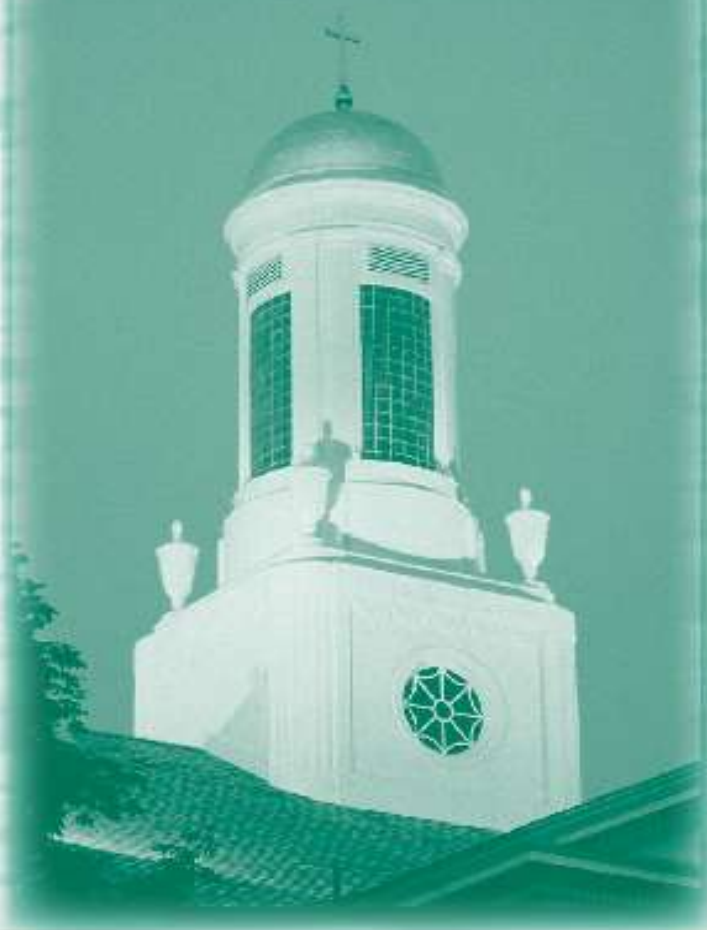


PUBLIC SAFETY

at Siena College

2011 Annual Security and Fire Report





Annual Security and Fire Safety Report

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The Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act

In 1990, Congress enacted the *Crime Awareness and Campus Security Act* (Title II of Public Law 101–542), which amended the *Higher Education Act of 1965* (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a Jeanne Clery who was slain in her dorm room in 1986.

The campus Security Act requires colleges and Universities to:

- publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities”;
- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”; and
- disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

Siena College Public Safety is responsible for preparing and distributing this report. We work with many other departments and agencies, such as the Offices of Student Affairs, Department of Athletics, Campus Programs, the New York State Police and the Town of Colonie Police Department to compile the information.

We encourage members of the Siena community to use this report as a guide for safe practices on and off campus. Each member of the Siena community receives an e-mail that describes the report and provides its web address. For more information, contact the Department of Public Safety at 518-783-2376, or e-mail tbreslin@siena.edu.



Public Safety at Siena College

Siena College is committed to the well-being and peace of mind of the men and women who make up the College community. This commitment includes providing a safe and secure environment for all students, employees, and guests. Siena has policies and procedures that are designed to prevent incidents that may interfere with the normal life of the College. Prevention of crime on campus is of critical importance to all members of the Siena community and their families. Siena enrolls more than 3,000 full-time students. The College employs more than 750 staff members including some 225 faculty. The campus covers 176 acres, on which 66 buildings and townhouses are located. The following describes the policies and procedures of Siena in regard to public safety on campus.

The Public Safety Department, which is located in the Haas Building on the north end of the College campus, provides a wide range of services designed to meet the needs of the College community. Siena Public Safety is composed of the Assistant Vice President of Student Affairs/Director of Public Safety, an Associate Director of

Public Safety, Assistant Director of Safety, an Assistant Director of Public Safety, an office staff, dispatchers, and 16 full-time public safety officers, as well as 8 part-time officers. These men and women are private security officers who are certified by the State of New York and are trained in New York State Penal Law and Criminal Procedure Law. Article 7-A of the New York State Business Law, entitled the Security Guard Act, authorizes the officer's authority. In addition, the officers receive training in emergency procedures, first aid, and CPR/AED. Public Safety conducts foot, vehicular, and bicycle patrols of the campus 24 hours a day, seven days a week. The Assistant Director of Safety inspects all campus buildings on a regular basis for fire and health hazards. Public Safety is charged by the College administration with enforcing College policies and regulations and cooperating with State and Municipal authorities. The Department of Public Safety works closely with the Colonie Police Department and a written Memorandum of Understanding is in place with regards to the coordination of law enforcement efforts between the college and the police department. We rely on these relationships for support on several levels. In addition to sharing critical information, the Department of Public Safety has a working relationship with the Town of Colonie 911 Center. This arrangement gives us immediate access to mutual aid and support from Police, Fire and EMS. Officers from these agencies frequently support events on campus.

The Public Safety Department's Mission Statement

Our mission statement flows from the College's Mission Statement. The mission of this department is to foster a safe campus, which helps to ensure an academic environment that includes respect for others and their property and that encourages a feeling of community and safety among students, faculty and staff.

The Siena College Public Safety Department is a full-service security agency empowered by the College. The Department is dedicated to preserving the peace, enforcing the laws of the State and policies of the College, protecting life and property, preventing and detecting crime, apprehending criminals and violators of the College's Rules and Regulations, promoting vehicle safety on campus and fostering a safe environment for our students and employees. To this end, the Public Safety Department serves all campus departments as well as all State and Local Authorities.

To accomplish its multifaceted mission, the Department relies upon traditional security strategies, as well as innovative patrol and investigative techniques. These are both developed internally and adapted from those that have been successfully used by other agencies with a comparable mission and similar structure.

Campus Crime Statistics

Under the Clery Act campuses are required to report campus crime statistics for certain offenses, hate crimes, arrests and disciplinary referrals to the campus judicial process. In all cases this data must be broken down according to the geographic location of the occurrence of the offense.

The geographic locations used under the Clery Act are:

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On Campus – in Residential Halls

“Dormitories or other residential facilities for students on campus” are a subset of the on-campus category. Institutions must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student dorms or residential facilities on campus. As a subset, the number of crimes reported for dormitories or other residential facilities must be less than or equal to the number of reported crimes for the on-campus category.

Non-campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

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

On Public Property

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

Siena College does not have any non-campus student organizations that must be monitored for any crime reporting statistics.

Definitions of Reportable Crimes

Criminal Homicide

- **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.

Forcible sex offenses

- **Forcible rape.** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- **Forcible sodomy.** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Sexual assault with an object.** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Forcible fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- **Incest.** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery

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

Aggravated assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault 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.)

How do we compile these statistics?

The Department of Public Safety collects the crime statistics disclosed in the following charts through a number of methods. Public Safety officers enter all reports of crime incidents made directly to the department through Report Exec CAD/RMS integrated record management system. After an officer enters the report in Report Exec, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the *FBI Uniform Crime Reporting Handbook* and the *FBI National Incident-Based Reporting System Handbook*.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor vehicle theft

The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

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.

