educational programs and recognizes sexual harassment and sexual violence as types of sex discrimination. Other acts, such as dating violence, domestic violence, and stalking, whether sexually based or not, can also be forms of sex-based discrimination and are therefore prohibited.

Monroe Community College issues this statement of policy to inform the community of the College’s comprehensive plan that addresses sexual misconduct through educational programs and procedures when incidents such as sexual assault, domestic violence, dating violence, and stalking (whether occurring on or off campus) are reported to a College official. In this context, MCC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

All appropriate sexual contact and conduct (kissing, hugging, touching) on the MCC Campus must be consensual. College community members are subject to the disciplinary sanctions and appeal procedures as specified in the Code of Conduct. This discipline includes the possibility of suspension or dismissal from the College. The standard of proof used during a college disciplinary hearing is a preponderance of the evidence.

MCC is committed to providing prompt and compassionate support services to sexual assault victims. If you or anyone you know has been a victim of a sexual offense on the MCC campus, we urge you to consider the following:

- Victims of sexual assault should get to a safe place as soon as possible and immediately contact the Department of Public Safety at 292-2911 for incidents occurring on the Brighton Campus, Applied Technologies Center or Public Safety Training Facility. Public Safety at the Damon City Campus may be reached by calling 262-1414. You may also call 911.
- In order to best preserve evidence of an offense, victims should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.
- Victims should also seek medical treatment as soon as possible, preferably within 72 hours for: physical injuries sustained, sexually transmitted diseases (STD’s), pregnancy prevention (if applicable), and the collection and preservation of evidence crucial to pursuing criminal action.

*NOTE: (Evidence of a sexual assault is maintained for a specified period should a victim not wish to pursue criminal charges immediately, thus providing the victim the option to reconsider at a later time.) In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

- Victims have the right to notify local law enforcement, and the College can assist in making such notification if victims choose. Victims may also choose to decline to notify authorities.
- Victims should access the wide range of support services, including free and confidential counseling provided by the College and/or the community. For support resources concerning sexual offenses, contact Health Services at 585-292-2018 or Student Services at 585-292-2052.
- Survivors of sexual assault may seek alternative housing and class arrangements, and the College is required to provide them if they are reasonably available. The Office of Student Services will arrange these accommodations. Generally, alternative housing is available within 24 hours; alternative class arrangements depend on scheduling and the availability of equivalent courses.
- Survivors/victims of these crimes will be provided information about evidence preservation, how and to whom to report these crimes, options about involvement of law enforcement and campus authorities, and assistance in notifying law enforcement if the victim chooses, as well as the option to decline to notify authorities. Victims will also be provided information in writing about rights and institutional responsibilities regarding no contact orders, orders of protection, or other available applicable options.

During the College’s disciplinary process, the victim’s rights are:
- To have a person or persons of the victim’s choice accompany the victim throughout the disciplinary hearing;
- To remain present during the entire proceeding;
- As established in state criminal codes, to be assured that his/her irrelevant past sexual history will not be discussed during the hearing;
- To make a “victim impact statement” and to suggest an appropriate penalty if the accused is found in violation of the Code;
- To be informed of the outcome of the hearing in writing simultaneously with the suspect;
- To receive, upon written request, a report detailing any disciplinary proceeding conducted by the institution for a crime of violence or non-forcible sex offense, against a student who is the alleged perpetrator of such crime of offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

All policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression. The rights of the accused, during the College’s disciplinary process, are as described under the Due Process Procedure of the College’s judicial system. If you are accused of a sexual assault, you also have the right to be accompanied by a person of your choosing during any hearings and be informed of the outcome in writing, simultaneously with the victim.
Following a final determination of an institutional disciplinary procedure for cases of rape, acquaintance rape, dating violence, domestic violence, sexual assault, or stalking, the following sanctions or protective measures may be imposed: reprimand, censure, disciplinary probation, fines, restitution, discretionary sanctions, summary suspension, suspension, expulsion from the institution, and termination of employment status whether or not formal charges are brought against them.

An individual charged with sexual misconduct will 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. When the victim and the accused live in the same residence hall, an immediate hearing with the College Judicial Officer will be held to determine the need for modifying living arrangements. Assistance for any other personal or academic concerns will be reviewed and options provided.

