<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Department of Public Safety</td>
<td>1</td>
</tr>
<tr>
<td>• Mission</td>
<td>1</td>
</tr>
<tr>
<td>• Campus Law Enforcement Authority</td>
<td>1</td>
</tr>
<tr>
<td>• Relationships with Local Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>• Addressing Criminal Activity Off Campus</td>
<td>2</td>
</tr>
<tr>
<td>Reporting a Crime</td>
<td>2</td>
</tr>
<tr>
<td>• General Information</td>
<td>2</td>
</tr>
<tr>
<td>• To Report A Crime Or Emergency</td>
<td>3</td>
</tr>
<tr>
<td>• Campus Security Authorities</td>
<td>3</td>
</tr>
<tr>
<td>• Voluntary Confidential Reporting</td>
<td>4</td>
</tr>
<tr>
<td>Timely Warnings</td>
<td>5</td>
</tr>
<tr>
<td>Campus Security and Access</td>
<td>6</td>
</tr>
<tr>
<td>Preparing and Reporting Annual Disclosure of Crime Statistics</td>
<td>7</td>
</tr>
<tr>
<td>• Daily Crime and Fire Log</td>
<td>8</td>
</tr>
<tr>
<td>• Definition of Geography</td>
<td>8</td>
</tr>
<tr>
<td>• The Crimes: Definition of Categories</td>
<td>9</td>
</tr>
<tr>
<td>• Crime Statistics</td>
<td>12</td>
</tr>
<tr>
<td>Crime Prevention Education and Awareness</td>
<td>13</td>
</tr>
<tr>
<td>Notification of Missing Students</td>
<td>14</td>
</tr>
<tr>
<td>Response to Sexual Misconduct (Sexual Assault, Domestic Violence, Dating Violence, Stalking)</td>
<td>14</td>
</tr>
<tr>
<td>• Introduction</td>
<td>14</td>
</tr>
<tr>
<td>• Policy Statement</td>
<td>14</td>
</tr>
<tr>
<td>• Sexual Misconduct Response Guide and Information</td>
<td>15</td>
</tr>
<tr>
<td>• Rights of Victims and College Responsibilities regarding orders of protection, etc.</td>
<td>18</td>
</tr>
<tr>
<td>• Disclosure to alleged victims of violent crimes and non-forcible sex offenses</td>
<td>19</td>
</tr>
<tr>
<td>• Siena College Sexual Misconduct Policy</td>
<td>19</td>
</tr>
<tr>
<td>• Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking</td>
<td>39</td>
</tr>
<tr>
<td>Sex Offender Registry</td>
<td>41</td>
</tr>
<tr>
<td>New York State Sexual Offenses and Penalties</td>
<td>42</td>
</tr>
<tr>
<td>Alcohol and Drug Policies</td>
<td>50</td>
</tr>
<tr>
<td>Emergency Evacuation Procedure and Policies</td>
<td>58</td>
</tr>
<tr>
<td>Annual Fire Safety Report</td>
<td>61</td>
</tr>
<tr>
<td>Exhibits I,II, III (Alcohol and Drug Effects and State and Federal Penalties)</td>
<td>68</td>
</tr>
</tbody>
</table>
INTRODUCTION
In concert with our Catholic and Franciscan Mission, Siena College strives to create an environment that is respectful of all and conducive to learning and living. Crimes and acts of violence are not tolerated.

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 has been amended multiple times. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as “the Clery Act”) in memory of Jeanne Clery who was slain in her dorm room in 1986. The reauthorization of the Violence Against Women Act (VAWA), signed by President Obama in March 2013, which includes the Campus Sexual Violence Elimination Act (Campus SaVe) amended the Clery Act. All incidents of domestic violence, dating violence and stalking must now be reported in addition to reporting incidents of sexual assault.

In compliance with this legislation, Siena College publishes an Annual Security and Fire Safety Report to provide prospective and current students and employees with crime and fire statistics; safety and security related policies and procedures; training and educational programs available; and other available resources in one location.

Siena College Department of Public Safety is responsible for preparing and distributing this report. We work with many other departments on campus and law enforcement agencies to compile the information and crime statistics.

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. The printed report is available upon request or may be printed in .pdf format from the Department of Public Safety website. The Clery Crime statistics may be viewed directly at www.siena.edu/security.statistics.

For more information, contact the Department of Public Safety at 518- 783-2376 or e-mail tbreslin@siena.edu.

THE DEPARTMENT OF PUBLIC SAFETY
Mission Statement
The Department of Public Safety at Siena College promotes and maintains a safe campus environment conducive to living, learning, working, and visiting. This is accomplished through the delivery of a variety of programs and services in keeping with Siena’s Franciscan and Catholic values.

Campus Law Enforcement Authority
Siena College is committed to 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 operations of the College. Prevention of crime on campus is of critical importance to all members of the Siena community and their families. The campus covers approximately 175 acres.

The Department of Public Safety, which is located in the East wing of Hines Hall, 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 Life/Director of Public Safety, an Associate Director of Public Safety, two Assistant Directors, an office staff, dispatchers, and 16 full-time public safety officers, as well as part-time officers. These men and women are New York State licensed security guards who are certified by the State of New York and are trained in New York State Penal Law and Criminal Procedure Law. Siena College Public Safety officers’ jurisdiction is limited to properties owned or controlled by Siena College. The Security personnel of Siena College are not sworn police officers or peace officers and do not have the powers of arrest under those guidelines. Siena College Public Safety personnel have the same arrest authority granted any citizen of New York State under Article 140 of the New York State Criminal Procedure Law.

In addition, the officers receive training in emergency procedures, first aid, and CPR/AED. Public Safety conducts proactive patrols of the campus 24 hours a day, seven days a week. Additionally, 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 with enforcing policies and regulations and cooperating with State and Municipal authorities.

**Relationships with Local Law Enforcement**

The Siena College Department of Public Safety works closely with the Colonie Police Department and other Town emergency services. A written Memorandum of Understanding (MOU) is in place between the College and the police department. This MOU pertains to the investigation of criminal incidents. As part of the MOU, the College reports all violent felonies and missing person reports which occur on campus to the Colonie Police Department. Frequent meetings or telephone conversations between the Colonie Police Department leadership and the Siena College Department of Public Safety Directors allow for exchanges of routine information on a timely basis. The College relies on this relationship for support on several levels: emergencies, criminal investigations, arrests and special events. In cases where additional security is warranted, the College may request additional support from the Town.

Emergency support is requested through the Town of Colonie emergency dispatch center. This arrangement gives the College immediate access to mutual aid and support from Police, Fire and EMS. Public Safety officers are expected to render all possible assistance, provided that such assistance can be given without significantly endangering the lives of officers or others not involved in the crime. All victims are offered an opportunity to report crime to the Colonie Police Department.

**Addressing Criminal Activity Off-Campus**

All students are subject to and are expected to familiarize themselves with the Siena College Code of Conduct. In addition, any violations of federal, state or local law as determined by the College shall be considered a violation of the Siena College Code of Conduct. When alleged violations of College regulations or local laws take place off campus and come to the College's attention, the College reserves the right to take appropriate action when, in the judgment of College officials, the alleged conduct has a negative impact on the College community or the pursuit of its mission or the broader community in which we live. The Vice President for Student Life or designee may initiate College disciplinary proceedings, whether or not criminal charges have been filed.

In the event a student also faces criminal charges for any conduct on or off campus, the College reserves the right to bring charges against a student for any violation(s) of the Code of Conduct prior to, concurrent with or following criminal charges being filed in a court of law for the same act(s). All College rules and regulations apply to students and their conduct, behavior and activity, both on and off College premises and at College-sponsored events and activities, regardless of where they are being held.

Student members of the Siena community are expected to act with respect for the safety, personal rights and property of individual groups outside the College as well as to respect the proper authority of local, state and federal officials. The College reserves the right to take disciplinary action against students or student organizations responsible for organizing non-College-sponsored events (dances, theme parties, etc.) that result in underage drinking, misconduct or criminal activity. Hosting a non-College sponsored event at a third-party vendor shall not exonerate the student or student organization from responsibility.

**REPORTING A CRIME**

**General Information**

Community members, students, faculty, staff, and guests are strongly encouraged to accurately and promptly report all crimes and public safety related incidents to the Siena College Department of Public Safety. In addition, they are also encouraged to accurately and promptly report all crimes to the appropriate law enforcement agencies. Reporting crimes to the Department of Public Safety and local law enforcement agencies is encouraged when the victim of such crime elects to, or is unable to, make such a report.

The Department of Public Safety, along with the College, will make every effort to safeguard any personally identifiable information. However, the College may be required to share information, but
To report a crime or an emergency on the campus of Siena College:

To report an emergency, call Public Safety at extension 911 from any Siena phone. From outside the Siena phone system, call 518-783-2999.

To report a non-emergency security or public safety related matter, call Public Safety at extension 2376 from any Siena phone or, from outside the Siena phone system, 518-783-2376.

In response to a reported crime or emergency, dispatchers are available at these respective telephone numbers 24 hours/day to answer your call. In response to a call, Siena Public Safety will take the required action, dispatching an officer or asking the victim or witness to come to Public Safety to file an incident report. If assistance is required from the Town of Colonie Police Department or Colonie Fire/EMS, Public Safety will contact the appropriate unit. Incidents may also be reported directly to the Colonie Police by calling 518-783-2811 for non-emergency calls. Call 911 from any non-campus phone line for emergencies. Please note, direct 911 calls to Colonie Police from on-campus will generally result in the Police Department calling Public Safety to meet them and guide them onto campus to the correct location.

Any community member may also report a crime 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.

Crimes may also be reported anonymously to Public Safety. Use the anonymous tip page on the Public Safety website or go directly to https://community.siena.edu/student-life/departments/public-safety/anonymous-complaint-tip

Crimes may also be reported confidentially as outlined in the following section (See Voluntary Confidential Reporting, page 4).

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around Residential Halls should be reported to Public Safety.

Any person receiving information about a crime or incident must promptly report the information to Public Safety. Public Safety will review the incident information to determine whether the incident must be included in the annual security and fire report.

When a crime is reported, the victim will be provided information about reporting options including their right to notify police, their right to have a staff member assist them with notifying the police if they so desire, and their right to not inform the police. Public Safety incident reports and any related investigatory reports will be forwarded to the appropriate College officials.

Information about on-campus and off-campus resources is provided later in this report. The information is made available to provide Siena community members with specific contact information in the event that they become the victim of a crime. Even though victims may reach out to various resources, individuals should still report crimes to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices (see page 5) to the community, when appropriate.

**Campus Security Authorities**

The Clery Act identifies Campus Security Authorities (CSAs) as an official of the institution who has significant responsibility for student and campus activities. This individual has the authority and the duty to take action or respond to particular issues on behalf of the institution. Examples of individuals who meet the criteria of a CSA include but are not limited to Dean of Students, Director of Athletics, team
coaches and faculty advisors to a student group/organization.

CSAs are required to report crime statistics. Under Clery, a crime is “reported” when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn’t matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation, that a classmate or student mentions in an in-class discussion, that a victim mentions during a speech, workshop or any other form of group presentation; or that a CSA otherwise learns about in an indirect manner.

CSAs must report Clery Act crimes as soon as possible to Public Safety (even if they’ve informed others) and tell Public Safety what happened, when it happened, and where it happened. Reporting may be done by calling Public Safety at extension 2376 or by calling 518-783-2376 from any phone outside the Siena phone system or in person at the Public Safety office located in the East wing of Hines Hall.

CSAs are not required to share the identities of those involved unless the report involves the crimes of sexual assault, domestic violence, dating violence and stalking, which require all information to be shared with the Title IX Coordinator.

At Siena, there are two categories of staff who are not CSAs. They are defined and explained below:

1. Pastoral counselors: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor. At Siena this would be the Office of the College Chaplain and the Franciscan Friars.

2. Professional Counselors: A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution. At Siena this would be the Counseling Center.

Siena College Health Services medical providers, including the Director (who is a practicing Nurse Practitioner), are not considered CSAs by the College. These medical providers are encouraged to report crimes with non-identifying information to Public Safety for the purposes of anonymous statistical reporting under the Clery Act.

Campus Security Authorities are required to complete training annually.

Voluntary Confidential Reporting
If you are the victim of a crime, we strongly encourage you to make a report even if you do not want to pursue action within the Siena College Student Conduct System or the Criminal Justice System. The Department of Public Safety, along with the College, will make every effort to safeguard the privacy of a report. However, the College may be required to share information, but will only do so when it is completely necessary; therefore, we cannot guarantee total privacy and your anonymity, but will take extra measures to protect them. A report allows the Department of Public Safety and other responding College officials to protect your safety as well as the safety others. With such information, Siena College can keep an accurate record of the number of incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

Confidentiality and Confidential Resources
An individual who speaks to a pastoral and/or professional counselor must understand that, if the individual wants to maintain confidentiality, the College will be unable to conduct an investigation into particular incidents or pursue disciplinary action against the alleged respondent.
At Siena College, the following is the list of Confidential Resources:

- Counseling Center: 518-783-2342
- Health Services: 518-783-2554
- Office of the College Chaplain and Friars: 518-783-2332

Note: These are the only Siena College employees who can offer legally protected confidentiality. These individuals are not required to report any information about an incident to the Title IX Coordinator without a complainant’s permission. While professional counselors will maintain an individual’s confidentiality vis-à-vis the College, they may have reporting or other obligations under New York State law (for example, mandatory reporting to law enforcement in case of minors and imminent harm to self or others).

Furthermore, these individuals are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**TIMELY WARNINGS**

In the event a Clery crime is reported as having occurred within the College’s Clery Geography (see page 8) that, in the judgment of the Director of Public Safety or his/her designee in his/her absence (who may consult with the Vice President for Student Life, Dean of Students and/or Title IX Coordinator), is considered to represent a serious or continuing threat to students and employees, a campus-wide “timely warning” will be issued. The decision to issue a Timely Warning is made on a case-by-case basis considering the nature of the crime and the continuing danger to the campus community. The warning will be provided to students and employees in a manner that is timely, and that will aid in the prevention of similar occurrences. Timely Warnings will include information about the crime that triggered the Timely Warning but will not include personally identifiable information about the victim of the crime. Timely Warnings are generally written and distributed by the Director of Public Safety (or designee) or the Dean of Students’ Office and are sent via email to students, faculty, staff and administrators. A copy of the notice may also be posted on campus buildings.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting, which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the alleged perpetrator or perpetrators is or are believed to be an ongoing threat to the larger Siena community)
- Robbery involving force or violence (cases including pick-pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Rape, Fondling, Statutory Rape, Incest, Stalking, Dating Violence and Domestic Violence (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Director of Public Safety or designee). In cases involving these crimes, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All of these crimes, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning.
  - Major incidents of Arson
- Other Clery crimes as determined necessary by the Director of Public Safety, or his or her designee in his or her absence, where they are considered to represent a serious or continuing threat to students and employees.

Anyone with information warranting a Timely Warning should report the circumstance to the
Department of Public Safety by phone at (518) 783-2376, (518) 783-2999 or in person at the dispatch center within Public Safety, Hines Hall east wing.

The Director of Public Safety or his/her designee may issue a “Public Safety Advisory” where the precipitating incident(s) is/are not Clery Crimes and/or do not rise to the level of a “Timely Warning.” These Public Safety Advisories may be issued to inform the campus community for their personal safety of ongoing non-Clery crimes or suspicious activity on campus or crimes that do not fall within Siena’s Clery Geography. These “Advisories” may be disseminated to the campus community via email, postings on campus buildings, and/or methods as determined by the Director or designee.

CAMPUS SECURITY AND ACCESS
Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized visitors. Entry points to campus are generally restricted 9:00 p.m. every evening and all traffic must enter the campus through the Main Entrance on Route 9. The campus gates (located on all entranceways from adjacent public streets) are generally closed nightly at 9:00 p.m. and open in the early morning hours. The gates off Fiddlers Lane (Middlefield and St. Francis) generally close at 6:00 p.m. on Friday and remain closed until Monday morning. This allows all traffic to travel through the main entrance of the College during the gate closure.

The Public Safety Department staffs the Welcome Booth at the main entrance of the College every Thursday, Friday and Saturday from 9:00 p.m. to 4:00 a.m. while school is in session. The Welcome Booth and gate hours are subject to change based on events and programs on campus.

All campus facilities are proactively patrolled by Public Safety and the office is staffed at all times. Campus administrative buildings are open during college business hours and generally locked in the evenings, weekends, and during holiday breaks. Access to campus administrative building is authorized to users by an issued key or through the card access system. Some administrative buildings have intrusion alarms that sound in Public Safety and most classrooms have interior door locks. A number of cameras are also positioned throughout the campus and are recorded. The College has also placed Emergency Call Boxes around the campus and they are a direct communications link to the Public Safety Dispatcher at all hours.

Siena residence halls are locked 24 hours a day with access allowed to students and authorized faculty and staff by automated card readers. Students are responsible for upholding the integrity of the residence hall security system by not giving their identification 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 and the doors have peepholes. 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 Community Living staff. They are a direct and ongoing source of information concerning campus procedures and practices. Residence Assistants have the authority to enforce campus policies. Throughout the year, Community Living staff conduct programs relating to personal safety. Many are conducted in conjunction with the Department of Public Safety. Students are also emailed a copy of the College’s Emergency Response Guide which provides key telephone numbers and other valuable information in case of an emergency on campus. A hard copy of the guide is also provided in each room and townhouse. 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 and Community Living programs and emails to report suspicious activity to Public Safety and to keep doors locked.