Other offenses

- **Liquor law violations.** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; 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.)
- **Drug abuse violations.** Violations of state and local laws 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 non-narcotic drugs (barbituates, Benzedrine).
- **Weapon law violations.** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

Hate crime

Any act of intimidation, harassment, physical force, or the threat of physical force directed against any person or family, or their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, national origin, religious belief, sex, age, disability, or sexual orientation, with the intention of causing fear or intimidation, or to deter the free exercise of enjoyment of any rights or privileges secured by the Constitution or the laws of the United States whether or not performed under the color of law.

Clery Act Criminal Offenses

The following criminal offenses (as defined under the FBI's Uniform Crime Reporting Handbook) are reportable offenses under the Clery Act. On campus statistics include both incidents reported to police and those reported to non-police officials and may therefore contain multiple entries for the same incident.

On Campus

Criminal Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including forcible Rape)	4	5	3
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	1	1	0
Burglary	15	11	3
Motor Vehicle Theft	0	0	0
Arson	1	0	0

On Campus – in Residential Halls

Criminal Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including forcible Rape)	4	4	3
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	14	10	3
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Non-Campus Building or Property

Criminal Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including forcible Rape)	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

On Public Property

Criminal Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including forcible Rape)	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	0
Motor Vehicle Theft	0	0	0
Arson	1	0	0

Clery Act Hate Offenses

As required under the Clery Act the following report indicates the number of reported occurrences of the listed offense that manifest evidence of bias based on race, religion, sexual orientation, gender, disability or ethnicity/national origin ("*Hate Crimes*") as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534) that took place in the geographic locations specified under the Clery Act. For all offenses reported below the category of bias will be noted in the table footnotes.

On Campus

Criminal Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including forcible Rape)	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Criminal Mischief	0	0	0
Any other crime involving Bodily injury	0	0	0

On Campus – in Residential Halls

Criminal Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including forcible Rape)	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Criminal Mischief	0	0	0
Any other crime involving Bodily injury	0	0	0

Non-Campus Building or Property

Criminal Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including forcible Rape)	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Criminal Mischief	0	0	0
Any other crime involving Bodily injury	0	0	0

On Public Property

Criminal Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including forcible Rape)	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Criminal Mischief	0	0	0
Any other crime involving Bodily injury	0	0	0

Clery Act Arrests and Disciplinary Referrals

Arrests

On Campus

Criminal Offense	2008	2009	2010
Liquor Law Violations	0	2	0
Drug Law Violations	2	2	6
Illegal Weapons Possession	0	0	0

On Campus – in Residential Halls

Criminal Offense	2008	2009	2010
Liquor Law Violations	0	1	0
Drug Law Violations	1	1	5
Illegal Weapons Possession	0	0	0

Non-Campus Building or Property

Criminal Offense	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

On Public Property

Criminal Offense	2008	2009	2010
Liquor Law Violations	5	0	0
Drug Law Violations	2	0	0
Illegal Weapons Possession	0	0	0

Number of Disciplinary Actions/Referrals

On Campus

Criminal Offense	2008	2009	2010
Liquor Law Violations	357	315	262
Drug Law Violations	43	40	68
Illegal Weapons Possession	6	4	1

On Campus – in Residential Halls

Criminal Offense	2008	2009	2010
Liquor Law Violations	299	240	204
Drug Law Violations	32	33	53
Illegal Weapons Possession	6	4	1

Non-Campus Building or Property

Criminal Offense	2008	2009	2010
Liquor Law Violations	2	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

On Public Property

Criminal Offense	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Reporting Criminal Incidents and other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Public Safety. Criminal actions and other emergencies may be reported by dialing 911(Public Safety) from any on campus phone or by using any of the emergency call boxes located in strategic areas around campus. The emergency call box locations are identifiable by blue lights displayed above the boxes. Following a call, the department will send a public safety officer immediately to assist the caller or victim. If required or requested, the police will be contacted. When a criminal offense, violation of College rules and regulations, or other emergency occurs on campus, anyone may report it in a number of ways. Incidents may be reported to Public Safety, the Dean of Student’s office, or to any College official who, in turn, will take the proper action to notify the appropriate College agency.

For reasons of privacy, a person may choose only to inform the College Counseling Center, Student Health Services or Chaplain’s Office. In cases involving discrimination / discrimination based harassment, as referred to in the College Human Rights Policy and Procedures, the affected person may refer the matter to the College’s Human Rights Committee. In accordance with the Clery Act, victims and witnesses are strongly encouraged to report incidents of Murder, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and Sexual Offenses (both Forcible and Non-forcible) to a “designated campus security authority.” A “designated campus security authority” includes any official of an institution who has significant responsibility for student and campus activities. In addition to Public Safety and the Dean of Students, other “designated campus security authorities” would include the Vice President for Student Affairs, the Vice President for Academic Affairs, Dean(s) of Schools, Faculty Advisors, Residence Directors, Resident Assistants, the Director of Athletics, and Athletic Coaches. Members of the campus community (Faculty, Staff, and Students) may choose to report crimes on a voluntary, confidential basis to these “designated campus security authorities.” Statistics from confidential reports will be included in the College’s Crime Statistics Annual Report.

<i>Siena College</i>	<i>Area Resources</i>
Public Safety	Crime Victim and Sexual Violence Center
EMERGENCIES from campus phone... 911	24 Hour Hotline447-7716
EMERGENCIES on campus	Main447-5500
by cell phone.....783-2999*	New York State Police783-3211
<i>*(rings on campus 911 line)</i>	Town of Colonie Police.....783-2811
Administrative.....783-2376	Ambulance/Fire783-2811
Switchboard.....783-2300	Capital District Psychiatric Center447-9611
Health Service.....783-2554	
Student Affairs.....783-2328	
Assistant Vice President for	
Student Affairs/Dean of Students.....783-2328	
Counseling Center.....783-2342	
Office of College Chaplain.....783-2332	
Human Resources783-2420	

Preparing and Reporting the Annual Disclosure of Crime Statistics

Siena College Public Safety, in conjunction with the Office of Student Affairs, Athletic Department, Human Resource Office and local law enforcement agencies, prepares this report to comply fully with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Statistics are compiled in accordance with the Uniform Crime Reporting System of the Department of Justice and the Federal Bureau of Investigation.

Campus crime, arrest and referral statistics include those reported to Public Safety, designated campus officials (including Office of Student Affairs, Residential Life, Athletic Staff, and the Office of Human Resource), and local law enforcement entities. Crimes are reported that occur on campus, at locations that are contiguous to the campus, and buildings or properties that are either owned or controlled by the college. Please see the college map herein for the boundaries of crime reporting in accordance with the Clery Act.

Campus policy encourages every member of the campus community to report a crime promptly to Public Safety or any campus security authority. The Counseling Center, the Student Health Center and the Chaplain's Office should inform their clients of the College's voluntary confidential reporting procedures in the event a person does not want to pursue action either within the federal or state criminal justice system or within the College's discipline system. A procedure is in place to capture crimes statistics which are disclosed anonymously to Public Safety or one of these other entities.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides a direct link to the web site to access the crime statistics. Copies of these statistics may also be obtained at the Department of Public Safety located in the Hass Building on the North side of campus or by calling (518) 783-2376. All prospective students are informed of the Clery Statistics by the Office of Admissions and they may obtain a copy by calling the Department of Public Safety or by visiting the web site at www.siena.edu/pages/4691.asp. All prospective employees are made aware of the Clery Statistics by the Office of Human Resources and may also obtain a copy by calling the Department of Public Safety or by visiting the above web site.

Of note, the federal Clery Act may define a particular crime differently than that crime is defined under the New York State Penal Code. For the purposes of this Report, Siena College uses the Clery Act definitions of crimes.

