



**2009
Safety Information
and Statistics**



HERKIMER
COUNTY | COMMUNITY | COLLEGE™

The safety of Herkimer County Community College's students, faculty, staff and visitors is a high priority at the College. Preserving the safety and well-being of each member of the HCCC community is the professional responsibility of the Department of Campus Safety and of other administrative departments. It is also a matter of mutual support, caring and caution by all members of the campus community. Students, faculty, staff and visitors can do much to aid the work of Campus Safety and to protect themselves and their property. We all share in the responsibility of making the learning and working environment at HCCC safe and enjoyable for everyone.

Campus Safety Dept.

The goals of Campus Safety are to provide protection for all students, faculty, staff and visitors to HCCC, to safeguard all real and personal property, and to enforce College policies and regulations, and the laws of the State of New York.

The Campus Safety Department includes a Director, Assistant Director, 10 full-time and three part-time Safety Officers. Campus Safety provides continuous patrols of the campus and Campus Meadows/ College Hill/Reservoir Run housing complexes by uniformed Safety Officers 24 hours a day, seven days a week, 365 days a year.

Campus Safety Officers are trained in specific areas that concern the College environment. CPR, first aid, emergency response procedures, cultural diversity and sexual assault response are some of the topics included in training.

Members of Campus Safety do have Peace Officer status, as defined in the New York State Criminal Procedure Law, and therefore do have the power to make arrests on campus, and all safety officers comply with the licensing, registration and training requirements of the New York State Security Guard Act.

Campus Safety has a cooperative working relationship with the Herkimer Police Department, Herkimer County Sheriff's Department and other area law enforcement agencies to help maintain a safe campus atmosphere.

If an incident occurs that we believe may have an effect on the safety and well being of the members of our college community, information concerning this matter will be distributed by one or more of the following – paper flyer, on-campus electronic bulletin, student/faculty/staff e-mail accounts and College Intranet Site. In the event of a confirmed significant emergency or dangerous situation, the College

community will be advised in a timely manner by NY-Alert and/or through the use of the campus wide siren/public address system. Students, faculty and staff are encouraged to sign up for NY-Alert, see www.herkimer.edu for NY-Alert sign up directions.

Safety Policies and Procedures

Herkimer County Community College has approximately 3,500 full-time and part-time students, 166 staff and 76 faculty members.

Students, faculty and staff have access to academic, recreational and administrative facilities on campus. Access to the campus buildings at HCCC is on an “as needed” basis and incorporates strict key control procedures. The public is welcome to attend cultural and recreational events on campus. Generally, public access is limited to facilities in which the events are held.

Student Responsibility and Safety Tips

We want you to enjoy your college experience but please BE CAREFUL! Use common sense. You may encounter situations that are unfamiliar to you; remember to take sensible precautions. IT IS YOUR RESPONSIBILITY TO TAKE CHARGE OF YOUR PERSONAL SAFETY.

There are many methods you can use to protect yourself in most situations:

On Campus

- ✓ Avoid walking alone at night/stay in lit areas
- ✓ Park your car in designated areas, lock the doors and keep valuables out of sight or stored in the trunk
- ✓ Report any suspicious individuals or incidents to Campus Safety

In Your Apartment or Home

- ✓ Lock all doors and windows
 - ✓ Keep only small amounts of cash on your person or in your room
 - ✓ Never leave valuables unattended
 - ✓ Avoid traveling alone when it is dark
 - ✓ Keep track of your keys
 - ✓ Protect your PIN number and your credit cards
 - ✓ Make use of the College’s Operation ID Program
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Sexual Harassment/Assault

HCCC condemns sexual misconduct of any kind. This type of behavior constitutes violations of acceptable campus codes of conduct as well as New York State Law. Members of the HCCC community who commit these crimes will be subject to harsh sanctions from the College and/or the criminal justice system.

Sanctions that may be imposed by the College following a disciplinary proceeding for any violation of the Student Code of Conduct are explained in the Student Handbook, which is published on an annual basis.