In compliance with Article 129-a of the New York State Education Law, Siena College has an Advisory Committee on Campus Safety. Siena College’s Public Safety Advisory Committee is comprised of policy
level personnel, including faculty, professional staff and students. Chaired by the Assistant Vice President for Student Life/Director of Public Safety, the committee meets at least twice a semester to review the College’s sexual assault policies, emergency response procedures, recommend safety improvements to the campus and educational programs which may assist the campus community. The committee also reviews sexual violence policies (sexual assault, domestic violence, dating violence and stalking), procedures and education programs. Members of the committee and representatives from various departments also conduct an annual survey to ensure campus lighting is adequate and that the landscape is appropriately controlled.

Department of Public Safety 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. Community members are encouraged to report any deficiency in lighting or any concern about physical security to the Public Safety Department at (518) 783-2376.

PREPARING AND REPORTING ANNUAL DISCLOSURE OF CRIME STATISTICS

The Department of Public Safety prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. This report is based on all the College’s reported crime and fire statistics. The “Annual Report” is available on the Department’s web site www.siena.edu/publicsafety and the Clery Crime statistics may be found there as well as on the U.S. Department of Education’s web site. The printed report is also available upon request or may be printed in .pdf format from the website. Campus crime, arrest, referral, and fire statistics include those reported to the Department of Public Safety, designated Campus Security Authorities and the local law enforcement agencies.

The Counseling Center staff informs their clients of the procedures to report a crime to the Department of Public Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session. Those staff members designated by the College to receive confidential reports are encouraged to report the crime statistic without personally identifiable information.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the web site to access this report. In addition, a copy of the report in .pdf format is attached to the email. A post card containing the information on how and where to obtain a copy of the report and also go directly to the Crime Statistics are given to our contracted bookstore and food service as well as ROTC students from other colleges that belong to the ROTC Battalion housed at Siena.

The email notice to students also includes the “Kerry Rose Sprinkler Notification Act” notification to all students on the college’s Fire Safety and Sprinkler Systems. Copies of the report may also be obtained at the Department of Public Safety located in Hines Hall, East wing or by calling (518) 783-2376.

All prospective employees may obtain a copy from Human Resources in Siena Hall by calling (518) 783-2420 or by accessing their website at www.siena.edu/humanres.

All prospective students may obtain a copy of the report by contacting the Office of Admissions at 1-888-AT-SIENA or by accessing their website at www.siena.edu/admissions.

How do we compile these statistics?
The Department of Public Safety collects the crime statistics annually 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. A department administrator also reviews all daily reports filed by the Community Living and Student Life staff via their on-line reporting software of Conduct Coordinator to gather any statistics for crimes reported via this system and to ensure accurate information is reflected on the Daily Crime and Fire Log. The Department of Public Safety also solicits crime statistics from local law enforcement...
Definition of Geography
Under the Clery Act campuses are required to report campus crime statistics for certain offenses, hate crimes, arrests and disciplinary referrals to the campus conduct process for incidents occurring within specific locations as defined by the Clery Act (known as Clery Geography). In all cases this data must be broken down according to the Clery Geography of the occurrence of the offense.

Clergy Geography Used Under the Clery Act
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.

Clergy Geography for Siena College:
Using the Clery Geography as defined above, Siena College reports the Clery Crime Statistics for the following locations:

- 504 Loudon Road – Siena Trustco Center
- 515 Loudon Road – Siena Main Campus
- 1 Fiddlers Lane – Thomas More House
- 5 Fiddlers Lane
- 1 Middlefield Road (2016-17)
Siena also has five non-campus locations where scheduled events are held throughout the year:
- Times Union Center, 51 S. Pearl Street, Albany, NY 12207
- Albany County Hockey Facility, 830 Albany Shaker Road, Latham, NY 12110
- Dutch Manor Stables, 2331 Western Avenue, Guilderland, NY 12084
- Veterans Memorial Stadium, 1 Tibbits Ave., Green Island, NY 12183 (2016-17)
- Tri City Fitness Center Inc., 944 New Loudon Road, Latham, NY 12210 (2016-17)

Siena College does not have any non-campus student organizations that must be monitored for any criminal activity.

The Crimes: Definition of Categories
Definitions of 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.

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.

Sexual Assault*
An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is: any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.
- Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape. Sexual intercourse with a person who is under the statutory age of consent.
If force was used or threatened, or the victim was incapable of giving consent because of his/her age or temporary or permanent mental impairment, the offense is Rape, not Statutory Rape.

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.)

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.
**Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

i. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

ii. For the purposes of this definition—

A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
B) Dating violence does not include acts covered under the definition of domestic violence.

iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Domestic Violence**

i. A felony or misdemeanor crime of violence committed—

A) By a current or former spouse or intimate partner of the victim;
B) By a person with whom the victim shares a child in common;
C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking**

i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

A) Fear for the person’s safety or the safety of others; or
B) Suffer substantial emotional distress.

ii. For the purposes of this definition—

A) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Clergy Act Hate Crimes**

A Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude towards a group of persons based on their actual or perceived race, gender, religion, ethnicity/national origin, sexual orientation, gender identity, age or disability.

For Clery purposes, Hate Crimes include the following offenses when motivated by bias: Murder and Non-negligent Manslaughter, Rape, Statutory Rape, Fondling, Incest, Stalking, Domestic Violence, Dating Violence, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

**Clergy Act Hate Crime Definitions**

In addition to the Clery crimes defined above, the following offenses are only included in Clery statistics if they are hate crimes.

**Larceny-Theft**
Larceny-Theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
(Larceny and theft mean the same thing in the FBI’s UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**Simple Assault**

Simple Assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation**

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property**

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**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 (barbiturates, 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.

*Siena College prohibits the crimes of domestic violence, dating violence, sexual assault and stalking as defined by the Clery Act.*
**Crime Statistics for 2013, 2014, and 2015**

The crime statistics are reported for a calendar year, not an academic year.

<table>
<thead>
<tr>
<th>OFFENSE (Not Reported by Hierarchy)</th>
<th>On-Campus</th>
<th>In Residence Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<td>0</td>
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<tr>
<td>Rape</td>
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<td>11</td>
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<tr>
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<tr>
<td>Incest</td>
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<tr>
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<tr>
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<td>2</td>
</tr>
</tbody>
</table>

- “In Residence Halls” crime statistics are a subset of the On Campus category—they are counted in both categories.
- Forcible and Non-Forcible Sex Offenses were changed in 2014 to Rape, Statutory Rape, Fondling, and Incest.
- Institutions are required to publish the number of “Unfounded Crimes” beginning with the calendar year 2015 crime statistics. Siena College has elected to voluntarily report this information for the 2014 crime statistics.
**Clery Act Hate Crime Statistics**

As required under the Clery Act the following report indicates the number of reported occurrences of the listed offense that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of the Clery Act, the categories of bias that may serve as the basis for a determination that a crime is a hate crime would include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

<table>
<thead>
<tr>
<th></th>
<th>Siena College Clery Hate Crime Statistics</th>
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<tbody>
<tr>
<td>2013</td>
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<td>2014</td>
<td>None</td>
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<tr>
<td>2015</td>
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</table>

**CRIME PREVENTION EDUCATION AND AWARENESS**

Preventing crime through collaboration and cooperation: Crime prevention and education is a top priority of the Department of Public Safety. Together with other campus offices, the Department provides programs to enhance personal safety and teaches proactive crime-reduction strategies. 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 surveillance and 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 others’ safety. Members of the Department are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. Siena College provides an average of ten crime prevention and security awareness programs each academic year. Some of the programs and crime prevention efforts are listed below.

**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 as requested, attending hall meetings, conducting building surveys, distributing literature, solving problems, and developing substantive relationships with members of the community. Some of the programs offered through the Liaison Program are Operation ID, Operation Lock-It-Up, Alcohol Awareness and Crime Prevention for Personal safety.

**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 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 promotions, flyers, and other advertisements**
The Department provides crime prevention brochures that outline 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 website. The department also uses a stay safe at college “stay safe 360°” video prevention program which is posted on the Public Safety webpage.

**Public Safety Transport Program**
Siena College Department of Public Safety offers transport services around campus for those students who are disabled, injured or otherwise physically unable to get around campus.

**Safe Escort Program**
We encourage all members of the campus community to use common sense and practice good personal safety techniques at all times. Students and employees alike are encouraged to walk in pairs and groups especially during the hours of darkness. If someone needs to walk alone and wants
an escort, they can call Public Safety at 783-2376. When available, an officer will accompany the individual to their residence hall or other buildings on campus.

**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.

**NOTIFICATION OF MISSING STUDENTS**

If a member of the Siena College community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify Public Safety at 783-2999. Siena College Public Safety will generate a report and initiate an investigation.

All students are requested to submit emergency contact information and update it annually. In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Siena College in the event the student is determined to be missing for more than 24 hours. When a student has been determined to be missing, the College is required to notify, within 24 hours, the following: the student’s missing person contact(s), if provided by the student; the local law enforcement agency, and, if the student is under 18 years of age and not emancipated, a custodial parent or guardian (in addition to notifying any additional contact person or persons designated by the student).

Students are reminded each time they log into “Web for Students” about the missing person student contact option as well as to review and update their emergency contacts. In addition, reminder emails are sent to all residential students to update their missing student and emergency contact information. If a student has identified such an individual, Siena will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential missing person contact can do so through Web for Students. All students upon accessing their student account will be prompted to submit an emergency contact and residential students may add a specific missing person contact only to be contacted in the event of a missing person’s report. If no missing person contact is provided, the general emergency contact is the default. A student’s missing person contact information will be accessible only by authorized campus officials and law enforcement in the course of an investigation.

**RESPONSE TO SEXUAL MISCONDUCT**

**Introduction**

Sexual violence is an issue of significant concern on American college campuses, including Siena College. In keeping with our Franciscan and Catholic Tradition and our core values of respect for the dignity of each individual and care for our community, Siena College is dedicated to providing first-rate information and resources to educate our students, staff and the public about violence prevention and awareness of sexual assault, dating violence, domestic violence and stalking. Detailed information is available at [www.siena.edu/sexualviolenceprevention](http://www.siena.edu/sexualviolenceprevention)

**Policy Statement**

Siena College prohibits the crimes of sexual assault, domestic violence, dating violence and stalking as defined by the Clery Act. The full policy and detailed procedures for responding to a report are provided in the Sexual Misconduct Policy. The Sexual Misconduct Policy is the Siena College Policy Statement in compliance with the Clery Act. Included in the Sexual Misconduct Policy are:

- The full policy statement prohibiting sexual assault, dating violence, domestic violence and stalking.
- The procedures a victim should follow after an incident including:
  - The importance of preserving evidence and how to do so
  - To whom the alleged offense should be reported
  - Confidential reporting options as well as private, non-confidential reporting options
  - Options for notifying law enforcement and campus authorities; the College will provide assistance in notifying law enforcement if the victim chooses; and the right of the victim to decline to notify law enforcement
• The definition of consent
• Procedures to follow when the Respondent is Faculty/Staff/Administrator
• Procedures to follow when the Respondent is a Student
• Possible sanctions or protective measures that Siena College may impose following a final determination of an institutional disciplinary procedure

SIENA COLLEGE SEXUAL MISCONDUCT RESPONSE GUIDE AND INFORMATION

Know your options: Siena College will seek to maintain your privacy at all times to ensure both individual and community safety. Students who experience an incident of sexual misconduct should consider the following immediate action. An initial choice to use one of these avenues does not preclude a later or simultaneous decision to use one or more of the others. Siena College Public Safety officers can also assist the victim/survivor with filing a complaint both on and off campus, and in obtaining immediate medical attention, counseling and other services.

Emergency Assistance Contact Information

<table>
<thead>
<tr>
<th>Emergency Response</th>
<th>Health and Safety</th>
<th>Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
<td>Albany Memorial Hospital</td>
<td>Counseling Center (confidential)</td>
</tr>
<tr>
<td>Siena College Public Safety 518-783-2999</td>
<td>Siena College Health Services (confidential)</td>
<td>518-783-2342</td>
</tr>
<tr>
<td></td>
<td>518-783-2554</td>
<td>Office of the College Chaplain and Siena College Friars (confidential)</td>
</tr>
<tr>
<td>New York State Police-dedicated 24 hour hotline</td>
<td></td>
<td>Albany County Crime Victim &amp; Sexual Violence Center Crisis hotline (confidential)</td>
</tr>
<tr>
<td>1-844-845-7269</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Seek Medical Assistance

Seek medical attention as soon as possible.
1. To treat the full extent of any injury or physical trauma.
2. To consider possibilities of STI/STD and risk of pregnancy.
3. To preserve evidence in case you decide to prosecute.

IMPORTANT: If you bathe, douche, brush your teeth, drink or change your clothing, you may destroy evidence. If you think you may want to press charges, try to preserve evidence. If called, an advocate from the Albany County Crime Victim & Sexual Violence Center will meet you at the hospital to assist you through the process and provide support. You may also have a friend and/or RD accompany you.

Confidential vs. Private Reporting

Confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to college officials in a manner consistent with state and federal law. Licensed mental
health counselors, medical providers and pastoral counselors are examples of college employees who may offer confidentiality. Siena College has designated the Counseling Center, Health Services and the Office of the College Chaplain (and Friars) as confidential resources.

All other college offices and employees cannot provide confidentiality but will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator and/or Public Safety to ensure victim/survivors safety, awareness of resources, and reporting options.

### Private Non-Confidential Resources and Support

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siena College Public Safety Office</td>
<td></td>
<td>518-783-2999 (24hr/day) 518-783-2376 (office)</td>
</tr>
<tr>
<td>Lois Goland</td>
<td>Title IX Coordinator</td>
<td>518-782-6673</td>
</tr>
<tr>
<td>John Felio</td>
<td>Associate Vice President for Student Life</td>
<td>518-783-2328</td>
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#### Deputy Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>John Bebb</td>
<td>Associate Dean of Students</td>
<td>518-783-2440</td>
</tr>
<tr>
<td>Jabrina Robinson</td>
<td>Dean of Students</td>
<td>518-783-2328</td>
</tr>
<tr>
<td>Melody Nadeau</td>
<td>Assistant Director, International Programs</td>
<td>518-786-5047</td>
</tr>
<tr>
<td>Melissa Potocki</td>
<td>Assistant Director, Community Living/Residence Director</td>
<td>518-783-2919</td>
</tr>
</tbody>
</table>

### Important Considerations

#### Reporting Options
If you believe that you are the victim of sexual misconduct, you have the right to choose one or more of the following actions:

- Pursue criminal charges through local and/or state law enforcement
- Provide information regarding the incident to the Title IX Coordinator or other appropriate, trained college official and pursue a student conduct case through the Sexual Misconduct Procedures
- Provide information regarding the incident to the Title IX Coordinator or other appropriate, trained college official but decide not to pursue further action at this time
- Utilize a confidential resource
- Decline action
- Delay action until accompanied by an advisor of choice

#### Law Enforcement
We encourage you to report incidents of sexual violence, dating violence, domestic violence, or stalking to the local and/or state police, as well as to college personnel. If you choose, you may also contact the Crime Victims Services Unit of the Albany County District Attorney’s office about the process for filing criminal complaints. If you wish, a Siena College staff person will accompany you and assist you in filing a report with the police. You may choose to pursue disciplinary action through the College while criminal action is pending.

#### Duty to Report by Responsible Employees
“Responsible Employees” have a duty to report incidents of sexual misconduct, including all relevant details, to the Title IX Coordinator and/or Public Safety. Such employees are not permitted under any circumstances to maintain a complainant’s confidentiality. Siena has designated all Faculty, Staff and Administrators, with the exception of those designated as a confidential resource, as responsible employees. Immediately upon learning of potential
campus sexual misconduct, any employee with a duty to report violations of this policy who receives a complaint of sexual misconduct or who observes or learns of conduct that is reasonably believed to be in violation of this policy, is required to report the alleged conduct to the Title IX Coordinator and/or Public Safety who will take appropriate action to address the report.

**Anonymous Reporting**
Anonymously disclose a crime or violation to the Public Safety anonymous tip line https://community.siena.edu/student-life/departments/public-safety/anonymous-complaint-tip. The College may have a duty to investigate anonymous disclosures to the extent possible, based on the information disclosed.

**Prohibition of Retaliation**
Individuals may file a complaint with the Title IX Coordinator if they have been retaliated against for reporting sexual misconduct, assisting someone in making such a report or participating in any manner in an investigation or resolution of a sexual misconduct complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in this policy and individuals who have been found to have engaged in retaliation will be subject to disciplinary action.

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

alcohol or drug related incidents, cases of sexual misconduct or situations of vandalism and damage. The policy only applies to the College’s Student Code of Conduct and has no status in other jurisdictions such as local or state courts.

**Interim Measures**
Upon receipt of a report, the Title IX Coordinator may provide reasonable and appropriate interim measures designed to preserve the complainant’s educational experience, the safety of all parties and the broader campus community, maintain the integrity of the investigative and/or resolution process, and deter retaliation.

**Off-Campus Resources**
Siena College partners with many community organizations.

Upon receipt of a report of domestic violence locally you can contact:
- **Albany County Crime Victim and Sexual Violence Center**—www.albanycounty.com/cvsvc/
  - Crisis Hotline—518-447-7716
  - Main Number—518-447-5500
- **Equinox Inc. Domestic Violence Services**—www.equinoxinc.com
  - Crisis Hotline—518-432-7865
  - Main Number—518-434-6135
- **Unity House Domestic Violence Services**—www.unityhouseny.org
  - Crisis Hotline—518-272-2370
  - Main Number—518-272-5917
- **In Our Own Voices- LGBT Domestic Violence Services**—518-432-4341
- **The Legal Project (free/low cost legal services)**—www.legalproject.org
  - 518-435-1770
- **Albany County District Attorney (Includes Crime Victim Services Unit)**
  - 518-487-5460

You can call any of these numbers – day or night. The hotline operators can answer your specific questions and direct you to further resources.