**DEFINITIONS and SEX OFFENSES**

**Affirmative Consent:** A knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

**SEXUAL ASSAULT and the LAW**

Remember, assaults – sexual or otherwise – are crimes; they are not the victims’ fault. Victims have the right to pursue adjudication of crimes that occur on the campus through criminal courts and/or through the College’s internal disciplinary process (under the College Code of Conduct). Campus Public Safety officers are trained to assist with prosecution in both systems.

**Disciplinary Action**

The burden of proof in all cases adjudicated by the College is “preponderance of the evidence” – whether it is “more likely than not” that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred.

In accordance with the Violence Against Women Act (VAWA) the College offers a number of prevention and awareness programs for all incoming students and new employees to help prevent rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These programs are designed to promote an awareness regarding these offenses. Information contained within these programs include:

- a statement that these crimes are prohibited at the College;
- definitions of consent, domestic violence, dating violence, sexual assault, and stalking;
- safe and positive bystander intervention actions;
- how to recognize the warning signs of abusive behavior to reduce risks and avoiding potential attacks;
- the College’s disciplinary procedures.

An example of MCC’s educational programs include:

**Healthy Relationships** - Identify signs of abusive behavior and control in relationships and locate resources to help with relationship issues.

**Consent in Relationships** - What is consent and how is it miscommunicated or misinterpreted?

**Healthy Decision Making** - How emotions influence your thinking and behaviors and the use of critical thinking.

**Effective Communication** - Recognize the importance of verbal & nonverbal communication.

When an incident of domestic violence, dating violence, sexual assault, or stalking is reported to the College, the victim will be provided with written notice of available options, remedies, and services.

VAWA EDUCATIONAL PROGRAMS

In accordance with the Violence Against Women Act (VAWA) the College offers a number of prevention and awareness programs for all incoming students and new employees to help prevent rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These programs are designed to promote an awareness regarding these offenses. Information contained within these programs include:
**Domestic Violence:** New York State does not specifically define “dating violence.” However, under New York law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime listed elsewhere in this document and is committed by a person in an “intimate relationship” with the victim. See “Family or Household Member” for definition of “intimate relationship.”

**Sex Offenses; Lack of Consent:** Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim.

**Sexual Misconduct:** When a person (1) engages in sexual intercourse with another person without such person's consent; or (2) engages in oral sexual conduct or anal sexual conduct without such person's consent; or (3) engages in sexual conduct with an animal or a dead human body.

**Rape in the Third Degree:** When a person (1) engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) Being 21 years old or more, engages in sexual intercourse with another person less than 17 years old; or (3) engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

**Rape in the Second Degree:** When a person (1) being 18 years old or more, engages in sexual intercourse with another person less than 15 years old; or (2) engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense to the crime of rape in the second degree the defendant was less than four years older than the victim at the time of the act.

**Rape in the First Degree:** When a person engages in sexual intercourse with another person (1) by forcible compulsion; or (2) who is incapable of consent by reason of being physically helpless; or (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.

**Facilitating a Sex Offense with a Controlled Substance:** A person is guilty of facilitating a sex offense with a controlled substance when he or she: (1) knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and (2) commits or attempts to commit such conduct constituting a felony defined in this article.

**Incest in the Third Degree:** A person is guilty of incest in the third degree when he or she marries or engages in sexual intercourse, oral sexual conduct or anal sexual conduct with a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.
**Incest in the Second Degree:** A person is guilty of incest in the second degree when he or she commits the crime of rape in the second degree, or criminal sexual act in the second degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or half blood, uncle, aunt, nephew or niece.

**Incest in the First Degree:** A person is guilty of incest in the first degree when he or she commits the crime of rape in the first degree, or criminal sexual act in the first degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or half blood, uncle, aunt, nephew or niece.

**Stalking in the Fourth Degree:** When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person’s immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person’s place of employment or business, and the actor was previously clearly informed to cease that conduct.

**Stalking in the Third Degree:** When a person (1) commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the first degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

**Stalking in the First Degree:** When a person intentionally or recklessly causes physical injury to the victim of such crime.

**Criminal Sexual Act in the Third Degree:** When a person engages in oral or anal sexual conduct (1) with a person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) being 21 years old or more, with a person less than 17 years old; (3) with another person without such persons consent where such lack of consent is by reason of some factor other than incapacity to consent.