Timely Warnings to the Campus Community

To help prevent crimes or serious incidents, the Department of Public Safety, in conjunction with other departments on campus, issues Campus Safety Alerts in a timely manner to notify community members about certain crimes in and around our community. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Department of Public Safety so that a Campus Safety Alert can be issued, if warranted.

If community members report crimes or serious incidents to other College administrators, those administrators will notify the Department of Public Safety. Representatives of these offices will promptly notify and collaborate with the Department of Public Safety to issue a Campus Safety Alert, if one is appropriate.

What warrants a "timely warning"?

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, in conjunction with the Vice President for Student Affairs, constitutes an ongoing or continuing threat to the campus population, a campus wide "timely warning" will be issued.

1. Safety Related Issues:

- An incident that occurs in close proximity to the college that may potentially affect the personal safety and security of our student, faculty and staff population.
- An incident that occurs on our campus that affects the personal safety and security of our community.

2. Health Related Issues:

- A member of our population is diagnosed with a serious or life threatening communicable/infectious disease.
- Evidence of bio terrorism.

Ways to communicate Timely Warnings:

For Safety Related Issues:

The following methods can be used to distribute information to the campus community. Methods of communication will be chosen based on the nature of the incident. A decision will be made on notification methods based on approval of the VP for Student Affairs or her designee.

- E-mail to all students and/or faculty/staff
- Postings in Student Union, Residence Halls, Library, Athletic Center. Postings can be emailed as attachments to various offices as indicated below
- Campus Newspaper, based on timing of the incident
- Posting of notification on Public Safety Department web site

- *SIENA Alert in the case of a critical campus wide emergency*

For Health Related Issues:

The following methods can be used to get the word out. Methods of communication will be chosen based on the nature of the incident. A decision will be made on notification methods based on approval of the VP for Student Affairs.

- Letters to students and/or parents
- Letters to faculty and staff, if appropriate
- Posting of notification on the College’s web-site at www.siena.edu
- College Newspaper ad, based on timing of the incident



Daily Crime Log

The Department of Public Safety maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department’s patrol jurisdiction. The Daily Crime Log is available for public inspection at the Department of Public Safety or at <http://lw.siena.edu/securityreports/>. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created.

The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident.



Voluntary Confidential Reporting

Faculty, Staff and Students may choose to inform only the College Counseling Center, the College Chaplain or other pastoral counselor of a crime committed against them. Such reports shall be confidential and the crime statistics from such reports will not be included in the College’s crimes statistics, unless the faculty, staff or student also reports the crime to a “designated campus security authority.” It should be noted that in accordance with the Clery Act the only persons excluded from reporting crime statistics are pastoral and professional counselors. A “pastoral counselor” is defined as a person who is associated with a religious order or denomination; and is recognized by that religious order or denomination as someone who provides confidential counseling; and is functioning within that confidential counseling role at the time the crime is reported. A “professional counselor” is defined as a person whose official responsibilities include providing mental health counseling to the institution’s community; and who is functioning within the scope of his or her license.

Emergency Preparedness



Siena College has long recognized the need to be prepared for critical incidents. Under the guidance of the Emergency Operations Team, various departments and offices work together to ensure the College is doing all it can to prepare for, prevent, respond to, and recover from emergency situations. The designated college officials train with the Colonie Police Department, Colonie EMS, Shaker Road-Loudonville Fire Department, Latham Fire Department and the Town of Colonie Emergency Management Coordinator so that the College is well-prepared to respond to a full range of critical incidents. The Office of Student Affairs and the Department of Public Safety work together to ensure our emergency operations plan is updated, as needed, and are

applicable as new risks are identified.

The college Emergency Operation Plan outlines procedures which must be followed in order to inform the campus community of an emergency.

Emergency Notification Siena Alert System

The Siena Alert System (SAS) enables officials from Public Safety, Student Affairs, or Academic Affairs to communicate on matters of CRITICAL EMERGENCIES with all members of the College community who sign up for this service. This system enables the college to send urgent text alerts to cell phones with text message capability, e-mail accounts, pagers, and web pages within moments of a critical incident. The purpose of these messages is to alert, inform, and reassure the community during emergencies.

Students, faculty, staff and administrators are encouraged to subscribe to the Siena Alert System. Siena Alert messages will be sent only in cases where there is a need to provide immediate information to the Siena College community.

PLEASE REGISTER - it only takes a few minutes. To sign-up, you must authenticate using your Network ID and Password.

For further instructions on how to create an account click [here](#).

[Login to the Siena Alert System](#)

Speakers / Alarm Sirens

The Siena campus is equipped with 31 Blue Light Call Boxes which are located throughout the campus. Affixed to these call boxes are speakers and strobe lights which would be utilized to communicate on matters of CRITICAL EMERGENCIES with all members of the College community. When activated, this system would start with a siren and then the alert is broadcast over the system.



There are also 10 speakers located in buildings around campus which are integrated into this system. The Siena Alert System and the call box speaker system would be utilized in conjunction with each other. The text messaging system is utilized and tested by all Public Safety Officers twice a month. This not only insures that the system is operating properly but it also keeps the officers proficient in operating the system. The call box system is tested once each semester while the students are on campus. This insures that the system is functional and it allows the campus community to become familiar with the sound of the warning.

Missing Person Notification

The purpose of this policy is to establish procedures and outline responsibilities for the response to missing persons.

A person who is assumed to be missing should be reported immediately to any of the following departments:

Department of Public Safety _____ 783-2376 (24 hours a day)

Office of Student Affairs _____ 783-2328 (8:30am – 4:30pm)

Office of Residential Life _____ 783-2919 (8:30am – 4:30pm)

As required by New York State Law, upon receipt of a report of a missing person, the Public Safety Department will conduct a thorough and prompt investigation to determine the safety and current location of the missing person. If the missing person is a student, within 24 hours Public Safety will contact and help coordinate the investigation with the Colonie Police Department. The College will utilize this same policy in the event other campus community members such as faculty, staff, prospective students or other visitors to campus are reported missing.

An individual will be considered missing, if a roommate, classmate, faculty member, family member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a

Access and Security to Siena Facilities



Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. Siena College encourages an open environment with constraint limitations to ensure the reasonable protection of all members of the community. Except for residence halls, most campus facilities are open during weekday business hours. All residence halls are equipped with a card access control system. Unlimited access is available to students and authorized staff and faculty via the system. Guests and other non-students may visit residence halls as long as they have been registered as a guest as outlined in Siena Life's visitation policy.

All campus facilities are patrolled by Public Safety, which routinely locks campus buildings

evenings, weekends, and during holiday breaks. Most campus buildings have alarms that sound in Public Safety, which is staffed 24 hours a day. Areas of the campus are monitored and recorded in the Public Safety office by 68 cameras. There are also routine patrols throughout all buildings. The College has also placed 31 Emergency Call Boxes around campus which are answered by the Public Safety Dispatcher at all hours.

Siena residence halls are locked 24 hours a day with access by magnetic card readers. Each resident student's identification card allows access to his or her residence hall. Students are responsible for upholding the integrity of the residence hall security system by not giving their cards to others, using only authorized exit doors, and not allowing unauthorized individuals into the buildings. Each residence room within the dorms is equipped with a key lock. The Townhouse Complex, which houses upper class students, consists of individual housing units that have keyed entrance doors and window locks. If keys are lost, Public Safety should be contacted immediately. Lock changes will be done by Facilities Management and all room or house members are issued new keys.