**National Resources:**
- **Sexual Assault Hotline**
  1-800-656-HOPE
- **Domestic Violence Hotline**
  1-800-799-SAFE
NYS Domestic and Sexual Violence Hotline Numbers:
- English: 1-800-942-6906
- TTY: 1-800-818-0656
- Spanish: 1-800-942-6908
- TTY: 1-800-780-7660

Preserving Evidence
As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Public Safety or Colonie Police to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or in obtaining a protection order.

Involvement of Law Enforcement and Campus Authorities
Although the College strongly encourages all members of its community to report violations of the sexual misconduct policy to law enforcement (including Public Safety and/or local police), it is the victim’s choice whether or not to make such a report.

Furthermore, victims have the right to decline to notify law enforcement. However, the College Title IX Coordinator/Deputies and/or Public Safety Officers will assist any victim with notifying law enforcement if the victim so desires. The Colonie Police Department may also be reached directly by calling 518-783-2744 or in person at 213 Wolf Road, Latham, NY. Additional information about the Colonie Police Department may be found online at: http://www.colonie.org/police/.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking
If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the College Title IX Coordinator, Lois Goland, by calling 518-782-6673, in writing or in person and/or to Public Safety (if the victim so desires). Reports of all domestic violence, dating violence, sexual assault and stalking made to Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant choses to pursue criminal charges.

Rights of Victims and The College’s Responsibilities Regarding Orders of Protection, No Contact Orders, Restraining Orders, or Similar Orders Issued by a Criminal, Civil or Tribal Court
If a member of the Siena College Community is in possession of an Order of Protection, they are encouraged to file an informational report with Public Safety. If they do so, Public Safety will keep a copy of the order on file and assist in responding in the event of any violation of the order.

What is the difference between a Family Court, Criminal Court, and Supreme Court order of protection?
A Family Court Order of Protection is issued as part of a civil proceeding. Its purpose is to stop violence within a family, or within an intimate relationship, and provide protection for those individuals affected. All Family Court proceedings are confidential.

To obtain an order of protection in the Family Court, your relationship to the other person must fall into one of the following categories:
- Current or former spouse
- Someone with whom you have a child in common
- A family member to whom you are related by blood or marriage
- Someone with whom you have or have had an “intimate relationship.” An intimate relationship does not have to be a sexual relationship. A relationship may be considered intimate depending on factors such as how often you see each other, or how long you have known each other. After a petition is filed, the court will decide if it is an intimate relationship.

To start a proceeding in Family Court, you need to file a form called a Family Offense Petition. The person filing the petition is called the “petitioner,” and the person the petition is filed against is called the “respondent.” You can contact the Family Court in your county for help completing and filing the petition. You may also wish to speak with an...
attorney or domestic violence advocate before filing. For further information you may visit the Family Court Website at http://www.nycourts.gov/courts.

A Criminal Court Order of Protection is issued as a condition of a defendant’s release and/or bail in a criminal case. A criminal court order of protection may only be issued against a person who has been charged with a crime.

Criminal cases are prosecuted for the State of New York by the district attorney. Although the district attorney may start a criminal case before a person is arrested, a criminal case usually begins with a person’s arrest. The person charged with abuse is called a “defendant.” The victim of abuse is called the “complaining witness.” There does not need to be a relationship between the complaining witness and the defendant.

In a criminal case, the district attorney requests an order of protection for the victim or complaining witness. The judge decides whether to issue the order of protection and what terms and conditions will be included in the order.

A Supreme Court Order of Protection can be issued as part of an ongoing divorce proceeding. If you have an ongoing divorce case and would like to request an order of protection, you may do so by making a written request by Motion or Order to Show Cause; or you may make an oral request at a court appearance. If you are represented by an attorney, your attorney may make the written or oral request for you. The judge decides whether to issue the order of protection and what terms and conditions will be included in the order.

What can I do if someone violates an order of protection?
The order specifies the person who is to be restrained. If you notice violations, you should contact the police. You may also call the district attorney’s office. You may also contact the public safety department or any other law enforcement agency.

Violation of an order of protection results in the arrest of the person who is violating the order. The person violating the order of protection can be charged with a crime. If the violation is a violation of a restraining order or an order of protection, the violation can result in a criminal appeal. If the violation is a violation of a restraining order or an order of protection, the violation can result in a criminal appeal.

Public Safety can facilitate filing a report with the appropriate authorities. In addition, Siena College can restrict or limit access to campus for individuals who violate an order and then if a party violates the restriction, initiate an arrest for trespass.

Disclosure to Alleged Victims of Violent Crimes and Non-Forcible Sex Offenses
Siena College will, upon written request, disclose to the alleged victim of a crime of violence, or non forcible sex offense, the result of any disciplinary action conducted by the College against the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Siena College will provide the results of the disciplinary action to the victim’s next of kin, if so requested.

Cases reviewed under the Sexual Misconduct Policy will, as part of written procedures, notify in writing the complainant and respondent (accused individual) of the outcome of the investigation and hearing, if applicable.

Siena College Sexual Misconduct Policy

1. STATEMENT OF BASIS AND PURPOSE

Siena College is committed to promoting a learning and working environment where sexual misconduct, which includes sexual violence, sexual harassment and other gender based offenses, is not tolerated. This policy prohibits sexual violence, sexual harassment, and other gender-based offenses in all College programs and activities. Conduct prohibited by this policy also may violate laws enforced through the public criminal justice system. Individuals may decide to utilize both this policy and the public criminal justice system, simultaneously, to address covered conduct. Siena College proceedings that involve alleged violations of this policy will be conducted through a process that is prompt, equitable, fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.

This policy applies to conduct involving students, employees, or third parties (e.g., contractors,
alumni, visitors) that: (a) occurs on College property, (b) takes place in any College-sponsored program or activity such as travel, research or internship programs or (c) when such conduct may have a continuing adverse effect or could create a hostile environment on campus. This policy also applies to student conduct that occurs off College property.

Our commitment is rooted in the Franciscan and Catholic tradition, which affirms the unique worth of each person and shares a commitment to building a world that is more just, peaceable and humane. The dignity of the individual should never be violated in any way, and the college community views, with seriousness, violations of this policy against any person.

This policy shall apply regardless of race, color, religion, creed, ethnicity, national origin, gender, age, sexual orientation, gender identity or expression, familial status, veteran status, disability, predisposing genetic characteristics, domestic violence victim status or other basis identified in federal or state law. Acts of discrimination and harassment, which are offenses directed against persons because of their identification with one of these categories, are prohibited under Siena College’s Policy Prohibiting Discrimination and Harassment. Where conduct is covered by both this Sexual Misconduct policy and the Policy Prohibiting Discrimination and Harassment, the College will use the procedures set forth in this policy to resolve the allegation(s).

Accordingly, Siena College is committed to:

1. Defining conduct that constitutes sexual misconduct
2. Providing clear reporting options for all members of our campus and visitors after disclosing a violation of the College’s Sexual Misconduct Policy.
3. Promptly responding to and investigating allegations of sexual misconduct, including taking steps to eliminate a hostile environment if one has been created and prevent the recurrence of future incidents of sexual misconduct. The College’s response may include pursuing disciplinary action when appropriate, referring the incident to local authorities when appropriate and taking action to investigate and address any allegations of retaliation
4. Providing ongoing assistance and support to members of our campus who file complaints of sexual misconduct
5. Providing awareness and prevention information on sexual misconduct, including disseminating our policies, implementing training and educational programs for all College constituents

For purposes of this policy, sexual misconduct includes sexual violent acts (rape, sexual assault, sexual battery, sexual coercion, sexual exploitation), sexual harassment and other gender based offenses (dating violence, domestic violence, stalking).

II. TITLE IX AND THE TITLE IX COORDINATOR RESPONSIBILITIES

Siena College’s Title IX Coordinator has primary responsibility for coordinating the College’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all of the College’s programs and activities, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

The Title IX Coordinator oversees the College’s response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the College can address issues that affect the wider College community.

An individual should contact the Title IX Coordinator in order to:

- Seek information or training about rights and courses of action available to resolve reports or complaints that involve potential violations of this policy
- Make a report that involves potential violations of this policy
- Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct
- Ask questions about the College’s policies and procedures related to sex discrimination, including sexual misconduct
The Title IX Coordinator at Siena College is:
Lois Goland, JD
Sarazen Student Union Room 235
Siena College
515 Loudon Road
Loudonville, NY 12211-1462
518-782-6673
lgoland@siena.edu

The following Deputy Coordinators and Public Safety investigators have the responsibility for either coordinating Siena’s Title IX compliance efforts and/or assisting in sexual misconduct investigations in collaboration with the Title IX Coordinator.

John Bebb
Senior Deputy Title IX Coordinator (Student Specialist)/Associate Dean of Students
Sarazen Student Union Room 302
783-2328
jbebb@siena.edu

Jennifer Dorsey, Ph.D., Deputy at Large
Associate Professor of Early American History
229 Kiernan Hall
783-2319
jdarsey@siena.edu

Melissa Forrest, Deputy for Students
Assistant Director of Community Living
Sarazen Student Union Room 318
783-2919
mpotocki@siena.edu

Cynthia King Leroy, Deputy for Employees
Assistant Vice President for Human Resources
Trustco Center 127
783-2420
ckleroy@siena.edu

Donna McIntosh, MSW., Deputy for Faculty
Professor of Social Work
310 Rosetti Hall
783-4261
MCINTOSH@siena.edu

Melody Nadeau, Ph.D., Deputy for Students
Assistant Director of International Programs/ESOL
Foy Hall Room 301
786-5047
mnadeau@siena.edu

Jabrina Robinson, JD, Deputy for Students
Dean of Students
Sarazen Student Union Room 302
783-2328
jrobinson@siena.edu

Thomas Breslin, Investigator
Associate Director of Public Safety
Hines Hall East Wing First Floor
783-2376
tbreslin@siena.edu

Ronald Matos, Investigator
Assistant Director of Public Safety
Hines Hall East Wing First Floor
783-2376
rmatos@siena.edu

III. TERMINOLOGY

DEFINITION OF “AFFIRMATIVE CONSENT”

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

Consent will be determined with the following principles in mind:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol
- Consent may be initially given but withdrawn at any time
- Consent cannot be given when a person is incapacitated, which occurs when an
individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent:

- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm
- When consent is withdrawn or can no longer be given, sexual activity must stop

Evaluating incapacitation also requires an assessment of whether an individual, or a sober, reasonable person in the individual’s position, knew or should have known, that the individual was incapacitated. If the person who wants to engage in sexual activity is too intoxicated to judge another’s communications about consent, that person has an obligation to cease the activity. A person’s responsibility for obtaining consent is not diminished by use of alcohol and or other drugs. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct.

DEFINITION OF INCAPACITATED

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because they lack conscious knowledge of the nature of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction) and or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if they are asleep, unconscious, or otherwise unaware that sexual activity is occurring. The use of alcohol or other drugs does not, in and of itself, negate a person’s ability to give consent, but a level of intoxication can be reached, short of losing consciousness, in which a person’s judgment is so impaired that they become incapacitated and thus are not capable of giving consent. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and or drugs impact an individual’s:

- decision-making ability; or
- awareness of consequences; or
- ability to make informed judgments; or
- capacity to appreciate the nature and the quality of the act.

Because the use of alcohol and other drugs can have a cumulative effect over time, a person who may not have been incapacitated at the beginning of sexual activity may become incapacitated and therefore unable to give effective consent as the sexual activity continues.

DEFINITION OF SEXUAL ACTIVITY

“Sexual Activity” shall have the same meaning as “sexual act” and “sexual contact” as defined below:

“Sexual act” means—
(A) contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;
(B) contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
(C) the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
(D) the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

“Sexual contact” means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

DEFINITION OF COMPLAINANT AND SURVIVOR

“Complainant” shall mean a student or employee who has reported sexual misconduct. Complainants may also be referred to as survivor or victim throughout this policy. In some instances, the
College may serve as the complainant (see “complaints filed by the College” in Section X – Investigation by Siena College of this policy).

DEFINITIONS OF ACCUSED and RESPONDENT

“Accused” shall mean a person accused of a violation under this policy who has not yet entered the College’s conduct process. A person accused under this policy who is not a student or employee of Siena or whose identity is unknown shall also be referred to as accused.

A “respondent” shall mean a person accused of a violation who has entered the College’s conduct process.

DEFINITION OF REPORTING INDIVIDUAL

“Reporting Individual” shall encompass the terms victim, survivor, Complainant, witness with victim status and any other term used to reference an individual who brings forth a report of a violation.

DEFINITION OF WITNESS

A “witness” is defined as an individual who has knowledge of facts that may be relevant to the resolution of an allegation.

DEFINITION OF BYSTANDER

A “bystander” shall mean a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of the College.

DEFINITION OF REVIEW PANEL

The review panel consists of faculty, staff and administrators selected from the Siena College community. The review panel makes a determination of responsible or not responsible and makes sanctioning recommendations in formal hearings. These panel members have been trained in the college’s Sexual Misconduct policy and procedures, case review and adjudication. To serve on a review panel the member must have had no conflict with the presented case.

IV. DEFINITIONS AND BEHAVIORAL EXAMPLES OF SEXUAL VIOLENCE, SEXUAL HARASSMENT AND OTHER GENDER BASED OFFENSES

SEXUAL VIOLENCE

Sexual Violence acts include, but are not limited to, rape, sexual assault, and sexual coercion. Sexual violent acts are physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent for reasons, such as, but not limited to, the victim/survivor’s age, the victim/survivor’s use of drugs or alcohol or the victim/survivor’s inability to give consent due to intellectual or other disability.

Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as stated in the uniform crime reporting system of the Federal Bureau of Investigation.

Fondling is 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 in instances where the victim is incapable of giving consent.

Sexual coercion is the act of using force, threats, alcohol or drugs and/or using physical, emotional or verbal pressure to have sexual contact with someone against his or her will or where a person is incapable of giving consent for reasons including, but not limited to, the victim/survivor’s age, the victim/survivor’s use of drugs or alcohol or the victim’s inability to give consent due to intellectual or other disability. Sexual contact includes kissing, petting, fondling, oral sex, genital touching, and any other sexual behavior that makes the victim/survivor feel uncomfortable.

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include,
but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment occurs when any of the following conditions are present:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, evaluation of academic work, or participation in any aspect of a college program or activity; or,
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, e.g. it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both the subjective perspective of the person who experiences such conduct and objective standard of a reasonable person’s perception of such conduct. A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to establish the existence of a hostile environment, particularly if the harassment is physical. Conduct which is pervasive or persistent, even if not severe, may also create a hostile environment. Sexual harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, sex or gender and or sex or gender stereotyping, even if those acts do not involve conduct of a sexual nature.

Examples of conduct that may constitute sexual harassment as defined above may include a severe, persistent or pervasive pattern of unwelcome conduct that includes one or more of the following:

Physical conduct:
- Unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements
- Unwanted sexual advances

Verbal conduct:
- Making or using derogatory comments, epithets, slurs or humor

Sexual harassment:
- May be blatant and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated
- May or may not include intent to harm, be directed at a specific target, or involve repeated incidents
- May be committed by anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context
- May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has an intimate or sexual relationship
- May be committed by or against an individual or group
- May occur by or against an individual of any sex, gender identity, gender expression or sexual orientation
- May occur in the classroom, in the workplace, in athletic facilities, in residential settings, or in any other setting
- May be a one-time event or part of a pattern of behavior
- May be committed in the presence of others, when the parties are alone, or through the use of technology
- May affect the Reporting Party and or third parties who witness or observe harassment and are affected by it
• Intentionally using incorrect pronouns or an incorrect name when a person has clearly stated their preferred name and pronouns
• Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
• Objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes

Visual conduct:
• Leering, making sexual gestures, displaying of suggestive or demeaning objects or pictures, cartoon or posters in a public space or forum
• Severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading images. This example should not be understood to constrain academic freedom in teaching, research, or creative activity, or to limit intellectual and or expressive rights.
• Letters, notes or electronic communications containing comments, words, or images described above

Quid pro quo conduct:
• Direct propositions of a sexual nature between those for whom a power imbalance or supervisory or other authority relationship exists
• Offering educational or employment benefits in exchange for sexual favors
• Making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose
• Making or threatening reprisals after a negative response to sexual advances

Consensual Relationships
• Unique relationships exist between students and certain employees of the College, such as faculty members, administrators and staff who serve in such roles as educator, counselor, evaluator or who exercise other types of control over students. Given the possibility that abuse of this relationship or the appearance of abuse may occur, the College views it as unacceptable if faculty members or other instructional personnel, administrators, or staff members engage in amorous relationships with students enrolled in their classes or subject to their supervision, control or authority, even when both parties appear to have consented to the relationship.

• Where this prohibition is applicable, if charges of sexual harassment are made, it shall not be a defense to allege that the relationship was consensual in any proceeding brought under these procedures.