**Criminal Sexual Act in the Second Degree:** When a person engages in oral or anal sexual conduct with another person (1) and is 18 years or more and the other person is less than 15 years old; or (2) who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense that the defendant was less than four years older than the victim at the time of the act.

**Criminal Sexual Act in the First Degree:** When a person engages in oral or anal sexual conduct with another person (1) by forcible compulsion; (2) who is incapable of consent by reason of being physically helpless; (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.
Forcible Touching: When a person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. It includes squeezing, grabbing, or pinching.

Persistent Sexual Abuse: When a person commits a crime of forcible touching, or second or third degree sexual abuse within the previous ten year period, has been convicted two or more times, in separate criminal transactions for which a sentence was imposed on separate occasions of one of the above mentioned crimes or any offense defined in this article, of which the commission or attempted commissions thereof is a felony.

Sexual Abuse in the Third Degree: When a person subjects another person to sexual contact without the latter's consent. For any prosecution under this section, it is an affirmative defense that (1) such other person's lack of consent was due solely to incapacity to consent by reason of being less than 17 years old; and (2) such other person was more than 14 years old and (3) the defendant was less than five years older than such other person.

Sexual Abuse in the Second Degree: When a person subjects another person to sexual contact and when such other person is (1) incapable of consent by reason of some factor other than being less than 17 years old; or (2) less than 14 years old.

Sexual Abuse in the First Degree: When a person subjects another person to sexual contact (1) by forcible compulsion; (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old; or (4) when the other person is less than 13 years old.

Aggravated Sexual Abuse: For the purposes of this section, conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated Sexual Abuse in the Fourth Degree: When a person inserts a (1) foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than 17 years old; or (2) finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

Aggravated Sexual Abuse in the Third Degree: When a person inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person (1)(a) by forcible compulsion; (b) when the other person is incapable of consent by reason of being physically helpless; or (c) when the other person is less than 11 years old; or (2) causing physical injury to such person and such person is capable of consent by reason of being mentally disabled or mentally incapacitated.

Aggravated Sexual Abuse in the Second Degree: When a person inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person by (1) forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old.

Course of Sexual Conduct Against a Child in the Fourth Degree: When over a period of time, not less than three months, a person: (1) Engages in two or more acts of sexual conduct, or aggravated sexual contact with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct with a child less than 13 years old. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charges offense occurred outside of the time period charged under this section.

Course of Sexual Conduct Against a Child in the First Degree: When a person over a period of time, not less than three months in duration, a person: (1) Engages in two or more acts of sexual conduct, or aggravated sexual contact with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact with a child less than 13 years old.
INSTITUTIONAL DISCIPLINARY PROCEDURES in
CASES of DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, and STALKING

Institutional disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to Violence Against Women Act (VAWA) crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability.

Parties are entitled to the same opportunities to have an advisor of their choice present at any hearing and related meetings. There is no limit to the choice of an advisor; however, the parties are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee during the proceeding, but cannot present evidence or cross-question witnesses. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals.

Complaint Procedure for Students

Monroe Community College provides this complaint procedure because it is critical that students and employees are treated fairly and receive prompt responses to problems and complaints concerning sex discrimination, harassment and/or violence. The Department of Public Safety, Office of the Vice President of Student Services, Counseling, International and Veterans Services, Health Services, Human Resources, Title IX Coordinator, Assistant Coordinator and Deputy Coordinators are all available to assist with this procedure, and should be used freely and without fear of retaliation. The procedure outlined in this document should be used if an individual feels that he/she has been discriminated against based on his/her sex in a way that is so severe, pervasive, or persistent, that it unreasonably interferes with or limits that person’s ability to participate or benefit from educational programs or activities.

Step One

If a complainant elects to have the matter dealt with in an informal manner, he/she may discuss the matter with a Title IX Coordinator, Assistant Coordinator or Deputy Coordinator. This individual will attempt to reasonably resolve the problem to the mutual satisfaction of the parties involved.

If an individual files a complaint, a Title IX Coordinator, Assistant Coordinator or Deputy Coordinator will, within 24 business days, review all relevant information, interview pertinent witnesses, and bring together the complainant and the accused party, if necessary. Mediation will not be used in cases of sexual violence. If a resolution satisfactory to both the complainant and the accused party is reached; the case will be closed and both complainant and accused party will be given a written statement of the outcome within 10 business days of when the agreement was reached.