In each residence hall, a Residence Director, Resident Assistants (upper class students residing on each floor), and Friars in Residence are available to assist students. Residence Directors have the overall administrative responsibility for the buildings and their residents. Resident Assistants live in the residence halls and are trained by the Residence Life Staff. They are available 24 hours a day, and provide Siena students with a direct and ongoing source of information concerning campus procedures and practices. Throughout the year, Residential Life staff conducts programs relating to personal safety. Many are conducted in conjunction with the Department of Public Safety. The Advisory Committee on Campus Security meets regularly to recommend safety improvements to the campus. Residence Assistants have the authority to enforce campus policies. Student residence rooms have telephone service available, and are provided with a list of emergency numbers. Student rooms also have peepholes in all doors. Students are an integral part of the security of their residence units and the campus as a whole. They are reminded frequently through Public Safety Alerts and articles in the student newspaper to report strangers and suspicious activity to Public Safety and to keep doors locked.

Siena College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office, usually within 24 hours or the next business day. We encourage community members to report any deficiency in lighting or any concern about physical security to the Public Safety Department at 783-2376.

Security Awareness Programs

Preventing crime through collaboration and cooperation

Crime prevention is a top priority of the department. Together with other campus offices, the department provides programs to enhance personal safety, teach proactive crime-reduction strategies, which contributes to a healthy community. The campus's crime-prevention strategy rests on a multilayered foundation of a proactive area patrol of the campus, crime prevention education and training, and building and area security surveys.

This approach relies on the dual concepts of eliminating or minimizing criminal opportunity whenever possible, and encouraging community members to take responsibility for their own and other's safety. Members of the department are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. Listed to the right are some of the programs and services offered by the department.

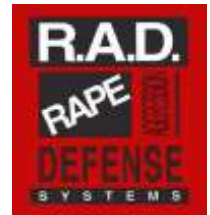
selling it on the open market. If an item is stolen and later recovered, the identification number will assist law enforcement agents in returning it to its rightful owner.

Crime prevention education and awareness Community Liaison Program

The Community Liaison Program assigns Public Safety Officers to each residential facility on campus. The member serves as the primary liaison for public safety services to that residential facility. These activities include holding special topic and general crime prevention seminars, attending hall meetings, conducting building surveys, distributing literature, solving problems, and developing substantive relationships with members of the community.

Rape Aggression Defense (RAD)

The Department of Public Safety offers the Rape Aggression Defense (RAD) Systems program. This self-defense class, designed specifically for women, is a nationally recognized course that gives women the skills they need to prevent and survive a violent attack. RAD is a twelve-hour course taught by certified instructors and offered in three-hour segments. The course is offered free of charge to members of the Siena community by the Public Safety Department. The department usually offers a RAD Systems program each semester.



Operation Identification

This nationally organized program encourages engraving personal identification numbers on valuable property. Thieves tend to shy away from property with engraved numbers due to the difficulty of



Crime prevention promotions, flyers, and other advertisements

The department publishes a general crime prevention brochure that outlines the many crime prevention programs and strategies available in the community. In addition, the department periodically chooses a special topic to highlight in flyers and on the department's website. The department also uses a "stay safe at college" video prevention program which is posted on the Public Safety homepage.

Defensive Driving Course



Siena College Department of Public Safety offers a six hour course developed by the National Safety Council that provides practical knowledge and techniques to become a more safe and responsible driver

Participants who complete the course receive:

- A ten percent discount on their automobile liability and collision insurance each year for 3 years – *including motorcycles!*
- A reduction of up to 4 points on their driving record for any violation occurring within the past 18 months
- An enhancement of participant driving skills

Campus Transport Program

Siena College Department of Public Safety offers transport services around campus for those students who are disabled, injured or otherwise cannot get around campus. This service is also provided for those individuals who need a safe escort.

Siena's Bike Patrol

Siena College's Public Safety bike patrol provides more effective access to residential and academic areas of the campus and gives the community greater access to the officers.

Advisory Committee on Campus Safety

A group of policy level personnel, including faculty, professional staff and students that examines and makes recommendations relative to safety conditions on the campus.

Alcohol and Drug Policy

The problems associated with drug and alcohol abuse are a major concern in this country. As such, the passage of the Drug-Free Schools and Communities Act Amendments has placed requirements on institutions of Higher Education to develop policies and to provide information to students on drug and alcohol abuse, which Siena College has done herein.

This section provides students with the College's Alcohol and Drug Policy, as well as information on the health risks associated with drug and alcohol abuse, the information, counseling and rehabilitation services available, and the federal, state and College sanctions that may be imposed for violations. The College collaborates with civil authorities. Violations of the Siena College Alcohol and Drug Policy, which are also violations of federal state or local law, may be referred to the appropriate law enforcement agencies. In such situations, cases may proceed concurrently at the College and in the criminal justice system.

ALCOHOL POLICY

Siena College has established an alcohol policy with New York State law and the unique needs of the Siena College community in mind. It is your responsibility to know and obey the law and campus policies. The legal alcohol possession, procurement and consumption age in New York State is 21. Anyone who gives or sells an alcoholic beverage to a person under 21 is in violation of the law. Siena expects all members of the College community to comply with the law and College policies. New York State explicitly forbids the sale of alcoholic beverages unless the seller holds a State Liquor License. The College Liquor License is the responsibility of our food service vendor who is solely responsible for the sale and distribution of alcohol at all College-sponsored events.

Regulations

- A. **Dispensing of Alcohol On Campus:** No alcoholic beverages may be sold anywhere on the Siena campus or dispensed outdoors or in public areas except under direct supervision by the Sodexo Food Service Corp. Strategies such as the sale of tokens, tickets, or any article which may be redeemed for alcoholic beverages are the equivalent of paying money and are prohibited.
- B. **Events with Alcohol:** Alcoholic beverages may not be served at an event without specific approval of the Director of Campus Programs and Student Activities or designee, to be confirmed in writing. No privately obtained alcoholic beverages may be brought into an organized event. Any organization or group that fails to comply with these regulations may lose its privilege of serving alcoholic beverages at events and/or the right to schedule facility use at Siena. Student clubs and organizations sponsoring or organizing events off campus must obtain written prior approval from the Director of Campus Programs and Student Activities or designee. No club or organization funds may be used to purchase alcohol or fund or sponsor alcohol related events at on or off-campus locations.
- C. **Advertising:**
 - a. Advertising for College-sponsored events shall not emphasize the availability of alcoholic beverages and must be pre-approved by the Director of Campus Programs and Student Activities or designee prior to posting.
 - b. Advertising for off-campus alcohol related events and/or establishments must be approved by the Director of Campus Programs and Students Activities or designee prior to posting/distribution.