OTHER GENDER BASED OFFENSES

Dating violence is violence committed by a person who (a) has been in a social relationship of a romantic or intimate nature with the victim and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship and frequency of interaction between the persons involved in the relationship.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse of the victim/survivor, by a person with whom the victim/survivor shares a child in common, by a person who is cohabitating with or has cohabitated with the victim/survivor as a spouse, by a person similarly situated to a spouse of the victim/survivor under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim/survivor who is protected from the person’s acts under the domestic violence laws of the jurisdiction.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

* see Appendix I – Behavioral Examples of Other Gender Based Offenses
V. IMMEDIATE ASSISTANCE IN CASES OF SEXUAL MISCONDUCT

Students, faculty, staff, administrators and visitors at Siena College who experience any form of sexual misconduct on or off-campus (including Siena-sponsored trips and events) are strongly encouraged to immediately report the incident by contacting Siena College’s Department of Public Safety (518-783-2376 or 518-783-2999), which is available 24 hours a day, 7 days a week, and/or local law enforcement by calling 911. In addition, the New York State Police has a dedicated 24-hour hotline: 1-844-845-7269. An initial choice to use one of these avenues does not preclude a later or simultaneous decision to use one or more of the others. Campus public safety officers can also assist the Complainant with filing a complaint both on and off campus, and in obtaining immediate medical attention, counseling and other services.

VI. OBTAINING IMMEDIATE MEDICAL ATTENTION AND EMOTIONAL SUPPORT

Siena College is committed to assisting anyone who experiences sexual misconduct to seek comprehensive medical attention as soon as possible to treat injuries, obtain preventative treatment for sexually transmitted diseases, and preserve evidence, among other things. For rapes in particular, immediate treatment and the preservation of evidence of the assault are important for many reasons, including facilitating a criminal investigation. In addition, individuals who have experienced or witnessed sexual misconduct are encouraged to seek emotional support as soon as possible, either on or off campus.

On-campus resources include nurses at Siena’s Health Services and counselors in Siena’s Counseling Center. Counselors are trained to provide crisis intervention.

For off-campus resources, Siena maintains a list of resources, including rape crisis centers and domestic violence shelters, available throughout the Capital District. This list includes information about Albany Memorial Hospital, which is specially equipped to handle sexual misconduct and trained to gather evidence from such assaults. The SANE program at local hospitals provide medical exams to victims/survivors of sexual assault. As part of this program, an advocate is available to assist and supports victims/survivors through the process through Albany County. (Publications and Resources)

VII. CHOICE OF ACTIONS IN RESPONSE TO SEXUAL MISCONDUCT

Options in General:
Victims/survivors have many options that can be pursued simultaneously, including one of the following:

- Confidently disclose a crime or violation to the Counseling Center, Health Services, and the Office of the College Chaplain or Siena College Friars. Confidential resources can share options and advice without any obligation to tell anyone, and will not share information without the consent of the victim/survivor.
- Anonymously disclose a crime or violation to the Public Safety anonymous tip line: www.siena.edu/anonymous. The College may have a duty to investigate anonymous disclosures to the extent possible, based on the information disclosed.
- Make a report to a College Official/Responsible Employee. Victims/Survivors have the right of privacy when reporting to College officials/responsible employees, to the extent possible under the circumstances. However information must be shared with other administrators who have a need to know. (Private, Not Confidential)
- Public Safety (Private, Not Confidential)
- Local Law Enforcement (Private, Not Confidential)
- New York State Police (Private, Not Confidential)
- Title IX Coordinator (Private, Not Confidential)
- Deputy Title IX Coordinators (Private, Not Confidential)

CONFIDENTIALITY AND CONFIDENTIAL RESOURCES

Confidentiality may be offered by an individual who is not required by law to report known incidents of
sexual assault or other crimes to college officials in a manner consistent with state and federal law, including but not limited to 20 U.S.C. 1092 (F) and 20 U.S.C. 1681 (A). Licensed mental health counselors, medical providers and pastoral counselors are examples of college employees who may offer confidentiality.

Confidential Resources are encouraged to submit non-identifying information about violations of this policy to Public Safety for the purposes of anonymous statistical reporting under the Clery Act.

Any member of the College community who is not prepared to make a report or who may be unsure how to label the incident that occurred, but still seeks information and support, is encouraged to contact a Confidential Resource.

At Siena College, the following is the list of Confidential Resources:

- Counseling Center: 518-783-2342
- Health Services: 518-783-2554
- Office of the College Chaplain and Siena College Friars: 518-783-2332

These are the only Siena College employees who can offer legally protected confidentiality. These individuals are not required to report any information about an incident to the Title IX Coordinator without a Complainant’s permission. While professional counselors will maintain an individual’s confidentiality vis-à-vis the College, they may have reporting or other obligations under New York State law, e.g., mandatory reporting to law enforcement in case of minors, imminent harm to self or others.

An individual who speaks to a professional and/or pastoral counselor in these specific roles must understand that, if the individual wants to maintain confidentiality, the College will be unable to conduct an investigation into particular incidents or pursue disciplinary action against the alleged Respondent.

Confidential resources may assist individuals in receiving other necessary protection and support, such as survivor advocacy, academic support or accommodations, disability, health and mental health services, changes in residence halls, working and course schedules in coordination with the Title IX Coordinator.

Individuals who initially request confidentiality may later decide to file a complaint with the College and/or report the incident to Colonie or State Police, and thus have the incident investigated. These counselors will provide the individual with assistance in contacting the Title IX Coordinator if the individual wishes to do so.

PRIVACY/ NON-CONFIDENTIAL

Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate college officials.

Even college offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

DUTY TO REPORT BY RESPONSIBLE EMPLOYEES

“Responsible Employees” have a duty to report incidents of sexual misconduct, including all relevant details, to the Title IX Coordinator. A “responsible” employee is a Siena College employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct or discrimination and harassment, who a student could reasonably believe has the authority or duty. Such employees are not permitted under any circumstances to maintain a Complainant’s confidentiality.

Siena has designated all Faculty, Staff and Administrators, with the exception of those serving in their role as a confidential resource, as responsible employees.

Immediately upon learning of potential campus sexual misconduct, any employee with a duty to report violations of this policy who receives a complaint of sexual misconduct or who observes or learns of conduct that is reasonably believed to be in violation of this policy, is required to report the
alleged conduct to the Title IX Coordinator and/or Public Safety who will take appropriate action to address the report.

A responsible employee must report to the Title IX Coordinator and/or Public Safety all relevant details about the alleged sexual misconduct shared by the Complainant and that the College will need to determine what happened, including the names of the Complainant and alleged Respondent, any witnesses and any additional relevant information, including the date, time, and specific location of the alleged incident.

**LAW ENFORCEMENT**

Sexual misconduct is prohibited, in separate ways, by New York State Law and Siena College policy. Thus, offenders may be prosecuted under New York State criminal statutes and subject to disciplinary action by the College. The College may choose to pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute.

The College will assist Complainants in contacting law enforcement and/or other appropriate authorities for the purpose of obtaining orders of protection or other similar relief available through the court system, and will, to the extent that it is able, facilitate the implementation of any on-campus or College program-related restrictions imposed by such orders.

In the case of reported sexual misconduct, a law enforcement investigation does not relieve the school of its independent obligation to investigate the report, as specified by Title IX of the Education Amendments of 1972 (“Title IX”). Siena College’s investigative and conduct process will run concurrently with a criminal justice investigation and proceeding except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) days except when law enforcement specifically requests and justifies a longer delay.

**ANONYMOUS REPORTING**

If a Complainant self-identifies but asks to remain anonymous during the investigation, the Title IX Coordinator will consider how to proceed, taking into account the Complainant’s wishes, the College’s commitment to provide a safe environment, and the Respondent’s right to have specific notice of the allegations if the College were to take action that affects the Respondent.

**WELFARE OF THE COMMUNITY (AMNESTY) POLICY**

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

This policy may also be applied, but not limited to: alcohol or drug related incidents, cases of sexual misconduct or situations of vandalism and damage or discrimination and harassment. The policy only applies to the College’s Student Code of Conduct and has no status in other jurisdictions such as local or state courts.

**EXCEPTION TO OBLIGATION TO INVESTIGATE**

If an individual discloses information through a public awareness event such as candlelight vigils, protests, or other public event, the college is not obligated to begin an investigation based on such information. The college may use the information provided at such an event to inform efforts for additional education and prevention efforts.
VIII. JEANNE CLERY ACT AND TIMELY WARNING

Jeanne Clery Act

In concert with our Catholic and Franciscan Mission, Siena College strives to create an environment that is respectful of all and conducive to learning and living. Crimes and acts of violence are not tolerated. 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 has been amended multiple times. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as “the Clery Act”) in memory of a Jeanne Clery who was slain in her dorm room in 1986. The reauthorization of the Violence Against Women Act (VAWA), signed by President Obama in March 2013, which includes the Campus Sexual Violence Elimination Act (Campus SaVE) amended the Clery Act. All incidents of domestic violence, dating violence and stalking must now be reported in addition to reporting incidents of sexual assault. These statistics can be found in the Annual Security and Fire Safety Report. The report includes statistics for the previous three years concerning reported crimes and institutional policies addressing campus security. To obtain a copy of this report contact the Director of Public Safety or visit: https://www.siena.edu/student-life/safety-parking/public-safety/campus-crime-statistics/.

Timely Warning

In the event a situation arises within the College’s Clery Geography that, in the judgment of the Director of Public Safety or designee (who may consult with the Vice President for Student Life, Dean of Students and/or Title IX Coordinator), which may pose a serious or continuing threat to students and employees, a campus-wide “timely warning” will be issued. The decision to issue a Timely Warning is made on a case-by-case basis considering the nature of the crime and the continuing danger to the campus community. The warning will be provided to students and employees in a manner that is timely, and that will aid in the prevention of similar occurrences. Timely Warnings will include information about the crime that triggered the Timely Warning but will not include personally identifiable information about the victim of the crime. Timely Warning Notices are generally written and distributed by the Director of Public Safety (or designee) or the Dean of Student’s Office and are sent via email to students, faculty, staff and administrators. A copy of the notice may also be posted on campus buildings. The Director of Public Safety or his designee may issue a “Public Safety Advisory” where the precipitating incident(s) is/are not Clery Crimes and do not rise to the level of a “Timely Warning”. These Public Safety Advisories may be issued to inform the campus community for their personal safety of ongoing non-Clery crimes or suspicious activity on campus or crimes that do not fall within Siena’s Clery Geography. These “Advisories” may be disseminated to the campus community via email and/or postings on campus buildings.

IX. INITIAL REVIEW

Upon receipt of a report of alleged sexual misconduct, the College's Title IX Response Team will conduct an initial assessment within 72 hours. The goal of this assessment is to provide an integrated and coordinated response to reports of sexual misconduct. The Title IX Team, led by the Title IX Coordinator, assists in the review, investigation and resolution of reports. The team may include the Title IX Coordinator, Deputy Coordinators, and the Director of Public Safety. Depending on the roles of the parties involved in a report, other designees (Dean of Students, College Counsel) may join the team. In all cases, the Title IX Response Team will be limited to a small number of individuals who need to be informed in order to provide effective and equitable review and timely resolution of reports while protecting the privacy of parties as fully as possible. Regular members of the Title IX Response Team receive annual training in strategies to protect parties who experience sexual misconduct to promote individual and institutional accountability.

The assessment will consider the nature of the report(s), any witness statements obtained, the safety of the individual and of the campus community, and the Reporting Party’s expressed preference for resolution in determining the appropriate course of action to eliminate the
conduct at issue, prevent its recurrence and address its effects. At the conclusion of the assessment, the Title IX Response Team may refer the report for informal resolution. Informal resolution does not involve disciplinary action against a responding party. Alternatively, the Title IX Team may refer the matter for formal resolution. Formal resolution begins with an investigation. Considering the best interest of the College community, the College may proceed with an investigation without the consent from the potential Complainant, but will, to the extent practicable under the circumstances, maintain the privacy and anonymity of the potential Complainant. The goal of the investigation is to gather all relevant facts and determine if there is sufficient information to refer the report to an adjudication or grievance process in order to determine responsibility and impose disciplinary action if appropriate.

INTERIM MEASURES

Upon receipt of a report, the Title IX Coordinator may provide reasonable and appropriate interim measures designed to preserve the Complainant’s educational experience, the safety of all parties and the broader campus community, maintain the integrity of the investigative and/or resolution process, and deter retaliation. The Title IX Coordinator may provide interim measures regardless of whether the Complainant seeks formal disciplinary action. The Title IX Coordinator will work collaboratively with the Dean of Students, Assistant Vice President for Human Resources and Associate Vice President for Academic Affairs in providing interim measures.

Interim measures may include, but are not limited to:

- Access to counseling services and assistance in arranging an initial appointment.
- Rescheduling of exams and assignments
- Change in class schedule
- Change in work schedule or job assignment
- Change in housing
- Arranging for medical services
- Imposition of an on-campus “no contact order,” an administrative remedy designed to curtail contact and communications between two or more individuals
- Providing the Complainant assistance with filing a criminal complaint and seeking an order of protection
- Other remedies that can be used to achieve the goals of this policy, i.e. interim suspension or campus restriction pending the outcome of the investigation / process

X. INVESTIGATION BY SIENA COLLEGE

All reports and complaints of sexual misconduct should be filed with the Title IX Coordinator, Public Safety or Deputy Coordinator as soon as possible after the incident(s) occurred or in a timely manner. While Complainants are welcome to file a report or complaint at any time, Complainants are encouraged to come forward as soon as possible because a delay in reporting or making a complaint may impact the effectiveness of the investigation. Delays in reporting may impair the college’s ability to investigate due to, but not limited to, fading memories and the availability of witnesses and evidence.

Complainants and Respondents may use an advisor of their choice (including legal counsel) at each point in the Sexual Misconduct procedure. The advisor may serve only in an advisory role and may not directly represent either party.

Upon receiving information of an alleged violation of this policy, either the Title IX Coordinator, Public Safety Investigators, a Deputy Coordinator or a combination of these individuals will meet with the Complainant, Respondent and/or reporting witness and conduct an investigation (interview parties, take or receive statements).

If the reporting witness or Complainant chooses to pursue action under this policy, s/he shall make a written statement (which can be either written by the Complainant or dictated and ascribed to) regarding the Sexual Misconduct complaint.

A reporting witness or Complainant may choose to withdraw a complaint and/or involvement from the college process at any time.

COMPLAINTS FILED BY THE COLLEGE

The Title IX Coordinator or Deputy Coordinator may
file a complaint through these procedures against any individual s/he has a reason to believe has engaged in conduct in violation of this policy where doing so is deemed appropriate by the Title IX Coordinator or Deputy Coordinator (in consultation the Title IX Response Team), such as, by way of example but not limitation, where it appears that the individual may have engaged in a pattern of conduct in violation of this policy, based upon the number of complaints filed against the individual and resolved through informal intervention.

Additionally, often individuals are reluctant to pursue the remedies provided in this policy even when the individual perceives they have been subjected to conduct prohibited by this policy. Should The Title IX Coordinator or Deputy Coordinator become aware of conduct potentially in violation of this policy, even if the person potentially subject to such conduct has not reported it or is unwilling to pursue a complaint, the College may conduct an investigation, as appropriate, and take any necessary action.

When the reporting party is not a student or employee, the College will serve as the Complainant throughout the Resolution process.

XI. REPORTING RETALIATION

Individuals may file a complaint with the Title IX Coordinator if they have been retaliated against for reporting sexual misconduct, assisting someone in making such a report or participating in any manner in an investigation or resolution of a sexual misconduct complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in this policy and individuals who have been found to have engaged in retaliation will be subject to disciplinary action through the student code of conduct or employee disciplinary procedures.

XII. RESOLUTION

INFORMAL RESOLUTION

Individuals may seek an informal resolution to end nonviolent conduct that the person believes violated this policy. These interventions include negotiation, shuttle diplomacy, mediation or restorative justice. Negotiation, and mediation will not be used in cases that involve sexual misconduct or any other form of violence.

If the Respondent confirms the allegations and acknowledges responsibility for his/her actions, the Title IX Coordinator and/or Deputy Coordinator, in consultation with the Complainant and other designated College officials, will determine the most appropriate course of action.

If the Complainant is not in agreement with the outcome of the informal intervention process or chooses to end it and proceed to the formal process, if the issue cannot be resolved informally, or if the Title IX Coordinator or Deputy Coordinator determines that additional inquiry is still appropriate, the Title IX Coordinator and/or Deputy Coordinator will commence the complaint process. Either party may end the informal resolution process at any time and proceed with the formal process.

FORMAL RESOLUTION

Siena College generally completes investigations within thirty (30) business days, absent extenuating circumstances. In certain circumstances time frames may need to be extended (e.g., during July and August; students and faculty members are often not available, significant number of witnesses to interview, multiple allegations in a single complaint). However, every effort will be made to resolve cases as expeditiously as possible. The preponderance of evidence or “more likely than not” standard of review will be used during the investigatory process.

The Respondent shall be provided with a notice of complaint describing the date, time location, and factual allegations, a reference to the specific policy violations alleged together with possible sanctions. Once presented with the notice of complaint, the Respondent has four (4) business days to formally accept or deny responsibility for the alleged behavior in writing. Failure to respond by the deadline will be treated as denial of responsibility and the formal process will proceed as outlined.

The Complainant and Respondent shall be advised periodically of the status of the investigation.
INVESTIGATION REPORT

The Title IX Coordinator and/or Deputy Coordinator will prepare a written report following the completion of the investigation. Except in certain circumstances, the report should be completed within five (5) business days after the completion of the investigation. The report, at a minimum, must include a:

1. Summary of the complaint.
2. Summary of the response by the individual against whom the complaint was made.
3. Summary of the statements and evidence obtained during the investigation.
4. Summary of prior settlements or substantiated complaints against the Respondent.