If the complaint is not resolved to the mutual satisfaction of the complainant and the accused party within 24 calendar days from the filing of the complaint, the complainant will be notified of that fact. The Title IX Coordinator, Assistant Coordinator or Deputy Coordinator will discuss the matter with the complainant and advise on his/her right to proceed to Step Three or to pursue other options.

The time limits above may be extended by mutual agreement of the complainant and accused party with the approval of the Title IX Coordinator, Assistant Coordinator or Deputy Coordinator. At any time after beginning with Step Two, if desired, the complainant may elect to proceed directly to the formal resolution process outlined in Step Three.

Step Two

A student may submit a formal written complaint to the Department of Public Safety, Title IX Coordinator, Assistant Coordinator or a Deputy Coordinator for investigation. A written complaint should include the name, address, telephone number and class year of the reporting student; a detailed description of the conduct that the reporting party alleges to be discriminatory; name(s) and contact information of the person against whom the complaint is made (or, if the alleged discrimination involves a department or unit rather than an individual, a representative of that department/unit); and the name(s) and contact information of witnesses (if any).

The reporting party should make every effort to submit the written complaint within thirty (30) business days of the alleged conduct. The complainant will discuss the incident with a representative of the office where the complaint was submitted or with the Title IX Coordinator, Assistant Coordinator or a Deputy Coordinator. The complainant’s options will be discussed.

Step Three

The Title IX Coordinator, Assistant Coordinator or a Deputy Coordinator and a Title IX Investigator will investigate the complaint. Depending on the nature of the allegations, the investigation could include interviews with the reporting party, the accused individual (or, if the alleged discrimination involves a department or unit rather than an individual, with a representative of that department/unit), and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations. The Title IX Coordinator, Assistant Coordinator or a Deputy Coordinator and a Title IX Investigator will make every effort to conclude the investigation and hold a judicial hearing (if necessary) within thirty (30) business days. If the investigation cannot be completed in that time period, the reporting party will be contacted and provided with a time frame in which the investigation will be completed. At the conclusion of the investigation, the Title IX Coordinator, Assistant Coordinator or Deputy Coordinator and a Title IX Investigator will notify the complainant and accused party of the outcome in writing.

Step Four (Appeal)

If the complainant or accused party is not satisfied with outcome of the Step Three decision, he/she may proceed with an appeal within four (4) business days of receipt of the Step Three decision by submitting a formal appeal and any additional information to the appropriate Vice President of the College (or his/her designee) as identified by the Judicial Hearing Board or the Title IX Coordinator or Assistant Coordinator.
An appeal is only permissible on the following grounds:

1) A procedural defect in the process had a significant effect on the outcome, and/or

2) The discovery of new information which was unknown or unavailable at the time of the hearing and would have a significant effect on the outcome.

The non-requesting party will receive notice of the appeal and may submit either his or her own appeal or a statement in support of the outcome of the hearing within four business days of notification. During that time, the appealing party may submit additional information or revise his/her appeal. The appeals officer or Hearing Board will consider the appeals and/or statement of support together.

The Vice President (or his/her designee) will issue a written decision within four (4) business days of his/her receipt of the appeal(s) and/or statement of support. In reviewing the matter, the Vice President (or his/her designee) shall have access to any information necessary to reach a decision regarding the appeal. The decision of the appeal officer is final.

General Information: The time limits above are subject to modification on a case-by-case basis due to operational requirements, travel away from campus, school breaks, in-depth investigations, etc. Participants may also request an extension from the College, which should be granted if it will not unduly prejudice the rights of the other party.

Discipline: Employees: Employees represented by a collective bargaining unit are entitled to union representation. Discipline of such employees will be pursuant to the College Conduct Regulations that incorporate by reference their collective bargaining agreement. Students: Student discipline will be pursuant to the Student Code of Conduct.

Confidentiality: Confidentiality shall be maintained to the greatest extent possible within the requirements of conducting reasonable investigations. Only those who have an immediate need to know will or may find out the identity of the parties.

Prohibition of Retaliation. Any retaliation against a complainant or witness is prohibited specifically by this policy, and the retaliator will be disciplined pursuant to the College’s conduct regulations.