- D. **Restriction From Campus Events:** The College reserves the right to prevent any visibly intoxicated person from entering a campus activity or event and to require persons who appear visibly intoxicated to leave an event/activity.
- E. **Alcohol Policy for Individuals Under the Age of 21:**
- a. Individuals under the age of 21 may not purchase, possess or consume alcohol in accordance with New York State law.
 - b. Students under the age of 21 may not be in a residential room, suite or townhouse where alcohol is visible and/or being consumed. The only exception is the underage student who resides with students of legal drinking age who may be in the presence of alcohol in their assigned residence.
 - c. No empty alcohol containers are allowed for persons under the age of 21 including empty alcohol containers for decorative or keepsake purposes. Underage students with empties fitting this description will be sanctioned based upon the quantity and type of containers found. The minimum sanction is a student reprimand (formal written warning with 10 lottery points) and the room will be subject to a re-inspection.
 - d. Designated Freshmen Living Areas: Any wing that contains a majority of first year students will be designated as a “Freshmen Living Area”. Alcohol is never permitted in these areas. Residents and visitors or guests of students residing in these areas are not permitted to possess or consume alcohol in these areas regardless of whether or not they are of legal drinking age.
 - e. Other areas: Rooms/suites/townhouses where all students are under 21 years of age may never have alcohol even in the presence of a guest/visitor who is 21 years of age or older.
- F. **Proof of Identity and Age:** Students must carry and present College ID at all times (pg. 45 “Failure to Display Proper Identification”). Compliance with all requests of College Officials, including Security Personnel and Residential Life staff, for proof of identity and 21-year-old status is required.
- G. **Alcohol in the Presence of Individuals Under 21** Alcohol may not be consumed in the presence of minors (under 21), with the exception of underage roommates.
- H. **Quantity Limit:** Students of legal drinking age may possess what College officials determine to be a reasonable quantity of alcohol for their personal consumption only. College officials may consider empty alcohol containers in determining whether this standard has been violated or if they suspect underage drinking and/ or excessive alcohol consumption has occurred. Residential Life and Public Safety staff may consider empty alcohol containers when documenting quantity limit violations if they suspect underage drinking and/ or excessive alcohol consumption has occurred.
- I. **Open Container:** Students are prohibited from possessing open containers of alcoholic beverages in common areas of the College, including, but not limited to: hallways, lounges, bathrooms, campus grounds, classrooms and townhouse stoops/front steps, etc. A container is any bottle, can, glass, cup or similar receptacle designed to hold or capable of holding a liquid. College Officials acting in their official capacity may require individuals to discard or pour out any container in their possession if they believe it contains alcohol. Individual(s) acting in a manner that is inconsistent with College policies, including, but not limited to, disorderly conduct and/or public intoxication will be expected to empty all containers in their possession and are subject to violations of the Code of Conduct.
- J. **Gift, Sale or Distribution of Alcohol:** Gift, sale or distribution of alcohol to anyone under the age of 21 is prohibited. Note: If an individual under 21 years of age is in possession of alcohol in a student room and is not a resident of that room, a charge of “gift, sale or distribution of alcohol” will be brought against the residents of the room. The person who supplied the alcohol may accept responsibility for the “gift, sale or distribution of alcohol” charge if he/ she provided the alcohol.
- K. **Communal Source:** Kegs, mini-kegs, beer balls and large communal sources of alcohol (trash can punch, punch bowls, bash, etc.) are prohibited. Sanctions apply to all residents of the space who are present at the time of the infraction or were involved in any way with the planning, purchase, etc. Use of empty beer balls or kegs as decorations or furnishings is prohibited.
- L. **Disorderly Conduct/Alcohol Policy Violation:** Disorderly conduct, noisy and/ or disruptive behavior associated with the consumption of alcohol is prohibited.

- M. Rapid Consumption Devices:** Objects used as drinking apparatuses that promote rapid consumption of alcohol, such as, but not limited to, funnels, beer bong, ice block tunnels, Beirut tables, etc., are prohibited. All residents of the space who are present are responsible.
- N. Public Intoxication:** Public Intoxication is strictly prohibited. The College states that public drunkenness will not be tolerated since intoxicated students act in a manner that is inconsistent with the values of the College, pose a threat to themselves and others and makes life unpleasant and difficult for those with whom they live. A judgment as to whether a student is intoxicated may be made on the basis of the following factors related to the use of alcohol, including, but not limited to, whether the student is:
- Unable to walk without assistance
 - Speaking incoherently
 - Unconscious
 - Vomiting
 - Emitting a strong odor of alcohol
 - Have bloodshot or glassy eyes
 - Behaving in a loud and/or disorderly manner .

The College states unequivocally its position that social drinking must never be undertaken to the detriment, or in violation of the rights of others. A student identified as being publicly intoxicated will meet with the Residence Director to discuss concerns and further action, if necessary. A student violating other College policies while intoxicated will be charged appropriately using the current College policies.

- O. Alcohol Related Transports:** If a student is found to be intoxicated to the point where medical attention is warranted, he/she may be transported to a local hospital for evaluation and treatment, if necessary. In those cases, the parent of the transported student will be notified. Further, in alcohol related situations where emergency medical attention is necessary, the recipient of medical attention will be referred for an alcohol/drug assessment and be required to comply with the recommendations resulting from this assessment. Any student transported multiple times for alcohol-related treatment may be charged in a formal conduct review action. The College encourages students who have concerns regarding immediate health of a student in an intoxicated state to contact the appropriate College authorities.
- P. Guests and Alcohol** Guests are not permitted to bring alcohol on campus, regardless of the age of the host.

Sanctions:

These sanctions are designed to foster an environment that reduces the risks of high risk drinking and promotes responsible behavior while holding individuals accountable for their choices. Hearing officers will take into account prior conduct record, mitigating circumstances, alcohol abuse issues and high risk drinking factors in determining the appropriate sanction from within the ranges outlined below in order to best educate the student(s) while maintaining community standards when assigning sanctions.

Sanctions range from a written warning (for minor 1st time offenses) to student reprimand, residence hall probation or disciplinary probation, even dismissal from housing, suspension or expulsion from the college for more serious and/or repeat violations. In addition to the administrative sanctions previously listed, sanctions generally also include an educational component (i.e., AlcoholEdu for Sanctions - an on-line alcohol education course, BASICS – Brief Alcohol Intervention and Screening for College Students, substance abuse assessment and treatment, reflection paper,) a fine to support the costs of the educational component and community programs. Parents are notified of the alcohol related offense for students under the age of 21 at the time of the incident.

Preventing and Responding to Sexual Assaults

Rape and other forms of sexual assault have become a burgeoning problem at colleges and universities. Sexual assault is a crime often under reported and one having a devastating impact on victims, assailants, and the College community. Siena College has established a policy, separate from other related standards, which specifically addresses issues of sexual assault and rape. The College is a community and, therefore, is coherent, self-regulating, and organized to educate students. In order to be successful in these areas, an appropriate environment is necessary. The very workings of the institution are, in themselves, educational tools. Siena College is committed to providing a campus conducive to personal safety and security. Sexual assault, however, can happen to anyone, at anytime and anywhere. These are some of the reasons the college is committed to adjudicating incidences of sexual assault and rape. Consequently, Siena sends a message of support for victims, assists in communicating a standard for all community members, and preserves a secure environment conducive to education. This section provides information regarding pertinent laws, suggestions for limiting the risks of being assaulted, what to do in the event of an assault and available services

Sexual Assault Information

A. Definitions:

1. **Sexual misconduct** is behavior which is reasonably construed as unwanted physical contact of a sexual nature or contact which causes physical or emotional discomfort to the person who is the recipient of that contact. For the purpose of these standards, “unwanted physical contact” and “sexual nature” are defined as follows:
 - **Unwanted physical contact** is physical contact to which the recipient has not voluntarily consented or which continues after the recipient has withdrawn such voluntary consent.
 - **Sexual nature** is contact which constitutes a touching of any part of another person’s body with sexual intent and/or for sexual effect as determined by the College.
 - **Incapacitated sex** is to have sex with someone you know to be or should know to be incapable of making a rational, reasonable decision about a sexual situation and it is a violation of New York State Law. A person who is incapacitated as a result of alcohol or drug use cannot consent to sex. A person who engages in sexual activity with a person who is incapacitated as a result of alcohol or drug use is in violation of New York State Law and College policy and will be held accountable.