NOTICE OF OUTCOME OF INVESTIGATION

The Title IX Coordinator and/or the Deputy Coordinator will present a written notice of the outcome of the investigation to the Complainant and Respondent. This document shall consist of a summary of allegations, a summary of the evidence in support of the complaint, and specific areas of this policy of which the Respondent is alleged to have violated.

Following a notice of outcome of the investigation, the Complainant and their advisor and the Respondent and their advisor may review a redacted copy of the investigation report. Following this review the Complainant and/or Respondent may provide an additional written response to be included in the materials for informal or formal resolution. Both the Complainant and Respondent may also submit a written impact statement to the Title IX Coordinator to be reviewed prior to deliberation of sanctions, if any.

ACCEPTANCE OF RESPONSIBILITY (STUDENT)

If the Respondent accepts responsibility, the Title IX Coordinator or Deputy Coordinator shall convene a review panel of three (3) to review the case and make recommendations for sanction to the Associate Vice President for Student Life or designee. Within three (3) business days of the completion of the case by a Review Panel, the recommended finding(s) and sanction(s), if any, shall be forwarded to the Associate Vice President for Student Life (AVPSL) who may accept, amend or reject the findings and/or sanctions. The Respondent and Complainant are insured their right to exclude their own prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis and/or treatment from use in the review process prior to adjudication. Any sanction takes into account the Respondent’s prior record and any prior complaints involving similar allegations as well as the severity of the incident and the outcome sought by the Complainant.

Student Respondents may have sanctions administered, including but not limited to: expulsion, dismissal, suspension, withholding degree, revocation of admission and/or a degree, disciplinary probation, suspension or dismissal from college housing, social/residence hall probation, housing relocation, restriction from privileges, student reprimand, warning, or discretionary sanctions. This may also include restriction from contact with the Complainant or restriction from parts of or the entire campus. Student Respondents who are sanctioned with expulsion, suspension, or dismissal from college are subject to a notation on their official college transcript.

The Associate Vice President for Student Life (AVPSL) will provide written notice of the outcome and sanction(s) to the Complainant, Respondent, Title IX Coordinator and Vice President for Student Life within seven (7) business days. The AVPSL will make every effort to schedule notice simultaneously to these parties. All sanction(s), except for suspension, dismissal or expulsion from the College will take effect immediately pending appeal. The sanction(s) shall become final five (5) business days after written notice of said findings was sent to the parties unless formal written appeal is submitted to the Title IX Coordinator and the Vice President of Student Life. Failure to submit the appeal within five (5) business days waives the right of written appeal.

If the Complainant or Respondent disagrees with the sanction, he/she may make a formal written appeal to the Vice President for Student Life. The Complainant and Respondent may submit an additional statement. The Vice President for Student Life has seven (7) business days to confirm, amend or reject a sanction(s). In cases where the Vice President amends or rejects the sanction(s), the Vice
President will include in the file a rationale for the decision not to accept the sanction(s). The Vice President of Student Life will provide written notice of the outcome of the appeal to the Complainant, Respondent and Title IX Coordinator. The Vice President for Student Life will make every effort to schedule notice simultaneously to these parties. The decision of the Vice President for Student Life is final.

**ACCEPTANCE OF RESPONSIBILITY (FACULTY*, STAFF OR ADMINISTRATOR)**

If the Respondent accepts responsibility, the Title IX Coordinator shall convene a review panel of three (3) to review the case and make recommendations for sanction to the Vice President of the Respondent’s work assignment. Any sanction takes into account the Respondent’s prior record and any prior complaints as well as the severity of the incident and the outcome sought by the Complainant. Both the Complainant and Respondent may submit a written impact statement to the Title IX Coordinator to be reviewed prior to deliberation of sanctions, if any.

Faculty, staff or administrator Respondents may have sanctions administered that include, but are not limited to: the Respondent’s participation in counseling or individualized training as a corrective action; prohibition of the Respondent from participating in grading, honors, and recommendations; reappointment and promotion decisions or other evaluations of the Complainant; letter of reprimand; restriction of the Respondent’s access to College resources, such as salary increase for a specific period; or suspension or dismissal from employment at the College.

In cases where the Vice President amends or rejects a recommendation, the Vice President will include in the file a rationale for the decision not to accept the recommendation.

The Vice President will send written notice to the Complainant, Respondent, Human Resources and Title IX Coordinator of his/her decision regarding findings and sanction(s) within seven (7) business days of receipt of the recommended findings and sanctions. The Vice President will make every effort to schedule notice simultaneously to these parties.

**Staff and Administrator Appeal**

If the Complainant or Respondent disagrees with the sanction, he/she may make a formal written appeal to the Title IX Coordinator. The Complainant and Respondent may submit an additional statement regarding the case. The Title IX Coordinator will convene a new three (3) person panel to review the sanction imposed and make a sanction recommendation to the Vice President of the Respondent’s work assignment, whose sanction decision is final. The Vice President will provide written notice of the outcome of the appeal to the Complainant, Respondent and Title IX Coordinator. The Vice President will make every effort to schedule notice simultaneously to these parties.

*Faculty Appeal*

Where a complaint is made against a faculty person and that faculty person is seeking the appeal, appellate review shall be provided through the Faculty Grievance Committee pursuant to the procedures in the Faculty Handbook. The Title IX Coordinator will send written notice of the request for an appeal to the Complainant.

**DENIAL OF RESPONSIBILITY**

If the Respondent denies responsibility, a formal review panel will be convened.

**Formal Review**

Once a Respondent denies responsibility and the investigation is complete, the Title IX Coordinator will convene a three (3) person Review Panel. The purpose of the review is for the Review Panel to determine whether it is more likely than not that the facts established constitute a violation of this policy. The Panel will examine all testimony and documentary evidence it deems relevant, including the Deputy Coordinator’s investigation report, where appropriate. Privacy and confidentiality shall be protected to the extent practicable, given the College’s need to administer the process.

- Generally, reviews should convene within fourteen (14) calendar days of when the Respondent denied responsibility and the investigation is complete except for good cause, or by agreement of the parties. Written notice of the date, time and location...
of the review will be provided to the Complainant and Respondent.

- The Review Panel will render a finding regarding responsibility based on the evidence using a “preponderance of the evidence” standard, which is reviews whether it is more likely than not that a violation of this Policy has or has not occurred. The panel will normally render a finding based upon unanimity. In those instances where unanimity is unavailable, a majority vote may be used to render the decision.

The Respondent and Complainant are insured their right to exclude their own prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis and/or treatment from admittance in the college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the adjudication stage that determines sanction.

- **Student Respondents** may have sanctions administered, including but not limited to: expulsion, dismissal, suspension, withholding degree, revocation of admission and/or a degree, disciplinary probation, suspension or dismissal from college housing, social/residence hall probation, housing relocation, restriction from privileges, student reprimand, warning, behavioral and/or substance abuse assessment or discretionary sanctions. This may also include restriction from contact with the Complainant or restriction from parts of or the entire campus. Student Respondents who are sanctioned with expulsion, suspension, or dismissal from college are subject to a notation on their official college transcript.

- **Faculty, staff or administrator** Respondents may have sanctions administered that include, but are not limited to: the Respondent’s participation in counseling or individualized training as a corrective action; prohibition of the Respondent from participating in grading, honors, and recommendations; reappointment and promotion decisions or other evaluations of the Complainant; letter of reprimand; restriction of the Respondent’s access to College resources, such as salary increase for a specific period; or suspension or dismissal from employment with the College.

**HEARING OUTCOME NOTIFICATIONS**

**Students**: Within three (3) business days of the completion of the case by a Review Panel, the recommended finding(s) and sanction(s), if any, shall be forwarded to the Associate Vice President for Student Life (AVPSL) who may accept, amend or reject the findings and/or sanctions. The AVPSL will provide written notice of the outcome and sanction(s), if any, to the Complainant, Respondent, Title IX Coordinator and Vice President for Student Life. The AVPSL will make every effort to schedule notice simultaneously to these parties.

**Faculty, staff or administrator**: Within three (3) business days of the completion of the review of the case by a Review Panel, the recommended finding(s) and sanction(s), if any, shall be forwarded to the Vice President of the Respondent’s work assignment who may accept, amend or reject the findings and/or sanctions. Respondent The Vice President will send written notice to the Complainant, Respondent, Human Resources and Title IX Coordinator of his/her decision regarding findings and sanction(s) within seven (7) business days of receipt of the recommended findings and sanctions. The Vice President will make every effort to schedule notice simultaneously to these parties.

In cases where the AVPSL or a Vice President (in the case of a faculty, staff or administrator) amends or rejects a recommended finding and/or sanction as presented by the Review Panel, the AVPSL or Vice President will include in the file a written notice and rationale for the decision not to accept the recommendation.

**APPPELLATE REVIEW**

**Students**

All sanction(s), except for suspension, dismissal or expulsion from the College will take effect immediately pending appeal and shall become final five (5) business days after written notice of said
decision was sent to the Respondent unless a formal written appeal is submitted. Failure to submit the appeal within five (5) business days waives the right of written appeal.

Complainant(s) or Respondent(s) may submit an appeal based on the findings. Appeals of the finding(s) of responsibility must be based on procedural error or new information that was not available at the time of the Formal Review, and could not have been produced by a reasonable effort. Complainant(s) and Respondents may also appeal a sanction(s) based on grounds that the sanction(s) imposed are disproportionate to the violation of policy that was found to have occurred. The Complainant(s) or Respondent(s) may make a formal appeal in writing to the Title IX Coordinator. The Complainant and Respondent may submit an additional statement. The Title IX Coordinator will convene a new Review Panel of three (3) to review the case and make a recommendation to the appropriate Vice President whose sanction decision is final.

The Title IX Coordinator will send written notice to the Complainant, Respondent and appropriate Vice President of the findings of the Appellate Review Panel within three (3) business days of receipt of the findings.

The Vice President will send written notice to the Complainant, Respondent, Human Resources and Title IX Coordinator of his/her decision regarding findings and sanction(s) within seven (7) business days of receipt of the recommended findings and sanctions. The Vice President will make every effort to schedule notice simultaneously to these parties.

**Staff and Administrators**

The decision of appropriate Vice President and sanction imposed shall become final five (5) business days after written notice of said decision was sent to the Respondent unless a formal written appeal is submitted to the Title IX Coordinator along with a copy to the appropriate Vice President. Failure to submit the appeal within five (5) business days waives the right of written appeal.

Complainant(s) or Respondent(s) may submit an appeal based on the findings. Appeals of the finding(s) of responsibility must be based on procedural error or new information that was not available at the time of the Formal Review, and could not have been produced by a reasonable effort. Complainant(s) and Respondents may also appeal a sanction(s) based on grounds that the sanction(s) imposed are disproportionate to the violation of policy that was found to have occurred. The Complainant(s) or Respondent(s) may make a formal appeal in writing to the Title IX Coordinator. The Complainant and Respondent may submit an additional statement. The Title IX Coordinator will convene a new Review Panel of three (3) to review the case and make a recommendation to the appropriate Vice President whose sanction decision is final.

The Title IX Coordinator will send written notice to the Complainant, Respondent and appropriate Vice President of the findings of the Appellate Review Panel within three (3) business days of receipt of the findings.

The Vice President will send written notice to the Complainant, Respondent, Human Resources and Title IX Coordinator of his/her decision regarding findings and sanction(s) within seven (7) business days of receipt of the recommended findings and sanctions. The Vice President will make every effort to schedule notice simultaneously to these parties.

**Faculty**

Where a complaint is made against a faculty person and that faculty person is seeking the appeal, appellate review shall be provided through the Faculty Grievance Committee pursuant to the procedures in the Faculty Handbook. The Title IX Coordinator will send written notice of the request for an appeal to the Complainant.

**DISPOSITIONS/COMPLIANCE MONITORING**

The Dean of Students or designee is responsible for monitoring student compliance, if applicable.

Written notification of findings that trigger monitoring responsibilities shall be provided to the person responsible for monitoring compliance. Other parties may be notified, as deemed necessary, to ensure compliance.

Failure to observe the terms and/or conditions of any informal resolution or sanctions imposed in formal resolutions constitutes grounds for new action under either the procedures outlined in this policy or those identified for addressing matters of student misconduct.

The Deputy Coordinator, in consultation with the
Title IX Coordinator, the Complainant and/or person responsible for monitoring compliance, will determine which procedures shall be applied for investigation and response.

**DISMISSAL OF TENURED FACULTY**

In cases where complaints against tenured faculty members are found to have merit and where dismissal is the decision, the Vice President for Academic Affairs shall provide a Notice of Termination to the tenured faculty member which shall be effective two (2) weeks after served or mailed to the Respondent, unless, during the two (2) week time frame, the Respondent submits a written request for a dismissal hearing by the Faculty Grievance Committee.

Upon the submission of a request for a dismissal hearing, the procedures set forth in the Faculty Handbook shall be followed.

Tenured faculty members shall have no additional appeal rights under this policy and procedures other than those provided under the Faculty Handbook.

**RECORDS OF COMPLAINTS/REPORTS**

A copy of the investigation report and the final decision shall be maintained by the College and included in the Conduct or Human Resources file of the Respondent only if the determination concludes that the Respondent engaged in prohibited conduct.

Complaints against students will be held in the Respondent’s file in accordance with the policy as stated in the Retention and Release of Student Disciplinary Records.

No record of a complaint is kept in the Complainant’s Human Resources file or student file unless the investigation concludes that the complaint was knowingly false and malicious.

The Title IX Coordinator shall keep a record of all reports and complaints made under the Sexual Misconduct policy, regardless of the outcome.

All documents prepared and maintained pursuant to the Sexual Misconduct Policy and Procedures shall conform to all applicable governing law.

Record retention and release by the College shall be in conformance with applicable law and regulations.

**ANNUAL REPORTING**

The Title IX Coordinator shall provide the President of the College and the Cabinet with an annual confidential report, detailing the number and disposition of different types of incidents, allegations, reports and complaints of discrimination that have come to their attention each year. Information that could identify Complainants, or Respondents against whom no finding has been made, shall not be included. A summary may be provided to the college community so long as confidentiality of individuals’ identities is not breached. The President shall determine the propriety of a report to the entire College community. In addition, the Title IX Coordinator shall file a report annually of the aggregate data to the New York State Department of Education as required by New York State law.

**XIII. RESOLUTION THROUGH OTHER MEANS**

Complainants and Respondents have the right to seek resolution through other sources, for example, the New York State Division of Human Rights, the Equal Employment Opportunity Commission or Office of Civil Rights of the United States Department of Education (1-800-421-3481).

**XIV. MODIFICATIONS**

Final policy changes that are material to the policy and procedure are to be approved by the President, President’s Cabinet and Board of Trustees. However, modifications to the policy concerning changes in personnel shall only require approval of the President and the President’s Cabinet.

*Last Modified: June 2016*

**APPENDIX I: BEHAVIORAL EXAMPLES OF OTHER GENDER BASED OFFENSES**

**Dating Violence**

Dating violence is a pattern of coercive behaviors
that serves to exercise control and power in an intimate relationship. The coercive and abusive behaviors can be physical, sexual, psychological, verbal and/or emotional. Relationship abuse can occur between current or former intimate partners who have dated, lived together, currently reside together on or off campus, or who otherwise connected through a past or existing relationship.

Dating violence can occur in other-sex and same-sex relationships as well as in transgender relationships.

Dating violence includes, but is not limited to: attempting to cause or causing bodily injury by hitting, slapping, punching, hair pulling, kicking, and/or other forms of unwanted physical contact that causes harm; knowingly restricting the movements of another person; isolating or confining a person for a period of time; controlling or monitoring behavior; being verbally and/or emotionally abusive; exhibiting extreme possessiveness or jealousy.

**Domestic Violence**

Domestic violence includes, but is not limited to: attempting to cause or causing bodily injury by hitting, slapping, punching, hair pulling, kicking, and/or other forms of unwanted physical contact that causes harm; knowingly restricting the movements of another person; isolating or confining a person for a period of time; controlling or monitoring behavior; being verbally and/or emotionally abusive; exhibiting extreme possessiveness or jealousy.

**Stalking**

Examples of stalking behavior include, but are not limited to: unwelcome communication that can be face-to-face, phone, text, email, voice messages, written messages, gifts, etc.; pursuing and/or following another person or group; surveillance; trespassing; gaining unauthorized access to personal, medical, financial or any other identifying piece of information without explicit permission; accessing email, phone or other forms of personal communication in order to follow or monitor another’s activity.

Cyber-stalking is an extension of the physical form of stalking and is unacceptable at any level. Using electronic media such as the Internet, social networking sites, cell phones or similar devices or mediums to pursue, track, harass, monitor or make unwanted contact with another person is a violation of the stalking policy.

**APPENDIX II: STUDENT BILL OF RIGHTS**

**Student Bill of Rights**

Siena College is committed to maintaining a community environment that fosters respect for the dignity and worth of each individual. The dignity of the individual should never be violated in any way, and the College community views with seriousness offenses against any person. Siena College is committed to providing options, support and assistance to victims/survivors of sexual misconduct, sexual harassment, domestic violence, dating violence, and/or stalking so that they can continue to participate in college-wide and campus programs, activities, and employment. Siena College is committed to addressing reports of sexual misconduct, sexual harassment, domestic violence, dating violence, and/or stalking in a prompt, fair, equitable, and impartial manner.