**False Reporting:** False reporting of a complaint is prohibited and will subject the reporter to discipline pursuant to the College’s conduct regulations.

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

**WRITTEN NOTIFICATIONS of VAWA RESOURCES**
For STUDENTS, EMPLOYEES and VICTIMS

**For Students and Employees:**

The College will provide written notification to students and employees about existing and available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in the community and on campus to victims of dating violence, domestic violence, sexual assault, and stalking.

**For Survivors/Victims:**

The College will provide written notification to victims regarding rights and options, including:

- available and existing on and off campus services such as victim advocacy, counseling, health, mental health, legal assistance, visa and immigration assistance;

- available and applicable institutional disciplinary procedures, and an explanation of those procedures;

- confidentiality in protective measures and Clery reporting and disclosure; and

- reasonable and available options and assistance with changing academic, living, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

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**Additional Resources**

- Student Services — 292-2129
- DCC Student Services — 262-1740
- Counseling and Advising — 292-2030
- Housing and Residence Life — 292-3010
- Athletics — 292-2830
- Health Services — 292-2018
ASSISTING ASSAULT & DOMESTIC VIOLENCE VICTIMS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking to the fullest extent. The College cannot apply for an order of protection. The victim is required to apply directly for these services through Monroe County Family Court (if a domestic relationship exists) or through a local criminal court if criminal charges have been filed. However, MCC complies with New York State law in recognizing lawfully issued orders of protection.

Any person who obtains an order of protection from a New York State court or any other state should provide a copy to the Department of Public Safety and the Office of the Title IX Coordinator. A complainant may then meet with a Public Safety staff member to develop a plan to reduce risk of harm to the complainant while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.

The College will provide written notification to victims regarding rights and options, including: available and existing on- and off-campus services such as victim advocacy, counseling, health, mental health, legal assistance, visa and immigration assistance; available and applicable institutional disciplinary procedures, and an explanation of those procedures; confidentiality in protective measures and Clery reporting and disclosure; and reasonable and available options and assistance with changing academic, living, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

For a complete copy of Monroe Community College’s policy governing sexual misconduct (Sexual Harassment and Sexual Misconduct: A Guide for Students) visit the Student Services Office.

TITLE IX

Individuals may also report a sex offense to the MCC Title IX Coordinator. The institution’s sexual harassment policy, including a description of the grievance procedures and how to contact the Title IX Coordinator can be found at the following link:

www.monroeccc.edu/depts/stuserv/TitleIXInformation.htm

CLERY ACT CRIMES — DEFINITIONS

In addition to the offenses defined under the Violence Against Women Act, college’s are required to report the below listed offenses on an annual basis.

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

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

Burglary: The unlawful entry of a structure to commit a crime therein. For reporting purposes this definition includes unlawful entry with intent to commit a crime, and all attempts.

Drug Abuse Violations: The violation of laws or ordinances relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

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

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.
BIAS/HATE CRIME PREVENTION and the LAW

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, such as their race, religion, ethnicity, gender, sexual orientation, disability, gender identity, or national origin. The Department of Public Safety is mandated to protect all members of the campus community through prevention efforts and enforcement of bias or hate crimes that occur within its jurisdiction.

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 who perpetrate bias/hate crimes are also subject to the College’s disciplinary procedures where sanctions including dismissal are possible.

In addition to enforcing hate/bias crimes, the Department of Public Safety also addresses bias-related activities that do not rise to the level of criminal activity. These activities, referred to as bias incidents, are defined by the College as acts of bigotry, harassment, or intimidation directed at a member or group within the campus community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status.

Bias incidents may be adjudicated using the State University’s Discrimination Complaint Procedure or the MCC Code of Conduct. Bias incidents reported to the Department of Public Safety will be handled using the college’s grievance procedures outlined in the Catalog and Student Handbook.

Victims of bias crimes or incidents can avail themselves of counseling and support services from the College through the Counseling Center.

VIOLENT FELONY OFFENSES

In accordance with Section 6434 of the New York State Education Law, Monroe Community College has implemented a plan to thoroughly investigate all violent felony offenses that may occur. The Department of Public Safety will secure the scene, take first responder actions and report all violent felony incidents immediately to the Brighton or Rochester Police Departments and work collaboratively with these agencies to ensure a thorough and prompt investigation in completed.