To ensure that members of the college community are aware of this potential problem, seminars are scheduled regularly to address this issue.

Bias Crimes Prevention

Hate Crimes and the Law

It is Herkimer County Community College's mandate to protect all members of the Herkimer County Community College community by preventing and prosecuting bias or hate crimes that occur within the campus' jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York State law are available from Campus Safety.

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. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, Herkimer County Community College Campus Safety assists in

addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the College as acts of bigotry, harassment, or intimidation directed at a member or group within the Herkimer County Community College community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the College's Complaint Procedure or the campus conduct code. Bias incidents can be reported to Campus Safety as well as to Human Resources.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to Campus Safety by calling 911 in an emergency, using a Blue Light or other campus emergency telephone, calling 315-866-8616 or stopping by CC-253. Campus Safety will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus by contacting the College Counseling Center at 315-866-0300, Ext. 8284 or in CC-261.

For general information on Herkimer County Community College security procedures, see www.herkimer.edu or call 315-866-8616.

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes, is available from the Office of the Dean of Students.

Sexual Assault Prevention

Sexual Assault and the Law

Herkimer County Community College has programs to protect all members of the Herkimer County Community College community from sexual assault, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of HCCC Campus Safety.

NYS Law contains the following legal provisions defining the crimes related to sexual assault:

Section 130.20 – Sexual Misconduct. This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

Section 130.25/.30/.35 – Rape. This series of offenses includes

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

Section 130.40/.45/.50 – Criminal Sexual Act. This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.52 – Forcible Touching. This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

Section 130.55/.60/.65 – Sexual Abuse. This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

Section 130.65-a/.66/.67/.70 – Aggravated Sexual Abuse. This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not

to exceed 25 years.

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 Herkimer County Community College campus through criminal courts and/or through the College's internal disciplinary process (under the Campus Code of Conduct). Herkimer County Community College Safety Officers are trained to assist with prosecution in both systems.

Date Rape Safety Tips

- date people you and/or your friends know well
- plan to meet your date in a social situation
- be prepared to have your own way of travel home
- don't use alcohol or drugs, they decrease your ability to make reasonable decisions
- don't invite your date into your home if you know you will be alone upon arrival

ABOVE ALL - TRUST YOUR INSTINCTS!!

Remember: Campus Safety is a continuous process and each of us has an obligation to be responsible for our own safety by being appropriately cautious and by applying common sense to everyday situations.

SEXUAL ASSAULT INFORMATION (AID TO VICTIMS OF VIOLENCE)

If you are a victim of sexual assault, immediately report the assault to the police. On campus dial 8616 for Campus Safety, off campus dial 911. The police cannot investigate the incident as a crime unless you file a formal report. Reporting a crime to the police or to another campus office does not necessarily obligate you to follow through with criminal prosecution.

- Go to a hospital emergency room as soon as possible if the assault involved a sexual penetration or other physical injuries. (Evidence can be collected several hours after the attack, but its value may be diminished.) Do not wash, change clothing, or otherwise (clean up.) Bring a full change of clothing because the clothes you were wearing at the time of the attack may be kept as evidence.
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Your follow-up medical care is crucially important. You may need tests for sexually transmitted diseases and pregnancy.

- No matter when or where the assault occurred, support and referral resources are available to help you. Contact Campus Safety, the Counseling Center, College Nurse or other College officials for assistance.

STATEMENT OF VICTIM'S RIGHTS

1. Victims have the right to choose counseling and medical treatment, and to prosecute and report their case through the college judicial system and/or the off-campus court system.
2. Victims have the right to be treated with dignity and seriousness by campus personnel.
3. Victims of crimes against an individual have the right to be reasonably free from intimidation and harm.
4. College personnel are encouraged to inform all victims that:
 - victims are not responsible for crimes committed against them
 - victims should always report their crime, despite the possibility of adverse publicity for the College.
5. Victims will be made aware of appropriate student services, including counseling.
6. Victims are entitled to the same support opportunities available to the accused in a campus disciplinary proceeding.
7. The victim has the right to information regarding the status of his/her case.