All victims/survivors of these crimes and violations have the following rights regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad.

Students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking and sexual violence treated seriously;
3. Make decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or Respondent throughout the conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the institution.
12. Be provided with a written copy of the College’s policy and procedures regarding sexual misconduct.

Options in General: Victims/survivors have many options that can be pursued simultaneously, including one of the following:

- Receive resources, such as counseling and medical attention on or off campus;
- Confidentially disclose a crime or violation to a Counselor in the Counseling Center, Health Services or the College Chaplain. Confidential resources can share options and advice without any obligation to tell anyone, and will not share information without the consent of the victim/survivor.
- Anonymously disclose a crime or violation to the Public Safety anonymous tip line. The College does have a duty to investigate anonymous disclosures to the extent possible, based on the information disclosed.
- Make a report with privacy (Victims/Survivors have the right of privacy when reporting to College officials, to the extent possible under the circumstances. However information must be shared with other members of the community if there is a need to know.) to:
  - Any employee with the authority to address complaints, all Faculty, Staff and Administrators, including the Title IX Coordinator, Dean of Students Office, Community Living Staff or a Human Resources employee;
  - Public Safety

APPENDIX III: RESOURCES

Important Resources for Victim/Survivors:

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<thead>
<tr>
<th>On-Campus</th>
<th>Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety 24-hour emergency: 518-783-2999 (non-emergency: 518-783-2376) (private, non-confidential)</td>
<td>Police 24-hour: 911</td>
</tr>
<tr>
<td>Title IX Coordinator: 518-782-6673 (private, non-confidential)</td>
<td>Albany County Crime Victims and Sexual Violence Center crisis hotline: 518-447-7716 (main number: 518-447-7100)</td>
</tr>
<tr>
<td>Health Services: 518-783-2554 (confidential)</td>
<td>In Our Own Voices – LGBT Domestic Violence Support Line: 518-432-4341</td>
</tr>
<tr>
<td>College Chaplain: 518-783-2332 (confidential)</td>
<td>New York State Police Dedicated 24-hour hotline: 1-844-845-7269</td>
</tr>
<tr>
<td>Anonymous Tip Line: www2.siena.edu/pages/4672.asp</td>
<td></td>
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</tbody>
</table>
### Important Resources for Respondents:

**On-Campus**

- Public Safety 24-hour emergency: 518-783-2999 (non-emergency: 518-783-2376) (private, non-confidential)
- Title IX Coordinator: 518-782-6673 (private, non-confidential)
- Counseling Center: 518-783-2342 (confidential)
- College Chaplain: 518-783-2332 (confidential)

### Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and that includes:

- A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- What behavior and actions constitute consent, in reference to sexual activity, in the State of New York;
- A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Information regarding
  - procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs
  - how the institution will protect the confidentiality of victims and other necessary parties;
  - existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community; and
  - options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures;
  - procedures for institutional disciplinary
action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

Siena College encourages all members of the community to be active, engaged bystanders to promote an end to dating violence, domestic violence, sexual assault and stalking. Additional information is provided below.

**Recognize, Report, Prevent: Primary Prevention Education and Awareness Campaigns that address Sexual Assault Dating Violence, Domestic Violence, and Stalking**

At Siena College our prevention education programs and awareness campaigns are rooted in the bystander intervention model of education, which teaches people to become active bystanders who challenge problematic behaviors that they witness, and social structures that support such behaviors. Our programs are also built around our college-wide Recognize, Report, Prevent campaign.

Specifically, the College offered the following primary prevention and awareness programs for all new students in 2015-2016:

**MyStudentBody:**
All incoming students are required to successfully complete an online course before beginning classes at Siena College, which addresses the issues of sexual assault, dating/domestic violence, and stalking; including education to assist students in recognizing, reporting and preventing these incidents. This course is developed and administered by MyStudentBody, a complete alcohol, drugs, and student wellness program for colleges and universities. The curriculum meets VAWA requirements. This program contains general information as well as customized, Siena-specific resources.

**“Who are You?” and “Who are We?” Orientation Programs:**
At Orientation all incoming first year and transfer students attend two mandatory programs that teach them how to recognize, report and prevent sexual assault, dating/domestic violence, and stalking. A large group session is facilitated by senior administrators and provides information about campus policies, reporting options, support resources, etc. This presentation is followed by small, single-gender groups facilitated by Siena faculty and staff, which focus on empowering students with the skills and confidence to become active bystanders who speak out and stand up to challenge attitudes and behaviors that violate personal and community values. Note: student orientation leaders also attend these sessions.

Specifically, the College offered the following ongoing prevention and awareness programs for current students in 2015-2016:

**“Recognize, Report, Prevent” Training Workshops:**
Resident Assistants (RAs) received training regarding how to recognize, report and prevent sexual assault, dating violence, domestic violence, and stalking. The training is customized to the RA role and builds upon the active bystander pedagogical model. Additional groups of students who receive customized, annual “Recognize, Report, Prevent” training included: all athletes and student leadership groups. Orientation leaders were exposed to this information as well, during their specialized training to prepare them to assist “Who are You?” Orientation program facilitators (faculty and administrators) were also trained.

**The Peer Education and Empowerment Program at Siena (P.E.E.P.s):**
The P.E.E.P.s is a group of student peer educators dedicated to empowering fellow students to foster a safe community. P.E.E.P.s does this by sharing the knowledge, skills and values needed to be an active bystander. The “P.E.E.P.s in the Classroom” program creates sustained, semester-long partnerships with first-year seminar classes. Trained peer educators develop and facilitate interactive sessions to address sexual violence, dating violence, domestic violence, and stalking; and to promote healthy relationships and active bystander culture. “P.E.E.P.s Pop-In” programs provide additional opportunities for students throughout the campus to learn about these issues. P.E.E.P.s is advised by professionals working in the Office of the Dean of Students, Sr. Thea Bowman Center for Women, and First-Year Seminar faculty.

**Additional Outreach to Students:**
Siena College officials - Dean of Students, Director of Public Safety, the Title IX Coordinator etc. - meet annually with Athletics teams and Club Sports teams, ROTC Cadets, leadership of all student groups, and campus center leaders to provide important
information about sexual assault, dating violence, domestic violence, and stalking.

**Awareness Campaigns and Additional Programming for All Students:** Siena College sponsors and supports a variety of large-scale awareness raising campaigns each year such as Take Back the Night, One Billion Rising, The Clothesline Project, and Human Trafficking Awareness. Additionally, Community Living Staff and the Sr. Thea Bowman Center for Women Staff work together with the P.E.E.P.s and the Siena College Anti-Violence Task Force to provide a number of hall and community programs that raise awareness about issues like sexual assault, dating violence, domestic violence, and stalking; and teach students pro-social behaviors such as healthy relationship programming.

**Print and Electronic Education for All Students:** The Siena College “Recognize, Report, Prevent” campaign features a comprehensive website www.siena.edu/SexualViolencePrevention and resource pamphlets. All materials are designed to educate and empower the community to work together to recognize, report, and prevent sexual assault, dating violence, domestic violence, and stalking. Materials include active bystander messaging. The New York State mandated Student Bill of Rights is also posted in each Residence Hall and in the College’s Campus Center.

**Anti-Violence Task Force:**
Chair by the Dean of Students, the Siena College Anti-Violence Task Force is comprised of faculty, staff and students from across the college. The mission of the anti-violence task force is to provide collaborative programs and resources to assist the Siena College community in recognizing, reporting and preventing sexual violence, dating violence, domestic violence, and stalking. The task force sponsors and supports a variety of programs on campus and in the local community. The task force meets monthly.

**Rape Aggression Defense (RAD):**
Siena College’s Office of Public Safety offers RAD courses. The Rape Aggression Defense System is a program of realistic, self-defense tactics and techniques. The R.A.D. System is a comprehensive course for women, which begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands on defense training. R.A.D. is not a martial arts program. Our courses are taught by certified R.A.D. instructors and provide you with a workbook/reference manual. The Rape Aggression Defense System is dedicated to teaching women defensive concepts and techniques against various types of assault, by utilizing easy, effective and proven self-defense / martial arts tactics. For more information about the RAD program, visit the website: https://community.siena.edu/student-life/departments/public-safety/general-information/courses-offered/.

**Specifically, the College offered the following primary prevention and awareness programs for all new employees in 2015-2016:**

Primary Prevention Education Programs for New Faculty/Staff/Administrators was provided by the Title IX Coordinator during new employee Orientation sessions and via on-line Title IX training.

Harassment, Discrimination and Sexual Misconduct: All in-coming faculty, staff and administrators receive training during onboarding. Topics covered include: Federal protected categories, New York State protected categories, Sexual Misconduct, Discrimination and Harassment policies, filing complaints, informal and formal resolutions of complaints, confidentiality of procedures, retaliation prohibited by Campus as well as federal and state laws, overview of Campus SaVE, VAWA, TITLE IX, Clery Reporting, NotAlone, behavioral examples to accompany legal definitions of misconduct, including stalking, domestic violence, dating violence, rape, discussion of consent, incapacitation, definition of Responsible Employees, confidential in-take individuals, impact of harassment, discrimination and sexual misconduct on individuals and campus.

**SEXUAL OFFENDER REGISTRY:**

**SEX OFFENDER REGISTRATION ACT (SORA)**
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 reoffending: 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 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, Option 2. 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: http://www.criminaljustice.ny.gov/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, contact Siena College Public Safety at 518-783-2376.

**NEW YORK STATE SEXUAL OFFENSES AND PENALTIES**

NYS Penal Law ARTICLE 130

**S 130.00 Sex offenses; definitions of terms.**

The following definitions are applicable to this article:

1. "Sexual intercourse" has its ordinary meaning and occurs upon any penetration, however slight.
2. (a) "Oral sexual conduct" means conduct between persons consisting of contact between the mouth and the penis, the mouth and the anus, or the mouth and the vulva or vagina. (b) "Anal sexual conduct" means conduct between persons consisting of contact between the penis and anus.
3. "Sexual contact" means any touching of the sexual or other intimate parts of a person for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing, as well as the emission of ejaculate by the actor upon any part of the victim, clothed or unclothed.
4. For the purposes of this article "married" means the existence of the relationship between the actor and the victim as spouses which is recognized by law at the time the actor commits an offense proscribed by this article against the victim.
5. "Mentally disabled" means that a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his or her conduct.
6. "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other act committed upon him without his consent.

7. "Physically helpless" means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

8. "Forcible compulsion" means to compel by either:
   a. use of physical force; or
   b. a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.

9. "Foreign object" means any instrument or article which, when inserted in the vagina, urethra, penis, rectum or anus, is capable of causing physical injury.

10. "Sexual conduct" means sexual intercourse, oral sexual conduct, anal sexual conduct, aggravated sexual contact, or sexual contact.

11. "Aggravated sexual contact" means inserting, other than for a valid medical purpose, a foreign object in the vagina, urethra, penis, rectum or anus of a child, thereby causing physical injury to such child.

12. "Health care provider" means any person who is, or is required to be, licensed or registered or holds himself or herself out to be licensed or registered, or provides services as if he or she were licensed or registered in the profession of medicine, chiropractic, dentistry or podiatry under any of the following: article one hundred thirty-one, one hundred thirty-two, one hundred thirty-three, or one hundred forty-one of the education law.

13. "Mental health care provider" shall mean a licensed physician, licensed psychologist, registered professional nurse, licensed clinical social worker or a licensed master social worker under the supervision of a physician, psychologist or licensed clinical social worker.

2. Lack of consent results from:
   (a) Forcible compulsion; or
   (b) Incapacity to consent; or
   (c) Where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct; or
   (d) Where the offense charged is rape in the third degree as defined in subdivision three of section 130.25, or criminal sexual act in the third degree as defined in subdivision three of section 130.40, in addition to forcible compulsion, circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances.

3. A person is deemed incapable of consent when he or she is:
   (a) less than seventeen years old; or
   (b) mentally disabled; or
   (c) mentally incapacitated; or
   (d) physically helpless; or
   (e) committed to the care and custody or supervision of the state department of corrections and community supervision or a hospital, as such term is defined in subdivision two of section four hundred of the correction law, and the actor is an employee who knows or reasonably should know that such person is committed to the care and custody or supervision of such department or hospital. For purposes of this paragraph, "employee" means (i) an employee of the state department of corrections and community supervision who, as part of his or her employment, performs duties: (A) in a state correctional facility in which the victim is confined at the time of the offense consisting of providing custody, medical or mental health services, counseling services, educational programs, vocational training, institutional parole services or direct supervision to inmates; or (B) of supervising persons released on community supervision and supervises the victim at the time of the offense or has supervised the victim and the victim is still under community supervision at the time of the offense; or (ii) an employee of the office of mental health who, as

5 130.05 Sex offenses; lack of consent.
1. Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without the consent of the victim.
part of his or her employment, performs duties in a state correctional facility or hospital, as such term is defined in subdivision two of section four hundred of the correction law in which the inmate is confined at the time of the offense, consisting of providing custody, medical or mental health services, or direct supervision to such inmates; or (iii) a person, including a volunteer, providing direct services to inmates in a state correctional facility in which the victim is confined at the time of the offense pursuant to a contractual arrangement with the state department of corrections and community supervision or, in the case of a volunteer, a written agreement with such department, provided that the person received written notice concerning the provisions of this paragraph; or

(f) committed to the care and custody of a local correctional facility, as such term is defined in subdivision two of section forty of the correction law, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such facility. For purposes of this paragraph, "employee" means an employee of the local correctional facility where the person is committed who performs professional duties consisting of providing custody, medical or mental health services, counseling services, educational services, or vocational training for inmates. For purposes of this paragraph, "employee" shall also mean a person, including a volunteer or a government employee of the state department of corrections and community supervision or a local health, education or probation agency, providing direct services to inmates in the local correctional facility in which the victim is confined at the time of the offense pursuant to a contractual arrangement with the local correctional department or, in the case of such a volunteer or government employee, a written agreement with such department, provided that such person received written notice concerning the provisions of this paragraph; or

(g) committed to or placed with the office of children and family services or of a residential facility in which such person is committed to or placed at the time of the offense who, as part of his or her employment, performs duties consisting of providing custody, medical or mental health services, counseling services, educational services, vocational training, or direct supervision to persons committed to or placed in a residential facility operated by the office of children and family services; or

(h) a client or patient and the actor is a health care provider or mental health care provider charged with rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55, and the act of sexual conduct occurs during a treatment session, consultation, interview, or examination; or

(i) a resident or inpatient of a residential facility operated, licensed or certified by (i) the office of mental health; (ii) the office for people with developmental disabilities; or (iii) the office of alcoholism and substance abuse services, and the actor is an employee of the facility not married to such resident or inpatient. For purposes of this paragraph, "employee" means either: an employee of the agency operating the residential facility, who knows or reasonably should know that such person is a resident or inpatient of such facility and who provides direct care services, case management services, medical or other clinical services, habilitative services or direct supervision of the residents in the facility in which the resident resides; or an officer or other employee, consultant, contractor or volunteer of the residential facility, who knows or reasonably should know that the person is a resident of such facility and who is in direct contact with residents or inpatients; provided, however, that the provisions of this paragraph shall only apply to a consultant, contractor or volunteer providing services pursuant to a contractual arrangement with the agency operating the residential facility or, in the case of a volunteer, a written agreement with such facility, provided that the person received written notice concerning the provisions of this paragraph; provided further, however,
"employee" shall not include a person with a developmental disability who is or was receiving services and is also an employee of a service provider and who has sexual contact with another service recipient who is a consenting adult who has consented to such contact.

S 130.10 Sex offenses; limitation; defenses.
1. In any prosecution under this article in which the victim’s lack of consent is based solely upon his or her incapacity to consent because he or she was mentally disabled, mentally incapacitated or physically helpless, it is an affirmative defense that the defendant, at the time he or she engaged in the conduct constituting the offense, did not know of the facts or conditions responsible for such incapacity to consent.
2. Conduct performed for a valid medical or mental health care purpose shall not constitute a violation of any section of this article in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article.
3. In any prosecution for the crime of rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55 in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article it shall be an affirmative defense that the client or patient consented to such conduct charged after having been expressly advised by the health care or mental health care provider that such conduct was not performed for a valid medical purpose.
4. In any prosecution under this article in which the victim’s lack of consent is based solely on his or her incapacity to consent because he or she was less than seventeen years old, mentally disabled, a client or patient and the actor is a health care provider, or committed to the care and custody or supervision of the state department of corrections and community supervision or a hospital and the actor is an employee, it shall be a defense that the defendant was married to the victim as defined in subdivision four of section 130.00 of this article.

S 130.16 Sex offenses; corroboration.
A person shall not be convicted of any offense defined in this article of which lack of consent is an element but results solely from incapacity to consent because of the victim’s mental defect, or mental incapacity, or an attempt to commit the same, solely on the testimony of the victim, unsupported by other evidence tending to: (a) Establish that an attempt was made to engage the victim in sexual intercourse, oral sexual conduct, anal sexual conduct, or sexual contact, as the case may be, at the time of the occurrence; and (b) Connect the defendant with the commission of the offense or attempted offense.

S 130.20 Sexual misconduct.
A person is guilty of sexual misconduct when:
1. He or she engages in sexual intercourse with another person without such person’s consent; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person’s consent; or
3. He or she engages in sexual conduct with an animal or a dead human body.
Sexual misconduct is a class A misdemeanor.