MISSING PERSON PROCEDURES for RESIDENTIAL STUDENTS

Students who reside on campus are required to provide missing person contact information in the event they are reported missing. This can be accomplished when students first arrive and check in with the Office of Housing and Residence Life. Individuals designated as a missing person contact may be someone other than who a student lists as their general emergency information contact.

Missing person contact information is maintained confidentially and only authorized campus officials are permitted access to this information during the course of a missing person investigation. The College will contact a parent or guardian if the student is under the age of 18 and not emancipated. If the student is emancipated, or over the age of 18, the College is required to notify the person designated by the individual as their missing person contact.

If a residence hall student is believed to be missing from the Brighton Campus, and there is reasonable concern for his or her well-being and safety, the Department of Public Safety must be contacted immediately to initiate an investigation. If a missing student is not readily located by Public Safety personnel within a reasonable amount of time, the Brighton Police Department as well as the law enforcement agency of the community where the missing student maintains a home of record, and the person designated as the student’s missing person contact will be notified no later than 24 hours after the student is determined to be been missing.

SEX OFFENDER REGISTRATION INFORMATION

The “Campus Sex Crimes Prevention Act” (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled or employed at institutions of higher education.

Monroe Community College provides information regarding registered sex offenders who are either enrolled or employed at the College on the Department of Public Safety website by providing a link to the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry.

Sex offender registration information may also be obtained by directly accessing the DCJS website at:

http://criminaljustice.state.ny.us/nsor

You may also contact the DCJS Sex Offender Registry at 518-457-6236 or 1-800-262-3257.
BRIGHTON CAMPUS
1000 E. Henrietta Road, Rochester, New York

Located on a 300-acre site just outside the city limits, the campus includes 16 academic, administrative and athletic buildings, the Alice Holloway Young Commons residence halls, and the Richard M. Guon Child Care Center.

<table>
<thead>
<tr>
<th>Brighton Campus Crime Statistics * Includes Economic &amp; Workforce Development Office</th>
<th>On-Campus (Includes Residence Halls)</th>
<th>Residence Halls Only</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<tbody>
<tr>
<td><strong>OFFENSE</strong></td>
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<td><strong>2013</strong></td>
<td><strong>2014</strong></td>
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<td>Referrals for Weapons</td>
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</tr>
</tbody>
</table>

*Stalking, Dating Violence, and Domestic Violence were not reportable categories in 2012. No data is available for that year.

**One (1) reported incident in this category which was unfounded.

**Hate Crimes:** Include murder/non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft and arson as well as larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, disability, gender identity, or national origin. There were no hate crimes reported to the MCC Department of Public Safety in 2012, 2013, or 2014.
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### Damon City Campus Crime Statistics

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>On-Campus</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<tr>
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<td>Burglary</td>
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</tr>
<tr>
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<tr>
<td>Stalking</td>
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</tr>
<tr>
<td>Dating Violence</td>
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<td>Arrest for Drugs</td>
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<td>Arrest for Alcohol</td>
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<td>Referrals for Weapons</td>
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</tbody>
</table>

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**DAMON CITY CAMPUS**  
228 E. Main Street, Rochester, New York

A 200,000 square foot facility located in the heart of downtown Rochester. Weekday, evening, Saturday and summer classes are held here for the convenience of those who live and work in the city. No residence halls are located at this campus site.
MCC’s state-of-the-art facility for technical education and industry-based training. The 53,000-square-foot facility contains a computer lab, multi-use classrooms, state-of-the-art laboratories, conference rooms, student lounge and the Rochester Tooling and Machining Association. No residence halls are located at this campus site.

<table>
<thead>
<tr>
<th>Applied Technologies Center Crime Statistics</th>
<th>On-Campus</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<td>Statutory Rape</td>
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A regional emergency training complex owned by Monroe County and operated through a partnership with the City of Rochester and MCC. Here, the College provides local police, fire and emergency medical personnel with both basic and in-service training related to their respective fields. No residence halls are located at this campus site.

<table>
<thead>
<tr>
<th>Public Safety Training Facility Crime Statistics</th>
<th>On-Campus</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<tbody>
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ANNUAL FIRE SAFETY REPORT

At Monroe Community College, the safety of our students, employees and visitors is our top priority. The Environmental Health & Safety (EH&S) Office is charged with implementing policies and programs to ensure the health and safety of the college community, while being compliant with federal, state and local regulations and requirements.