Alcohol Policy

No person shall possess, sell or give away alcoholic beverages in any building or on any property owned or controlled by HCCC. Any exception needs the prior approval of the College President. Open containers of alcoholic beverages may not be possessed on Campus.

HCCC holds person(s) responsible for their conduct at all times, including behaviors which occur while under the influence of alcohol and persons violating these policies will be subject to disciplinary action. The disciplinary action may include reprimand, disciplinary probation with or without specific conditions, referral to individual and/or group counseling at the student's expense, parental notification and/or suspension.

Alcohol and the Law

People “under the influence” of alcohol or other drugs are dangerous – to themselves and to others.

Each year, college students spend \$5.5 billion on alcohol – three times the amount spent on books. Students under the age of 21 violate the law when they drink. Besides breaking the law, many abuse alcohol, endangering their health and safety. Excessive drinking is hazardous to nondrinkers too—they suffer from loss of sleep and study time, vandalism, physical assault, unwanted sexual advances and rape. Studies show that alcohol is involved in:

95% of all campus violent crime

90% of rapes, where alcohol was used by the assailant, victim or both.

The immediate effects of alcohol depend on how much and how fast you drink. Effects may include:

- ✓ loss of muscle control
- ✓ poor coordination
- ✓ impaired judgment and reasoning
- ✓ loss of inhibitions

Drinking and driving is a major cause of deaths and injuries among young people. Half of all fatal crashes involve a driver who's been drinking. Other problems associated with alcohol include:

- ✓ loss of driver's license
- ✓ vandalism, violence and legal problems
- ✓ expulsion from school
- ✓ poor grades
- ✓ poor health
- ✓ accidents and injuries

Mixing alcohol and other drugs can have unpredictable and dangerous results.

Remember, drinking is illegal for people under the age of 21. Obey state, local and campus rules about alcohol use. A violation of the law is a violation of College policy.

Drugs and Other Controlled Substances

The sale, use, possession or distribution of prohibited drugs or other controlled substances, or loitering with the intent of engaging in any of these activities, is prohibited on any College or College-related property. The term “drug” includes all controlled substances defined in section 220.00 of the New York State Penal Law and Marijuana Reform Act of 1977. The College will cooperate fully and completely with Local or State authorities on any case of suspected illegal use, possession or redistribution of State controlled drugs or marijuana. Any student who is apprehended for the same will in no way be protected by the College. The offender may also face separate disciplinary action by the College.

Fire Safety

All campus buildings are protected with a computer-based central alarm system. In addition to pull stations to report a fire, all buildings have smoke and heat detectors for early detection of a fire condition. Localized alarms sound in all buildings and response by Campus Safety and the Herkimer Fire Department is immediate. Fire extinguishers are placed in prominent locations throughout the campus.

Fire Drills

Fire drills in all buildings are scheduled regularly, in accordance with National Fire Protection Association and local fire safety codes. Fire drills are for training purposes, so that occupants know the sound of the alarms and become aware of exit locations. It is imperative that all members of the campus community take fire drills seriously and react accordingly when the alarm sounds.

It is important that members of the campus community

- ✓ learn the location of fire exits
- ✓ do not tamper with or damage fire safety equipment
- ✓ do not assume that an alarm is a fire drill or false alarm
- ✓ do not congregate in or near walkways or roadways that lead to the building as this may impede emergency response personnel
- ✓ do not return to the building until directed to do so

Statistics 2006-2008 - Complaints Reported **Herkimer Village Police Crime Statistics**

	'08	'07	'06
Murder	0	0	0
Rape	6	5	13
Robbery	5	2	5
Assault	79	67	72
Burglary	49	53	67
Larceny	343	369	356
Motor Vehicle Theft	2	0	72
Controlled Substances	4	15	25
Criminal Mischief	331	149	208
D.W.I.	75	115	172
Disorderly Conduct	1,140	868	784
Arson	4	0	1

** Note: The above captioned crime statistics are reported to HCCC safety department by the Village of Herkimer, NY police department's administration staff*

Timothy Rogers - HCCC Director of Campus Safety

A copy of the Herkimer County Community College campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the Campus Safety Committee. Please direct all such requests to the Office of the Dean of Students at (315) 866-0300, Ext. 8276. Information can also be obtained from the U.S. Department of Education website at <http://ope.ed.gov/security/>.