○

B. Resolving Complaints of Sexual Misconduct

Complaints of Sexual Misconduct shall be received, investigated, and adjudicated pursuant to the Siena College Student Conduct Review Procedures through the Student Affairs division or the Siena College Human Rights Policy. Refer to the procedures outlined in Siena Life for each process. The Assistant Vice President for Student Affairs/Dean of Students (or designee), or Associate Dean of Students, after consultation with the complainant, shall determine which procedures shall be applied to receive, investigate and adjudicate the complaint.

C. Notice to Complainant and Respondent

Furthermore, the federal Sexual Assault Victim’s Bill of Rights requires that institutions of higher education inform both the accuser and the accused of any outcome of campus disciplinary proceedings alleging sexual misconduct. Therefore, as required by law, Siena College will inform the victim of the outcome of the hearing in accordance with the provisions of the Family Education Rights and Privacy Act 148 (FERPA)

New York State Sexual Offenses/Penalties

New York State Penal Law, Article 130, et., seq., defines sexual offenses. It lists the sections and degree of sex crimes. Sexual assault is a criminal act carrying a penalty of varying degrees. Some sexual offenses (e.g., rape) are defined as felonies, which may carry sentences of up to 25 years in prison. A copy of Article 130, et., seq., is available in the offices of Student Affairs and Security. The following is a brief synopsis of the offenses listed therein.

Rape: If a person engages in nonconsensual sexual intercourse due to physical force, coercion or threat-actual or implied-the act is considered rape. Sexual intercourse is defined as vaginal penetration. A person who is mentally incapacitated, asleep, physically helpless due to drug or alcohol consumption or unconscious is considered unable to consent. If intercourse takes place without consent, it is considered rape. If a woman says “no,” regardless of the circumstances, it is not a matter for interpretation. “No” means NO. Sexual intercourse following a spoken “no” or any other expression of refusal or demurral, even without further resistance of any kind by the woman, is rape.

Sodomy: If a person engages in nonconsensual deviate intercourse due to physical force, coercion or threat-actual or implied-the act is considered sodomy.

Sexual Abuse: If a person is forced to engage in any form of sexual contact without consenting, it is considered sexual abuse.

Educational Programs to Promote Awareness

Each year a number of programs are offered to students covering sexual assault awareness and prevention. Specific programs on awareness are offered beginning with new student orientation and continue throughout the year. Programs include videos, plays performed by the College’s theater troupe that allow for interactive discussion following the presentation, speakers from the area Rape Crisis Center, and other experts in the field. Additionally, bulletin boards and other campus advertising means are used to display/distribute information about sexual assault and available resources.

Ways to Protect Yourself

There are some practical steps you can take that may decrease the risk of sexual assault:

- Express your expectations and limits clearly before you get into a sexual situation.
- Limit alcohol and drug use. They make it more difficult for you to be in control.
- Never ride with someone who has used alcohol or drugs.
- Avoid meeting in secluded places and walking alone. If you are concerned, ask campus security to escort you.
- Try to be aware of attitudes that your date expresses concerning women or men: hostility, unrealistic views of women or men and/ or viewing people as “sex objects.”
- Use assertive language such as, “I feel uncomfortable when you don’t listen to me or when you touch me like that.”
- Scream “fire” (rather than “rape” or “help”), if you need assistance.
- Be alert to what is happening around you.

What should I do if I’ve been assaulted or raped?

- **SEEK HELP:** Get to a safe place. Talk to someone as soon as possible, no matter how late it is. A list of resources appears at the end of this section. Siena provides 24-hour-a-day professional security staff, counseling services and student affairs staff who are available to help you decide what action is best for you.
- **SEEK MEDICAL HELP:** You may have internal injuries you are not aware of. Make sure you are tested for pregnancy, sexually transmitted diseases and HIV. You may be asked to go through a New York State Rape Kit. The evidence collected will be valuable if you should choose to prosecute the case in criminal court. You may call the campus emergency number (911) to obtain assistance in getting to the hospital. · Safeguard

Evidence: You should remain in the same condition as when the attacker left. This means: do not change clothing or wash or destroy any clothing you were wearing at the time of the assault; do not douche or wash any part of your body, use any personal hygiene products, or comb your hair. If you decide to press charges, the physical evidence collected within 24 hours of the incident will be valuable evidence. The clothes you were wearing at the time of the assault may provide evidence and should be turned over to the authorities.

- Leave the scene of the assault exactly as it is, not touching anything. Do not clean up or throw anything away.
- Often the only witness in a rape case is the person who is raped, so it is important that you remember as much as you can about the assailant. As soon as possible, a victim should write down every detail about the incident or use a tape recorder.

Information most needed by the police includes:

- Who, what, when, where and how.
- What the person who sexually assaulted you looked like: approximate age, weight and height, color and length of hair, color of eyes, race, clothing, any unusual marks, scars, tattoos, rings, etc.
- What kind of force or coercion was used.
- Any objects touched, taken or left by the assaulter.
- If the person who assaulted you said anything, try to remember the words, the grammar, any accents or speech defects.
- If there were possible witnesses, who and where they might be.

Consider Legal Options:

- Whether or not the perpetrator is a member of the Siena College community, you are encouraged to call or go directly to the Police to report an assault or rape. We suggest that you call the Residence Director on duty or Public Safety to accompany you. Someone from the campus will assist you in filing a report with the police. If the perpetrator is a member of the College community, you may also pursue campus conduct review proceedings.

Consider College Options:

- Complaints of Sexual Misconduct shall be received and adjudicated pursuant to the Siena College Student Conduct Review Process through the Student Affairs division; or the Siena College Human Rights Policy and Procedures. Refer to the procedures outlined in Siena Life for each process.
- The Assistant Vice President for Student Affairs/Dean of Students, Associate Dean of Students, or designee after consultation with the complainant, shall determine which procedures shall be applied to receive, investigate and adjudicate the complaint.

College sanctions for sexual misconduct range from warnings, education and probation up to and including expulsion from the College.

Support Services and Counseling

Siena recognizes the importance of offering victims of sexual assault immediate treatment, counseling support, and police assistance, if desired. Care and consideration of the victim’s wishes will be used throughout the intervention process. Should a student be involved in any type of sexual assault incident, there are a number of resources and options available.

On Campus Emergencies 911

Public Safety/Administrative	783-2376	AVPSA/Dean of Students	783-2328
Switchboard	783-2300	Counseling Center	783-2342
Health Services	783-2554	Office of College Chaplain	783-2332
Student Affairs	783-2328	Human Resources	783-2420

What should I do if I've been assaulted or raped?

FOR IMMEDIATE HELP

1. Emergency & safety concerns

CALL 911 or (518) 783-2999 Public Safety

2. Get yourself to a safe place

Friend's place, Hospital, Police.

3. Save evidence Try not to shower, wash, or change clothes

4. Seek immediate medical care

Albany Medical Ctr./ Memorial Hospital

5. Request an advocate 24/7 Albany County Crime Victims & Sexual Violence Center (518) 447-7716

6. Consider reporting the incident RA, Rd, Public Safety, Counseling, Women's Center

7. Seek counseling and support

Counseling Center (518) 783-2342

Sr. Thea Bowman Women's Center (518) 782-6109

Albany County Crime Victims & Sexual Violence

Center (518) 447-7100

HELP A FRIEND

1. Be a supportive listener.

Do not judge.

2. Provide information and resources.

Find out what is available.

3. Let them decide the next steps. Often it is very important they gain back a sense of control over their body and environment.

4. Seek assistance for yourself. Ask others for information and gain support so you can help the person you care about. Siena is committed to creating a campus atmosphere that is supportive of the needs of sexual assault victims/survivors.