Each year, EH&S staff provides fire safety training for all Resident Assistants and Resident Directors. This training includes: Residence Hall Rules and Regulations, Building Fire Alarm Systems, Evacuation Procedures, Inspection Techniques, Fires and Fire Spread, and Hands-On Fire Extinguisher Training in coordination with the Rochester Fire Department. The Department of Public safety maintains a log of all fires that occur at MCC residence halls.

FIRE SAFETY INSPECTIONS

Along with varied internal inspections by EH&S staff, Monroe Community College is inspected on an annual basis by the New York State Office of Fire Prevention and Control. This agency has the authority to inspect public and private colleges and universities to insure campuses are in compliance with the New York State Fire Safety Code.

AUTOMATIC SPRINKLER SYSTEM

MCC residence halls are equipped with an automatic sprinkler system with sprinkler heads located in each room and hallway. The system is activated by excessive heat at the sprinkler head and is monitored by the College’s automated fire alarm system. Sprinkler heads must not be blocked or tampered with in any manner. Nothing should be attached to the head as it may cause an accidental discharge or prevent proper operation. All sprinkler systems are inspected quarterly and maintained by EH&S.

WHAT TO DO IN CASE OF A FIRE

If you discover or suspect a fire, immediately:

1. Pull the nearest fire alarm as you exit the building. Activating the building fire alarm system will automatically notify the fire department and get help on the way. It will also sound the building alarms to notify other occupants and shut down the air handling units to prevent the spread of smoke throughout the building.
2. Assist any person in immediate danger only if it can be accomplished without risk to yourself.
3. Evacuate the building via the closest exit. If you are the last person out of a room, close the door behind you as you leave. Do not use the elevators.*
4. Move away from buildings and courtyards and assemble in a safe area. DO NOT assemble in the following locations:
   a. within 100 feet of any building;
   b. in either court yard;
   c. or on the plaza deck.
5. Once you are away from the building, call Public Safety if you have information about where the fire was located or what may have caused the alarm. DO NOT re-enter any building for any reason until given clearance by Public Safety or other authorized emergency responders on the scene.

If you hear a fire alarm sounding or are instructed to evacuate, follow steps 2 - 5 above.

* Disabled individuals should seek temporary refuge in a designated assembly area. These areas are located near or at a stair tower and are identified by a blue sign inscribed with white lettering “Emergency Assembly Area”. Emergency responders will check these areas and assist disables individuals as necessary.

FIRE EVACUATION PROCEDURES for RESIDENCE HALLS

When the fire alarm sounds, all occupants must evacuate quickly and safely via the nearest exit. The Public Safety Dispatch Center, which monitors the fire alarm system 24/7, will immediately notify the fire department. There is no need to call 911. Residents who do not evacuate during a fire alarm will be referred for student conduct sanctioning and assessed a fine.

No training is provided to students in firefighting or suppression activity as this is inherently dangerous. A student’s only duty is to exit safely and quickly, activating the fire alarm and shutting doors along their path (to contain the spread of flames and smoke) as they exit the building. At no time should the closing of doors or activation of the alarm delay the exit from the building. When evacuating the residence halls, occupants will meet in the following areas:

- Pioneer Hall residents (Bldg. 50) will meet in the east end of parking lot R.
- Alexander Hall residents (Bldg. 51) will meet in parking lot D, the MCC Child Care Center parking lot.
- Tribune Hall residents (Bldg. 52) will meet in the east end of parking lot R.

Canal Hall East and West residents (Bldg. 53) as follows:

- From the northern section of buildings – meet in the northwest corner of parking lot S and northeast corner of parking lot T.
- From the southern section of buildings – meet in the area between the Canal Hall Service Road and the bridge which crosses the pond. DO not block the service road.

The Fire Department will determine when it is appropriate to return to the building. Under no circumstances should you return to the building unless you are told to do so by the Fire Department, Public Safety, or a Housing and Residence Life staff member acting for the Fire Department.
REPORT ALL FIRES

Anyone who finds evidence of a fire that has been extinguished, and is unsure whether Public Safety has already responded, should immediately notify Public Safety to investigate and document the incident.