HCCC CRIME**2008**

	On Campus	Campus Housing	In or On non- Campus Building or Property	Public Property
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HOMICIDE

Murder & Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0

SEX OFFENSES

Forcible	0	0	0	0
Non-forcible	0	0	0	0

Robbery	1	0	0	0
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Aggravated Assault	0	6	0	0
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Burglary	0	33	0	0
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Motor Vehicle Theft	0	0	0	1
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Arson	0	0	0	0
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HATE CRIMES

Race	0	0	0	0
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Gender	0	0	0	0
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Religion	0	0	0	0
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Sexual Orientation	0	0	0	0
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Ethnicity	0	0	0	0
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Disability	0	0	0	0
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LIQUOR LAW

Arrests	0	0	0	0
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Referrals	0	165	0	0
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DRUG LAW

Arrests	0	6	0	0
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Referrals	0	33	0	0
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Illegal Weapons Possession	0	8	0	0
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Larceny	20	9	0	1
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Criminal Mischief	5	21	0	0
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** Note: Burglary is defined as any larceny from within a building per Department of Education/CLERY Guidelines.*

Information and Assistance

The Campus Safety Office is located in the main lobby of the College Center and someone is available at all times to render assistance. Reports may be made directly to the office, through the information booth or an officer may be dispatched to your location. Campus Safety Officers will provide assistance and will also assist you in reporting the incident to the Herkimer Police Department if it is deemed necessary.

If you have been the victim of sexual assault, you may report the incident to Campus Safety or to one of the College Counselors. The College Counselors can be reached at 866-0300, ext. 8284, or in the McLaughlin College Center, room 261. Your well-being is their primary concern. They will treat you with respect, sensitivity and will keep your concerns in strict confidence.

The Counseling staff at HCCC is committed to assisting students with their adjustments to college life. Trained counselors are available for confidential individual screening appointments with all students. We encourage you to become familiar with their service and visit anytime you need someone to talk to.

Student Nighttime Auxiliary Patrol (SNAP)

HCCC's Campus Safety department has a student walking escort program, SNAP (Student Nighttime Auxiliary Patrol). SNAP members provide students, faculty and staff with a supervised walking escort throughout the College campus at night. If an individual should desire a walking escort from one area of the campus to another, the person should contact Campus Safety at 8616 to request an escort.

SNAP hours of operation will be announced following the beginning of the fall, 2009 semester.

Members of the SNAP program are HCCC students who are specially trained by the Campus Safety Director concerning the SNAP procedures.



Phone Numbers

Emergency	911
Campus Safety	866-8616 off campus 8616 on campus
Director of Campus Safety	866-0300 Ext. 8276
College Counselors	866-0300 Ext. 8284
Coordinator of Health Services	866-0300 Ext. 8373
Dean of Students	866-0300 Ext. 8276
Rape Crisis Hotline	866-4120
Herkimer Police Department	866-4330
New York State Police	866-7111
Tipps Line	866-0300 Ext. 8477 or 8477 from a college phone

Email: silenwitness@herkimer.edu



HCCC currently has 23 emergency phones placed throughout the campus and in the housing areas. The phones are all well marked with blue lights on the top of them so that they are visible day and night. Each emergency phone is connected directly to the Herkimer County 911 Center for prompt assistance in emergency situations.

*Herkimer County Community College
does not discriminate on the basis of race,
color, gender, age, creed, religion, national
origin, marital status, disability, or any
other characteristic protected by federal
or state law in admissions, employment,
or in any aspect regarding the conduct
of College business.*

8/2009