FAQ's

Q: If I tell a College faculty or professional that I was assaulted or raped do they have to tell someone and would they include my name when they tell?

A: If you tell a faculty or professional you can request to remain anonymous. They do have to provide some information indicating an assault has occurred along with the date, time and general location of the incident. They cannot include your name without your consent. Staff members should be able to provide you with or direct you to campus resources.

Q: If I go to the hospital do I have to report it to the police?

A: No, not in New York State. If you have a rape kit done it can be held for up to 30 days at the hospital while you decide what you want to do. It will not leave the hospital unless you file a report.

We encourage you to contact any of the offices listed below. In most cases, telling someone can really help. We want to assist you in understanding all the resources and to access supports as needed.

Change of Academic and Living Situation

Victims shall be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available

Make a personal pledge.

- *Pledge to never commit, condone, or remain silent about relationship violence and sexual violence.*
- *Choose to respect, listen to, seek equality with and share power with every person you go out with or decide to be intimate with.*

Acknowledgment

- White Ribbon Campaign
- Men Working to End Violence Against Women

DO YOU KNOW?

- 90% of sexual assaults are committed by someone the victim knows.
- 50% of all sexual assaults involve alcohol use by at least one person.
- It can be considered a sexual assault even if there was no penetration of any oral, anal or genital opening.
- If you seek medical care at a hospital you can ask for financial assistance.
- Approximately 10% of those who are victims of rape at college are males. You can be sexually assaulted by your partner.
- If one or both of you were drinking it can still be considered a sexual assault.
- Sexual assault is a broad term that includes: sexual exploitation, forcible touching, and rape.

24/7 Emergency Resources

Police or Medical Emergency 911

(All numbers below are 518 area code.)

Siena Public Safety Department

From cell/off campus phone **783-2999**

Albany Medical Center Hospital . 262-3131

Albany Memorial Hospital . 271-3257

Albany County Crime Victim & Sexual Violence Center

Local 24 hr Hotline **447-7716**

RAINN (Rape Assault & Incest National Network)

National 24 hr Hotline **(800) 656-4673**

Online: www.online.rainn.org

On Campus Emergencies 911

Public Safety/Administrative	783-2376
Health Services	783-2554
Student Affairs	783-2328
AVPSA/Dean of Students	783-2328
Counseling Center	783-2342
Office of College Chaplain	783-2332
Sr. Thea Bowman Women’s Center	782-6109
Human Resources	783-2420

Community Partners

Equinox	434-6135
The Legal Project	435-1770
Albany County Crime Victims and Sexual Violence Center	447-5500

The Sex Offender Registration Act requires the Division of Criminal Justice Services (DCJS) to maintain a Sex Offender Registry. The Registry contains information on sex offenders classified according to their risk of re-offending: low-risk (Level 1), moderate-risk (Level 2) and high-risk (Level 3). The Act requires that the Division also maintain a Subdirectory of Level 3 Sex Offenders. The DCJS Sex Offender Registry site may be found on the web (See the link to the right) and contains their Subdirectory of Level 3 Sex Offenders as well as other information regarding New York State's Sex Offender Registry.

Sex offenders registered in New York are now required to notify the Registry of any institution of higher education at which he or she is, or expects to be, whether for compensation or not, enrolled, attending or employed, and whether such sex offender resides or expects to reside in a facility operated by the institution. Changes in status at the institution of higher education must also be reported to the Registry no later than ten days after such change.

The College shall comply with federal and state law concerning the Sex offender Registration Act (SORA), and should the Vice President for Student Affairs or designee be informed that a student is listed as part of a sex offender registry, the College reserves the right to take immediate action, to include temporary suspension pending a College administrative hearing. The College also reserves the right to take immediate action, to include the right to suspend or dismiss the student from the College where the student represents a risk to the health, safety or welfare of the community, or to any person or property. Registry information can be accessed in several ways:

Telephone: Information about offenders of all risk levels, including those whose risk levels are pending, is available by calling 1- 800-262-3257.

- Callers must have an individual’s name and one of the following – an exact address, date of birth, driver’s license number, or Social Security number – to learn if the individual is on the Registry.

Internet:

Information regarding high risk sex offenders (Level 3) may be accessed through the DCJS (Division of Criminal Justice Services) website: www.criminaljustice.state.ny.us/nsor/.



Local Police Department: Each month, local police agencies receive updated copies of the *Subdirectory of High-Risk (Level 3) Sex Offenders*, which lists all level 3 offenders in New York State.

The *Subdirectory* is made available for review by the general public, along with photographs of those offenders. Contact your local police agency for further information. In the Town of Colonie, the town in which Siena College is located, one should contact the Colonie Police Department at 783-2811. Their investigative division has access to the *Subdirectory* and can supply information relative to any registered sex offenders in the vicinity of Siena College.

Siena College Public Safety maintains on their website a listing of any registered sexual offenders reported to the College as being enrolled, attending or employed at the College.

If additional information is needed regarding the New York State Sex Offender Registry you may contact the Public Safety Office on campus at 783-2376.

FIRE SAFETY REPORT

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, and requires institutions that maintain on campus housing facilities to publish an annual fire safety report which outlines fire safety practices, standards, and all fire related on campus statistics. The following public disclosure report details all information required by this law as it relates to Siena College.

Smoking

Smoking is prohibited in all college facilities including Residence Halls.



Fire Safety in the Residence Halls

Siena College fully recognizes its responsibility to provide both awareness and safety training for its resident students and undertakes an ambitious program each year. Fire safety and emergency training for students begins with discussions about fire prevention and safety during the freshman orientation programs. Information regarding fire safety is also highlighted when students check into the residence halls and during the Resident Assistant opening meetings that occur each semester. Students are further reminded about fire safety and evacuation procedures in the Emergency Response Guide.

During the first two weeks of school in September, the Department of Public Safety sponsors a Safety Awareness Day in conjunction with the New York State Office of Fire Prevention and the Shaker Road Fire Department in which fire safety techniques are displayed. The students have the opportunity to learn the proper way to fight a fire and the proper use of fire extinguishers.



Emergency procedures are reviewed periodically with residents by way of hall fire drills. The drills are conducted in a realistic manner to enable student, faculty and staff residents and employees to be prepared in the event of an actual emergency. Staff members themselves are trained concerning fire safety and evacuation procedures during their staff training and these procedures are highlighted in the Emergency Response Guide. In accordance with New York State Education Law, four fire drills are conducted each year in the residence halls by the Department of Public Safety in coordination with the facilities department. There are two scheduled drills in the fall semester and two scheduled drill in the spring for every Residence Hall on campus. In conjunction with these drills, the local fire

department routinely contacts Siena for specific fire training on campus. Siena College's Assistant Director of Safety administers an aggressive program of regular inspection, testing and maintenance of all college premises to ensure compliance with applicable fire and life safety codes and standards, conducting regular egress drills and providing a variety of educational and training programs in fire safety and prevention techniques for students, faculty and staff. All residence halls meet or exceed local and national fire safety codes and are equipped with modern fire alarm systems including smoke detectors and sprinkler systems. Students are always required to evacuate a building when the alarm sounds.

General Statement of College Owned Student Housing

At Siena College all residence halls are completely covered by a sprinkler system and a fire alarm system that is monitored by the Department of Public Safety 24 hours a day, seven days a week.

All Residence Halls are equipped with a copy of the Emergency Response Guide which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. On every floor there will be a fire evacuation plan posted which also gives information as to what to do in the event of a fire. A copy of the Emergency Response Guide can be found on the Department of Public Safety's website or a hard copy may be obtained at the Public Safety Office located in the Hass Building.