POLICIES on PROHIBITED ITEMS, SMOKING, ELECTRICAL APPLIANCES & OPEN FLAMES

The following are prohibited in or around college residence halls. Violators are subject to immediate action and/or removal by college personnel. The Office of Housing and Residence Life reserves the right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents or college property at any time. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up and taken home may be disposed of by Housing and Residential Life staff.

1. Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways and doors).
2. Animals or pets of any kind including snakes and turtles. (Small 5 gallon fish aquariums are permitted – one per resident).
3. Any type tobacco product or inhalant including but not limited to lighted cigarettes (traditional and e-cigarettes), cigar, pipe, bidi, clove, cigarette and any other smoking product, and smokeless or spit tobacco.
4. Candles – (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible flame/ember device (i.e. gasoline, benzene, flammable liquids, chemicals).
5. Dartboards of any kind – including magnetic, felt or plastic tipped darts.
6. Electric blankets or air mattresses
7. Electrically amplified instruments, including DJ equipment and drum sets.
8. Extension cords or multi-plug outlets, plug-in air fresheners. (Power strips and surge protectors are permitted.)
9. Exterior television, radio antennas, satellite dishes or any object that protrudes from a window or attaches to the exterior of a residence hall.
10. Federal, state, college, local or other signs.
11. Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, BB guns, paintball guns, fireworks, knives and archery equip-
12. Halogen lamps, black lights, lava lamps, or other high intensity lamps including torchiere floor lamps, spider lamps or any upward facing bowl lamps.
13. Hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich & quesadilla makers, oil fryers or auxiliary heaters and refrigerators exceeding 4.0 cubic feet.
14. Indoor use of any athletic or recreation equipment, any hall sports/gaming, water/food fights, or horseplay, including bouncing or throwing any type of ball, skateboarding or utilization of any other recreational device with wheels.
15. Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol, including those beers designated “non-alcoholic”.
16. Live-cut Christmas trees and flammable decorations.
17. Neon signs.
18. Strings of lights – (including holiday and rope lights).
19. Waterbeds, air mattresses, hot tubs, Jacuzzis, non-college lofts and cinder blocks.
20. Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars, etc.).
21. Wireless routers from external providers.
22. Personal mattresses (without medical documentation).
23. Tattoo equipment may not be used in the residence halls.

TOBACCO FREE POLICY

MCC’s tobacco free policy prohibits the use, distribution or sale of tobacco in all college owned, leased or controlled buildings, property and vehicles and at all MCC-sponsored events. This policy, which applies to students, employees, visitors, vendors and contractors, brings the College into compliance with a resolution passed by the State University of New York Board of Trustees that requires all SUNY campuses to be 100 percent tobacco free.
FIRE SAFETY REPORTING DEFINITIONS

Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff visitors, firefighters, or any other individuals.

Fire-related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or who dies within one year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:
- sprinkler or other fire extinguishing systems;
- fire detection devices;
- stand-alone smoke alarms;
- devices that alert one to the presence of a fire, such as horns, bells, or strobe lights;
- smoke control and reduction mechanisms;
- fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:
- contents damaged by fire;
- related damages caused by smoke, water, and overhaul but not including indirect loss, such as business interruption.

FUTURE IMPROVEMENTS to FIRE SAFETY

MCC does not have any immediate plans for future improvements to fire safety systems.

ON-CAMPUS RESIDENTIAL FACILITIES
FIRE SAFETY SYSTEMS

The address for all on-campus residence halls is:
1000 E. Henrietta Road, Rochester, New York 14623

<table>
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<tr>
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### FIRE STATISTICS — CAMPUS RESIDENCE HALLS

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<th>Residential Facilities</th>
<th>Year</th>
<th>Total Fires in Building</th>
<th>Cause/Nature</th>
<th>Fire Related Injuries *</th>
<th>Fire Related Deaths</th>
<th>Property Damage ($) Range</th>
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*Injuries requiring treatment at a medical facility

Questions or concerns regarding fire safety and hazard prevention should be directed to the Office of Environmental Health & Safety (EH&S) at 292-3150. Additional information can be found on the EH&S website:

Monroe Community College is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment and access to services, programs and activities, without regard to an individual’s race, color, national origin, religion, creed, age, disability, sex, gender, identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the college community (including but not limited to vendors, visitors and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.