S 130.25 Rape in the third degree.
A person is guilty of rape in the third degree when:
1. He or she engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old; or
2. Being twenty-one years old or more, he or she engages in sexual intercourse with another person less than seventeen years old; or
3. He or she engages in sexual intercourse with another person without such person’s consent where such lack of consent is by reason of some factor other than incapacity to consent.
Rape in the third degree is a class E felony.

S 130.30 Rape in the second degree.
A person is guilty of rape in the second degree when:
1. being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. he or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally
incapacitated. It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act. 

*Rape in the second degree is a class D felony.*

**S 130.35 Rape in the first degree.**
A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person:
1. By forcible compulsion; or 
2. Who is incapable of consent by reason of being physically helpless; or 
3. Who is less than eleven years old; or 
4. Who is less than thirteen years old and the actor is eighteen years old or more.

*Rape in the first degree is a class B felony.*

**S 130.40 Criminal sexual act in the third degree.**
A person is guilty of criminal sexual act in the third degree when:
1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less than seventeen years old; or
3. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person’s consent where such lack of consent is by reason of some factor other than incapacity to consent.

*Criminal sexual act in the third degree is a class E felony.*

**S 130.45 Criminal sexual act in the second degree.**
A person is guilty of criminal sexual act in the second degree when:
1. being eighteen years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; or
2. he or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

*Criminal sexual act in the second degree is a class D felony.*

**S 130.50 Criminal sexual act in the first degree.**
A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person:
1. By forcible compulsion; or 
2. Who is incapable of consent by reason of being physically helpless; or 
3. Who is less than eleven years old; or 
4. Who is less than thirteen years old and the actor is eighteen years old or more.

*Criminal sexual act in the first degree is a class B felony.*

**S 130.52 Forcible touching.**
A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor’s sexual desire. For the purposes of this section, forcible touching includes squeezing, grabbing or pinching.

*Forcible touching is a class A misdemeanor.*

**S 130.53 Persistent sexual abuse.**
A person is guilty of persistent sexual abuse when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous ten year period, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.55 of this article, sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony.
Persistent sexual abuse is a class E felony.

S 130.55 Sexual abuse in the third degree.
A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter’s consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person’s lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and (b) such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person.
Sexual abuse in the third degree is a class B misdemeanor.

S 130.60 Sexual abuse in the second degree.
A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is:
1. Incapable of consent by reason of some factor other than being less than seventeen years old; or
2. Less than fourteen years old.
Sexual abuse in the second degree is a class A misdemeanor.

S 130.65 Sexual abuse in the first degree.
A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:
1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old; or
4. When the other person is less than thirteen years old and the actor is twenty-one years old or older.
Sexual abuse in the first degree is a class D felony.

S 130.65-a Aggravated sexual abuse in the fourth degree.
1. A person is guilty of aggravated sexual abuse in the fourth degree when:
   (a) He or she inserts a foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
   (b) He or she inserts a finger in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old.
   2. Conduct performed for a valid medical purpose does not violate the provisions of this section.
Aggravated sexual abuse in the fourth degree is a class E felony.

S 130.66 Aggravated sexual abuse in the third degree.
1. A person is guilty of aggravated sexual abuse in the third degree when he inserts a foreign object in the vagina, urethra, penis or rectum of another person:
   (a) By forcible compulsion; or
   (b) When the other person is incapable of consent by reason of being physically helpless; or
   (c) When the other person is less than eleven years old.
2. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.
   3. Conduct performed for a valid medical purpose does not violate the provisions of this section.
Aggravated sexual abuse in the third degree is a class D felony.

S 130.67 Aggravated sexual abuse in the second degree.
1. A person is guilty of aggravated sexual abuse in the second degree when he inserts a finger in the vagina, urethra, penis, or rectum of another person causing physical injury to such person:
   (a) By forcible compulsion; or
   (b) When the other person is incapable of consent by reason of being physically helpless; or
   (c) When the other person is less than eleven years old.
   2. Conduct performed for a valid medical purpose does not violate the provisions of this section.
Aggravated sexual abuse in the second degree is a class C felony.
S 130.70 Aggravated sexual abuse in the first degree.
1. A person is guilty of aggravated sexual abuse in the first degree when he inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person:
   (a) By forcible compulsion; or
   (b) When the other person is incapable of consent by reason of being physically helpless; or
   (c) When the other person is less than eleven years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.
   Aggravated sexual abuse in the first degree is a class B felony.

S 130.75 Course of sexual conduct against a child in the first degree.
1. A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration:
   (a) he or she engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than eleven years old; or
   (b) he or she, being eighteen years old or more, engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.
   Course of sexual conduct against a child in the first degree is a class B felony.

S 130.80 Course of sexual conduct against a child in the second degree.
1. A person is guilty of course of sexual conduct against a child in the second degree when, over a period of time not less than three months in duration:
   (a) he or she engages in two or more acts of sexual conduct with a child less than eleven years old; or
   (b) he or she, being eighteen years old or more, engages in two or more acts of sexual conduct with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.
   Course of sexual conduct against a child in the second degree is a class D felony.

S 130.85 Female genital mutilation.
1. A person is guilty of female genital mutilation when:
   (a) a person knowingly circumcises, excises, or infibulates the whole or any part of the labia majora or labia minora or clitoris of another person who has not reached eighteen years of age; or
   (b) being a parent, guardian or other person legally responsible and charged with the care or custody of a child less than eighteen years old, he or she knowingly consents to the circumcision, excision or infibulation of whole or part of such child’s labia majora or labia minora or clitoris.
2. Such circumcision, excision, or infibulation is not a violation of this section if such act is:
   (a) necessary to the health of the person on whom it is performed, and is performed by a person licensed in the place of its performance as a medical practitioner; or
   (b) performed on a person in labor or who has just given birth and is performed for medical purposes connected with that labor or birth by a person licensed in the place it is performed as a medical practitioner, midwife, or person in training to become such a practitioner or midwife.
3. For the purposes of paragraph (a) of subdivision two of this section, no account shall be taken of the effect on the person on whom such procedure is to be performed of any belief on the part of that or any other person that such procedure is required as a matter of custom or ritual.
   Female genital mutilation is a class E felony.

S 130.90 Facilitating a sex offense with a controlled substance.
A person is guilty of facilitating a sex offense with a controlled substance when he or she:
1. knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a
prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person’s consent and with intent to commit against such person conduct constituting a felony defined in this article; and
2. commits or attempts to commit such conduct constituting a felony defined in this article.
Facilitating a sex offense with a controlled substance is a class D felony.

S 130.91 Sexually motivated felony.
1. A person commits a sexually motivated felony when he or she commits a specified offense for the purpose, in whole or substantial part, of his or her own direct sexual gratification.
2. A "specified offense" is a felony offense defined by any of the following provisions of this chapter: assault in the second degree as defined in section 120.05, assault in the first degree as defined in section 120.10, gang assault in the second degree as defined in section 120.06, gang assault in the first degree as defined in section 120.07, stalking in the first degree as defined in section 120.60, strangulation in the second degree as defined in section 121.12, strangulation in the first degree as defined in section 121.13, manslaughter in the second degree as defined in subdivision one of section 125.15, manslaughter in the first degree as defined in section 125.20, murder in the second degree as defined in section 125.25, aggravated murder as defined in section 125.26, murder in the first degree as defined in section 125.27, kidnapping in the second degree as defined in section 135.20, kidnapping in the first degree as defined in section 135.25, burglary in the third degree as defined in section 140.20, burglary in the second degree as defined in section 140.25, burglary in the first degree as defined in section 140.30, arson in the second degree as defined in section 150.15, arson in the first degree as defined in section 150.20, robbery in the third degree as defined in section 160.05, robbery in the second degree as defined in section 160.10, robbery in the first degree as defined in section 160.15, promoting prostitution in the second degree as defined in section 230.30, promoting prostitution in the first degree as defined in section 230.32, compelling prostitution as defined in section 230.33, disseminating indecent material to minors in the first degree as defined in section 235.22, use of a child in a sexual performance as defined in section 263.05, promoting an obscene sexual performance by a child as defined in section 263.10, promoting a sexual performance by a child as defined in section 263.15, or any felony attempt or conspiracy to commit any of the foregoing offenses.

S 130.92 Sentencing.
1. When a person is convicted of a sexually motivated felony pursuant to this article, and the specified felony is a violent felony offense, as defined in section 70.02 of this chapter, the sexually motivated felony shall be deemed a violent felony offense.
2. When a person is convicted of a sexually motivated felony pursuant to this article, the sexually motivated felony shall be deemed to be the same offense level as the specified offense the defendant committed.
3. Persons convicted of a sexually motivated felony as defined in section 130.91 of this article, must be sentenced in accordance with the provisions of section 70.80 of this chapter.

S 130.95 Predatory sexual assault.
A person is guilty of predatory sexual assault when he or she commits the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined in this article, and when:
1. In the course of the commission of the crime or the immediate flight therefrom, he or she:
   (a) Causes serious physical injury to the victim of such crime; or
   (b) Uses or threatens the immediate use of a dangerous instrument; or
2. He or she has engaged in conduct constituting the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined in this article, against one or more additional persons; or
3. He or she has previously been subjected to a conviction for a felony defined in this article, incest as defined in section 255.25 of this chapter or use of a child in a sexual performance as defined in section
263.5 of this chapter.
Predatory sexual assault is a class A-II felony.

S 130.96 Predatory sexual assault against a child.
A person is guilty of predatory sexual assault against a child when, being eighteen years old or more, he or she commits the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined in this article, and the victim is less than thirteen years old.
Predatory sexual assault against a child is a class A-II felony.

New York State Stalking Laws and Penalties: Code Section NYS Penal Law §§120.40 et al.

Stalking Defined as Stalking in the 4th degree: intentionally and with no legitimate purpose engages in conduct that s/he knows or should reasonably know: will cause reasonable fear of material harm to victim or member of victim’s immediate family or causes material harm to mental or emotional health of victim or member of victim’s immediate family or causes a reasonable fear that victim’s employment or business is threatened; The other varying degrees of stalking relate to different specific circumstances.
- Punishment/Classification 4th degree is a Class B misdemeanor. 3rd degree is a Class A misdemeanor. 2nd degree is a Class E Felony. 1st degree is a Class D felony.
- Penalty for Repeat Offense If within 10 yrs. of prior conviction, stalking in 3rd degree. If within 5 yrs. of prior conviction, 2nd degree stalking.

New York State Domestic Violence Laws and Penalties: Domestic violence is dealt with under the penal law based upon the type of conduct (stalking, harassment assault, etc.); it doesn’t have a separate specific law.

New York State Dating Violence Laws and Penalties: Dating violence is dealt with under the penal law based upon the type of conduct (stalking, harassment assault, etc.); it doesn’t have a separate specific law.

ALCOHOL AND DRUG POLICIES
Siena College Drug and Alcohol Policy for Students
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. This section also provides 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 that 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.

Medical Marijuana
The use, possession, or cultivation of marijuana for medical purposes is not allowed in any Siena College housing or on any other Siena College property; nor is it allowed at any College sponsored event or activity off campus.

Students’ use of marijuana (and/or any other illegally or falsely obtained drug) on College premises is strictly forbidden and subject to action under the Code of Conduct. Students may also face criminal sanctions for the unlawful possession, use or sale of marijuana (and/or any illegally or falsely obtained drug) under the NYS Penal Law.

Effective in 2016, New York State law will permit the use of medical marijuana. At that time, students who have valid medical marijuana prescriptions may petition the College for a waiver of their requirement to live on campus. Federal Laws (including the Controlled Substances Act and the Drug Free Schools and Communities Act) prohibit marijuana use, possession and or cultivation at educational institutions and on the premises of other recipients of federal funds. Therefore, even students with medical marijuana prescriptions are prohibited from possessing or using marijuana on College property.
Drugs
Siena College students are subject to all applicable drug regulations as outlined in the Code of Conduct section of the Siena Life Student Handbook or other applicable rules when adopted. Sanctions imposed by the College for violations of the drug policy may include drug education programs, substance abuse assessment and treatment, suspension, dismissal or expulsion.

Regulations:
Conduct that violates the Code of Conduct includes (but is not limited to):
1. **Possession** or use of illegal drugs, narcotics, synthetic drugs or mind altering substances (such as, but not limited to, k2, salvia, spice), controlled substances or drug paraphernalia (such as, but not limited to, bongs, pipes, hookahs and scales).
2. **Intended or actual sale or distribution** of illegal drugs, narcotics or controlled substances.
3. **Presence** at a gathering where there is obvious illegal drug use and/or the presence of actual drugs/paraphernalia.
4. **Possession and/or use of prescription drugs** which have not been prescribed for you.
5. **Misuse** of prescription drugs.

Alcohol
Siena College has established an alcohol policy in accordance with New York state law and based on the unique needs of the Siena College community. It is the student’s responsibility to know and obey the law and campus policies. The legal age for alcohol possession, procurement and consumption 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’s liquor license is the responsibility of our food service vendor, which is solely responsible for the sale and distribution of alcohol at all College-sponsored events.

1. **Alcohol Policy Violations Specifically for Individuals Under the Age of 21**

   **Possession**: Individuals under the age of 21 may not purchase, possess or consume alcohol in accordance with New York state law.

   **Presence**: 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.

   **Empty Containers**: 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 and the room will be subject to a re-inspection.

2. **Alcohol Policy Violations Specifically for Individuals 21 Years of Age or Older**

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.

**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 undergraduate drinking and/or excessive alcohol consumption has occurred. Community Living and Public Safety staff may consider empty alcohol containers when documenting quantity-limit violations if they suspect undergraduate drinking and/or excessive alcohol consumption has occurred.

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. 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.

3. Alcohol Policy Violations - General

Proof of Identity and Age: Students must carry and present College ID at all times. Compliance with all requests of College officials, including Public Safety personnel and community living staff, for proof of identity and 21-year-old status is required.

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.

Communal Source: Kegs, mini-kegs, beer balls and large communal sources of alcohol (trashcan punch, punch bowls, 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.

Rapid Consumption Devices: Objects used as drinking apparatuses that promote rapid consumption of alcohol such as, but not limited to, funnels, beer bongs, ice block tunnels and Beirut tables

“Beer pong” and “water pong” or other simulated devices are prohibited. All residents of the space who are present are responsible.

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 make 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 and/or has bloodshot/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 violating other College policies while intoxicated will be charged appropriately in accordance with the current College policies.

Alcohol-Related Transports: If a student is found to be intoxicated to the point that medical attention is warranted, he/she may be transported to a local hospital for evaluation and treatment, if necessary. Further, in alcohol-related situations in which emergency medical attention is necessary, the recipient of medical attention may 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.

Guests and Alcohol: Guests are not permitted to bring alcohol on campus, regardless of the age of the host.

4. Alcohol Policy Violations and Events

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 College’s food service vendor. Strategies such as the sale of tokens, tickets or any article that may be redeemed for alcoholic beverages are the equivalent of paying money and are prohibited.

Events with Alcohol: Alcoholic beverages may not be served at an event without specific approval of the Director of Student Activities and Leadership
Development 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 Student Activities and Leadership Development or designee. No club or organization monies may be used to purchase alcohol or fund or sponsor alcohol-related events at on- or off-campus locations.

**Advertising:** Advertising for College-sponsored events shall not emphasize the availability of alcoholic beverages and must be pre-approved by the Director of Student Activities and Leadership Development or designee prior to posting. Advertising for off-campus alcohol-related events and/or establishments must be approved by the Director of Student Activities and Leadership Development or designee prior to posting/distribution.

**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.

**Sanctioning for Alcohol and Drug Policy Violations**

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 an educational dialogue (for minor first-time offenses) to student reprimand, residence hall probation or disciplinary probation, dismissal from housing, suspension or expulsion from the College for more serious and/or persistent violators. In addition to the administrative sanctions previously listed, sanctions generally also include an educational component (i.e., BASICS – Brief Alcohol Intervention and Screening for College Students, substance abuse assessment and treatment, and 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 after the case has been adjudicated.

**Education Sanctions**

**Alcohol Education Dialogue 1 and 2** – Conversation about alcohol use and abuse, which includes holistic approach regarding student engagement on campus, led by Student Life’s Resident Directors.

**BASICS** (Brief Alcohol Screening and Intervention for College Students) – two 50-minute sessions with a health educator aimed to motivate students to reduce alcohol use in order to decrease the negative consequences of drinking.

**Safety and Risk Reduction Dialogue** - an abbreviated form of BASICS designed for students who are identified as high-risk but who have not been transported to a hospital due to alcohol consumption. Students will meet one-on-one with an alcohol awareness practitioner for one, one-hour session. Prior to attending the session, the student will complete a survey containing several screening measures that will assist the practitioner in assessing high-risk lifestyle and health behaviors.

**Substance Abuse Assessment and Treatment** – substance abuse assessment and treatment for students demonstrating high-risk behaviors in partnership with local health care providers.

This section describes the applicable legal sanctions under Federal and State laws for the unlawful possession or distribution of illegal drugs and alcohol, and the penalties that may be imposed by the College upon employees who violate the Drug and Alcohol Policy.

**Sanctions under federal law for the unlawful possession or distribution of illegal drugs:**

**See Exhibit II (Page 70) for Federal Trafficking Penalties**
Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
21 U.S.C. 844(a)
1\textsuperscript{st} conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.

After 2 or more prior convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both if:
  a) 1\textsuperscript{st} conviction and the amount of crack possessed exceeds 5 grams.
  b) 2\textsuperscript{nd} crack conviction and the amount of crack possessed exceeds 3 grams.
  c) 3\textsuperscript{rd} or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a) and 881(a)(7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offence is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844(a)
Civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853(a)
Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm.