Additional information on fire safety can be found on the Siena College Department of Public Safety website.

Campus Fire Emergencies

Steps to follow if you become aware of a fire:

1. In a building, activate the nearest fire alarm and call the Public Safety at 911 from any campus phone or (518) 783-2999 if from a cell phone. Do not attempt to extinguish the fire if you have not been trained to do so. Sounding the alarm and making the call can save lives and property by giving firefighters the maximum amount of response time and building occupants the maximum amount of time to evacuate the building.
2. Calmly assist others to evacuate the building by following exit signs to the nearest safe exit. The nearest exit may not be the one you use to enter the building. DO NOT use any elevator.
3. If possible, assist any person with disabilities who may need assistance in evacuating the building.
4. Remain outside the building at a safe distance to wait for Public Safety, police and fire departments.
5. Give any information you have to the responding Public Safety, police or fire officials and then report to the designated staging area.

ASSEMBLY POINTS

Building Name	Assembly Point
Hennepin Hall	Lawn area between Plassman Hall and Serra Hall If inclement weather, Sarazen Student Union, Room 240
Hines Hall	Lawn area between Padua and Sarazen Student Union If inclement weather, Sarazen Student Union, Room 240
Padua Hall	Lawn area between Padua and Sarazen Student Union If inclement weather, Sarazen Student Union, Room 240
Plassman Hall	Lawn area between Serra Hall and the Standish Library If inclement weather, Sarazen Student Union, Room 240
Ryan Hall	Lawn area between Padua and Student Union If inclement weather, Sarazen Student Union, Room 240
MacClosky Townhouses	Lawn area in front of town house If Inclement weather, MacClosky Square Commons
Cushing Village Townhouses	Lawn area in front of town house If Inclement weather, Cushing Village Commons

Residence Halls – Fire Protection Systems

Each of the six residence halls as well as all 108 town houses are equipped with a sprinkler system with flow and valve tamper switches monitored by the fire alarm panel system. The building fire alarm panel is hard wired to smoke/heat detectors. Fire alarm panel annunciates directly to the Siena Public Safety dispatch center which maintains coverage 24/7.

Specific Fire Prevention Related Policies

Siena College does not allow smoking in any campus building or Residence Hall. Smoking is only permitted outside buildings and away from any exterior doors. It is the policy of the Siena College to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. Periodic fire inspections of all campus buildings are conducted by the Department of Public Safety, Campus Facilities and the New York State office of Fire Prevention and Control.

To minimize the potential for fires, it is Siena's policy to prohibit the open burning at all times. Open burning as defined by Siena is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense and related accessories such as gasoline and lighter fluid.

In addition, the following items are prohibited in the Residence Halls.

1. Cooking including the use of toaster ovens or grills
2. Space heaters except when issued by Campus Facilities for emergency heat outages.
3. Halogen lamps or halogen light bulbs.

Fire Safety Training

Two drills are conducted in the academic buildings annually. Local Fire Department routinely contacts Siena for specific training on campus.

Plans for future improvements in fire safety

Siena continually evaluates the fire protection systems in all campus buildings. Upgrades occur through ongoing testing and inspection of the life safety systems and equipment with deficiencies being repaired or replaced through building renovations.

The Terms and Conditions of the Residence Hall License sets forth a complete list of prohibited items, including;

Prohibited Appliances:

- o Microwave ovens (except in townhouses) with the exception of the Microfridge option
- o Hot plates, personal sandwich makers, grills (George Foreman, etc.) and waffle makers
- o Toasters and toaster ovens (except in townhouses)
- o Space heaters
- o Appliances with exposed heating elements
- o Commercial type popcorn makers
- o Air conditioners
- o Iron without auto shut-off
- o Curling irons without auto shut-off
- o Smoke / fog machines
- o Motorized exercised equipment, treadmills

Prohibited Decor / Furnishings:

- o Curtains / window treatments (the College has installed blinds in all resident spaces to ensure privacy)
- o Lofts, homemade beds and water beds
- o Halogen lamps (floor or desk) and 5 light/arm floor lamp
- o Candles (with or without wicks) and incense
- o Bed/furnishings placed in such a way as to require residents to stand on the furnishings to open or close the window or impeded emergency access/egress
- o Live greens, evergreen decorations
- o Decorative electric lights of any kind (i.e. rope lights, string lights, holiday lights)
- o Large or bulky paper or fabric decorations (tapestries, large flags, sheets, etc.) hanging from ceiling, walls or windows are not permitted nor are items, other than those originally provided by the College, that divide a room or take up a significant amount of space (such as room dividers, bars, etc.)
- o Pets (other than fish in 5 gal. aquariums)

Fire/Safety:

- o Items placed on or over smoke/heat detectors/sprinkler piping or heads:
no item may obstruct airflow or water disbursement for fire safety equipment.
- o Items too close to sprinkler heads (18" minimum clearance required) no item may obstruct airflow or water disbursement for fire safety equipment
- o Multiple electrical connectors (other than breaker equipped outlet strips)
- o Splicing electrical extension cords into lighting or other fixtures
- o Hookahs
- o Fireworks
- o Flammable liquids (gasoline, kerosene, charcoal lighter fluid, etc.) and machines that use them
- o Propane and Gas grills

Residential Fire Safety Precautions

The Residence Director, accompanied by the Siena College Safety Officer, will make an inspection of student rooms and townhouses at least once each semester. The inspection team will look for various fire and life safety hazards, proper waste disposal and other prohibited items. In the townhouses, an inspection of College supplied fire extinguishers will also be performed. Students will be notified of any safety concerns/violations and will be directed how to correct any safety concerns/violations. Failure to comply will result in disciplinary action. In the interest of safety and protection of property, Siena students are urged to exercise caution in the use of all electrical appliances and, in the townhouses, the heating system. Townhouse residents may not tamper with the heat meters and will be charged through the student conduct system. Each residence hall room and townhouse is equipped with a smoke detector and sprinkler system. These 70 early warning devices are not to be covered and/or tampered with under any circumstances. Each townhouse is provided a fire extinguisher and students should become familiar with its proper use. Townhouse residents must immediately report discharged fire extinguishers to Public Safety. Failure to do so will result in the residents of the townhouse being charged with violations of established residence hall living guidelines and billed for recharging the extinguisher. During regularly scheduled safety inspections, fire extinguishers in each townhouse will be checked to make sure they are in operating order. **ALL FIRES MUST BE REPORTED TO PUBLIC SAFETY AND TO THE RESIDENCE DIRECTOR.** Access to the room must be kept unobstructed for emergency first responders. No furniture may block hallways, corridors, walkways, fire lanes and/or stoops. In addition, no furnishings will be allowed to reduce the normal height and width of the door opening. The college may require students to remove any item blocking any area or any items considered safety hazards. This includes residence hall and townhouse areas, interior and exterior.

2010 Campus residential student housing fire report

Resident Hall	Fires in Building	Fire Number	Cause of Fire	Injuries	Deaths	Value of Property Damaged
Cushing Village	0	0	0	0	0	0
5 Fiddlers Lane	0	0	0	0	0	0
Hennepin Hall	0	0	0	0	0	0
Hines Hall	0	0	0	0	0	0
MacClosky Square	0	0	0	0	0	0
New Hall	0	0	0	0	0	0
Padua Hall	0	0	0	0	0	0
Plassmann Hall	0	0	0	0	0	0
Ryan Hall	0	0	0	0	0	0

Map of Siena Campus for Clery Report