Miscellaneous
Revocation of certain Federal licenses and benefits, e.g. pilot’s license, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

B. Sanctions under state law for the unlawful possession or distribution of illegal drugs and alcohol:

See Exhibit III (Page 73) for Legal Sanctions under New York State Law for the Unlawful Possession and Distribution of Illegal Drugs

Alcohol:
No person under the age of 21 years shall possess any alcoholic beverage with the intent to consume unless (1) the alcohol is given to that person by a parent or guardian or (2) the alcohol is consumed as part of a class registered by the New York State Education Department. If summoned before the court and a determination is made sustaining such charge, the court may impose a fine not exceeding fifty dollars.

In addition, it is unlawful for a person to sell, deliver or give away or cause to permit or procure to be sold, delivered or given away any alcoholic beverages to (1) any person under the age of 21, (2) any intoxicated person or (3) any “habitual drunkard.” Violation of the law is a class B misdemeanor.

Health Risks Associated with the Use of Illegal Drugs and the Abuse of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to
produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

For up to date information on the effects of commonly misused drugs and treatment options, please visit the National Institute on Drug Abuse website at: https://d14rmgrzw5a.cloudfront.net/sites/default/files/commonly_abused_drugs_final_04202016.pdf

See Exhibit I (page 68) for Uses and Effects of Controlled Substances

Services Available

The Counseling Center and Health Services provide students with information on drug and alcohol abuse. In addition, assessment, education and referral services are provided.

Alcohol and Drug Education Programs
In an effort to educate students about alcohol and the risks associated with its use, the College requires all first-year students to pass an online alcohol education course, My Student Body. Students will have an allotted time period to do so. Students will be held from registering for classes and from reserving housing for the subsequent term until they complete the course successfully. The College offers ongoing alcohol and drug awareness programs. Individuals may contact the Dean of Students office or the Counseling Center for additional information.

Specific Education and Prevention Initiatives include:
Social Norms Campaign – campus-wide programming to raise awareness and promote conversations around alcohol and drug use; campaign led by staff and student members; campaign included posters, social media and programming.
A. ‘Be Safe’ – branding for safe drinking with goal to prevent high risk behavior and promote healthy behavior
B. ‘Not the Norm’ – branding for social norm information (alcohol and drug use) with goal to prevent high risk behavior and promote healthy behavior

Residential Programming – Dean of Students office provided guidelines for RA programming regarding issues of alcohol and drug use. All residential halls hosted an alcohol awareness program for a total of approximately 215 students. 42 – education about unhealthy attributed of alcohol and comparison of actual shot size; 33 - “Think Before You Drink”; 100+ - ABCDE’s of Alcohol Poisoning, educate residents about the welfare of the community policy and what to do when they think someone has consumed too much alcohol; 29 - Drink While You Dine - alcohol etiquette in professional settings for students over 21 years of age; 11 – interactive game providing education and tips around alcohol.
Website Update – updated section of Dean of Students website to include alcohol/drug awareness information, as well as, social norm information.

Safe 21st Birthday Campaign – monthly birthday e-card from Student Life with self-protective strategies, drinking alternative celebration ideas and safe drinking tips for those students turning 21 years of age.

Alcohol/Drug Awareness Committee – In spring 2016, the Office of the Dean of Students formed a Health Promotion committee. The Be Smart Be Safe committee focuses on implementing a campaign to highlight healthy choices around alcohol and drug use. The committee is formed of students and professional staff from the offices of Community Living, Dean of Students, Health Services and Public Safety. The committee hosted an education awareness table at the Siena Fest Weekend Carnival (Spring 2016) and Club Fair (Fall 2016).

“MyStudentBody” – Incoming students are required to participate in an online alcohol education program providing comprehensive information regarding alcohol, illegal drugs, prescription drugs, and sexual violence. The online program includes post-test results and satisfaction survey results to measure student learning.

Student Life Plays, New Student Orientation
Programming - Members of Stage III, Siena’s student theatre group, presents a series of vignettes to increase awareness of some of the situations students may face as a college student. These
vignettes include issues such as alcohol use, sexual misconduct, discrimination, roommate dynamics and college adjustment issues. A brief conversation with the Dean's Office & Public Safety to discuss community expectations follows the performance.

Alcohol conversations during ‘Who Are We’ Training, New Student Orientation Programming – Discussing connections between alcohol and issues of sexual misconduct.

Siena College Drug and Alcohol Policy for Employees
The problems associated with drug and alcohol abuse are a major concern in this country.

The passage of the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act Amendments have placed requirements on institutions of Higher Education to develop policies and to provide information to employees on drug and alcohol abuse.

This brochure is designed to provide all faculty, administrators, staff and student employees with a copy of the College's Drug and Alcohol Policy, as well as information on (1) the health risks associated with drug and alcohol abuse, (2) the information, counseling and rehabilitation services available, (3) the federal, state and College sanctions that may be imposed for violations and (4) faculty, administrators, staff and student employer responsibility and standards of conduct.

I. SIENA COLLEGE DRUG AND ALCOHOL POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and alcohol by employees of Siena College in the workplace, on its property, or as a part of any of its activities is prohibited. In addition, reporting for work under the influence of alcohol or illegal drugs is prohibited.

II. HEALTH RISKS ASSOCIATED WITH THE USE OF ILLEGAL DRUGS AND THE ABUSE OF ALCOHOL

See Exhibit I (Page 68) for Uses and Effects of Controlled Substances

Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates the children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics. (Source: Federal Register Vol.55, No. 159)

III. SERVICES AVAILABLE

Upon request, the Counseling Center and Health Services provide faculty, administrators, staff and student employees with information on drug and alcohol abuse. In addition, referrals to off-campus providers are available.

Off-campus treatment and rehabilitation services are available to faculty, administrators and staff who are members of the College’s health insurance plans. For information on the services provided, refer to the plan documents or contact the Human Resources Office.

IV. SANCTIONS

This section describes the applicable legal sanctions under Federal and State laws for the unlawful
possession or distribution of illegal drugs and alcohol, and the penalties that may be imposed by the College upon employees who violate the Drug and Alcohol Policy.

A. Sanctions under federal law for the unlawful possession or distribution of illegal drugs:

See Exhibit II (Page 70) for Federal Trafficking Penalties

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
21 U.S.C. 844(a)
1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.

After 2 or more prior convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both if:
   d) 1st conviction and the amount of crack possessed exceeds 5 grams.
   e) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
   f) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a) and 881(a)(7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offence is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844(a)
Civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853(a)
Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm.

Miscellaneous
Revocation of certain Federal licenses and benefits, e.g. pilot’s license, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

B. Sanctions under state law for the unlawful possession or distribution of illegal drugs and alcohol:

See Exhibit III (Page 73) for Legal Sanctions under New York State Law for the Unlawful Possession and Distribution of Illegal Drugs

Alcohol:
No person under the age of 21 years shall possess any alcoholic beverage with the intent to consume unless (1) the alcohol is given to that person by a parent or guardian or (2) the alcohol is consumed as part of a class registered by the New York State Education Department. If summoned before the court and a determination is made sustaining such charge, the court may impose a fine not exceeding fifty dollars.

In addition, it is unlawful for a person to sell, deliver or give away or cause to permit or procure to be sold, delivered or given away any alcoholic beverages to (1) any person under the age of 21, (2) any intoxicated person or (3) any “habitual drunkard.” Violation of the law is a class B misdemeanor.

C. Employment Sanctions:
The penalties that may be imposed upon employees, including student employees, for violations of the College’s Drug and Alcohol Policy include, but are not limited to appropriate personnel action against employees, up to and including termination, referral for prosecution and/or mandatory participation in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
V. FACULTY, STAFF AND STUDENT EMPLOYEE RESPONSIBILITY AND STANDARDS OF CONDUCT
The Drug-Free Workplace Act requires, as a condition of employment, that all employees abide by the terms of the Drug and Alcohol Policy and notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. Notifications should be presented in writing to the Assistant Vice President for Human Resources or the appropriate Vice-President within the required time period.

Faculty, staff and student employees who have questions regarding the Drug and Alcohol Policy, the requirements of the Drug-Free Workplace Act or the Drug-Free Schools and Communities Act Amendments, or any information should contact the Human Resources Office.

EMERGENCY EVACUATION PROCEDURES AND POLICIES
Emergency Notification
The Department of Public Safety will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. Upon receiving information of an emergency incident, the Dispatcher will send a Public Safety Officer to the incident or vicinity to confirm there is a significant emergency or dangerous situation by personal observation and/or investigation. If emergency responders are required, the Dispatcher will also call 911 to notify Town of Colonie emergency services. In the event of a fire alarm received over the central monitoring station, the fire department is notified immediately upon receipt of the alarm and a public safety officer is dispatched to confirm the source of the alarm.

If a Department of Public Safety officer confirms (with or without the assistance of key campus administrators, local first responders or the National Weather Service) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Siena community, the Department of Public Safety will collaborate with Marketing and Communications to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Siena community or only those segments potentially affected by the situation. Siena College will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate an emergency.

College Notification System Operations
The College has several means of communications available to notify members of the college community. During an emergency, emergency messages may be transmitted to inform the community. It is critical that if members of the community hear the message, they immediately follow the instructions and/or seek further information.

The Public Safety staff will utilize the College communications systems in order to transmit the brief urgent message(s) to the College Community. Depending on the emergency incident, the following communications means may be utilized:
- **Siena Alert**: This email and text messaging system will be used for distribution of emergency alerts to students, faculty, and staff that would be affected directly by a critical incident/emergency. All faculty, staff, administrators and students have their Siena email addresses automatically enrolled into the system. They are requested to register their cell phones in order to receive text messages as well. To register for the Siena Alert System, visit: [https://community.siena.edu/portal-home/siena-alert-system](https://community.siena.edu/portal-home/siena-alert-system). An alert will be sent out via the Siena Alert System to all users by a designated staff member (Public Safety). The Siena Alert System (SAS) enables officials from Public Safety, Student Life, 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, 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 strongly 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.

- **CALL 24 (Emergency Strobe/Siren Call Boxes):** These call boxes with strobe lights and speakers have been installed at various outdoor locations across the campus. The AVPSA/Director of Public Safety or designee will activate the strobe/siren call boxes. Pre-recorded messages will be transmitted to the college community.

- **Building Notification:** Staff members working in campus buildings should attempt to notify occupants if the situation allows. In those buildings with PA Systems, the staff member should use that method. In addition to the PA systems, the following buildings have indoor speakers which will broadcast the same pre-recorded messages as the exterior CALL 24 boxes:
  - Clare Center
  - Colbeth Hall
  - Foy Hall
  - Kiernan Hall
  - Kuhn Hall
  - Lonnstrom Dining Hall
  - MAC
  - MacCloskey Commons
  - Maguire Hall
  - Sarazen Student Union
  - Siena Hall
  - St. Thomas More House

- **E-mail:** A campus wide e-mail will be sent via the Siena Alert system to all campus constituents by designated staff member (Public Safety or Marketing and Communications).

- **Website:** The emergency notice will be posted on the campus website by a designated staff member.

- **Media:** The Director of Marketing and Communications serves as media contact and will coordinate all communication to news media.

The departments and positions listed in the chart below will typically be responsible for developing the content and distributing the notifications as described.

<table>
<thead>
<tr>
<th>System Used</th>
<th>Primary Creator</th>
<th>Approval for Sending Message</th>
<th>Primary Sender</th>
<th>Backup Sender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siena Alert System</td>
<td>Public Safety Administrator or Officer in Charge</td>
<td>Public Safety Administrator or Officer in Charge</td>
<td>Public Safety</td>
<td>Communications</td>
</tr>
<tr>
<td>Text &amp; Email</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Messages</td>
<td>Public Safety Administrator or Officer in Charge</td>
<td>Public Safety Administrator or Officer in Charge</td>
<td>Public Safety</td>
<td>Communications</td>
</tr>
<tr>
<td>Emergency Call Boxes</td>
<td>Public Safety Administrator or Officer in Charge</td>
<td>Public Safety Administrator or Officer in Charge</td>
<td>Public Safety</td>
<td>Communications</td>
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<tr>
<td>(Strobe/Siren)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Web-site</td>
<td>Communications</td>
<td>Communications</td>
<td>Communications</td>
<td>ITS</td>
</tr>
<tr>
<td>Media</td>
<td>Communications</td>
<td>Communications</td>
<td>Communications</td>
<td>VP for Student Life or designee</td>
</tr>
</tbody>
</table>

Follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the systems listed above, as deemed appropriate. The larger community, such as neighbors, parents, etc. can receive information about emergencies on campus via the website or local/national media. Parents of current students can be enrolled in the Siena Alert System if their student chooses so.
Emergency Notification Terms to Know
The following directions may be issued in the event of an emergency. Always use your best judgment, based upon the specific situation, as to whether it is safe to do as directed. It is important to assess your location compared to the incident location before you take appropriate action.

- **Evacuate:** Move out of an unsafe location into safety. Walk quickly in an orderly fashion to the nearest safe exit. If evacuating a building because of a fire, close all doors between you and the fire, and DO NOT use elevators.
- **Seek Shelter:** If outside during an incident, drop to the ground immediately, lying face down as flat as possible. If within 15-20 feet of a safe place or cover, stay close to the ground and run to it. Attempt to move or crawl away from the threat, trying to utilize any obstruction between you and the threat. The ultimate goal is to put as much distance between you and the shooter. When you reach a relatively safe place, stay down and do not move. If possible, seek shelter in a building and shelter-in-place.
- **Shelter-in-Place:** You may have to Shelter-in-Place when an evacuation is not safe (e.g. severe weather, hostile intruder, or hazardous material spills). Seek immediate shelter and remain there during an emergency rather than evacuate the area. In a hostile intruder scenario, you should lock the door and barricade yourself in the room with the furniture or anything you can push against the door. The preferred Shelter-in-Place location would be an interior room or hallway.

Emergency Response and Evacuation Testing
Siena College has developed a comprehensive Emergency Operations Plan (EOP) to ensure the community can appropriately respond to various emergency incidents. The Siena EOP is comprised of a comprehensive central plan and individual annexes for responding to specific emergencies on campus.

Additionally, all departments of the College that provide essential support must develop business continuity plans which will complement and support the College’s EOP. Together, these documents provide a management framework for responding to, recovering from, and continuation of business during and after an emergency. They provide the overall emergency plan for the entire campus.

The college Emergency Operation Plan outlines procedures which must be followed in order to inform the campus community of an emergency. Siena College’s Emergency Operations Plan includes information about the Emergency Operation Team, Incident Commander, notification procedures, evaluating severity of incidents, response protocols, and shelter-in-place and evacuation guidelines. College departments are responsible for developing and updating internal response plans and business continuity plans for their staff and areas of responsibility.

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 Life 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.

Testing/Training
The text messaging system is utilized and tested by all Public Safety Officers at least once 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. Fire drills are conducted four times a year in each building as well.

The purpose of evacuation drills is to prepare occupants of a building for evacuation if necessary. During drills, occupants familiarize themselves with exits and evacuation procedures while providing the College with the opportunity to test the fire alarm systems and evaluate egress and behavioral patterns.
Emergency response and evacuation procedures are posted in each classroom and disseminated annually in written and electronic form to all students and employees. The Emergency Operations Team conducts table top training exercises a minimum of once a year; one exercise includes local emergency response and law enforcement personnel. In addition, the college conducts numerous announced and unannounced drills and exercises to assess the thoroughness and capabilities of the emergency response plans and business continuity plans. Siena College will publish a summary of its emergency response and evacuation procedures with at least one drill or exercise each calendar year.

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the College’s fire safety policies. Evacuation maps illustrating evacuation routes and fire alarm equipment locations are posted in strategic locations throughout buildings.

ANNUAL 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.

Reporting a Fire
If a fire occurs in a Siena College building, community members should immediately notify the Department of Public Safety at 911 from any campus phone or (518) 783-2999 if from a cell phone. If a member of the Siena College community finds evidence of a fire that has been extinguished, and the person is not sure whether the Department of Public Safety has already responded, the community member should immediately notify the Department of Public Safety to investigate and document the incident. This will ensure the fire is included in the fire statistics published in the Annual Fire Safety Report, as required by law.

Smoking/Tobacco-Free Campus
Siena College is a tobacco free campus. As such, Siena prohibits the use of any tobacco product in any College facility or outdoor area, including, chewing tobacco, and the act of smoking or carrying a lighted cigar, cigarette, pipe or any other smoking material or device.

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, which is National Campus Fire Safety Month, 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 fire safety measures 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. Students and employees are advised to adhere to the following procedures in case of a fire:

• If you hear the fire alarm, immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so.
• Awaken any sleeping roommates or
suitmates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.

- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: There is an emergency in the building, leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Residence life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

In accordance with New York State Education Law and New York State Fire Code, 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 drills 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 which are monitored by the Department of Public Safety 24 hours a day, seven days a week. Students are always required to evacuate a building when the alarm sounds.

**Specific Fire Prevention Related Policies**

Siena College does not allow smoking in any campus building or Residence Hall. It is the policy of the 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 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.

The Terms and Conditions of the Residence Hall License set forth a list of prohibited items including:

**Prohibited Appliances:**

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

Prohibited Decor/Furnishings:
• Curtains/window treatments (the College has installed blinds in all resident spaces to ensure privacy)
• Lofts (unless constructed and provided by Siena), homemade beds and water beds
• Halogen lamps (floor or desk) and 5 light/arm floor lamp
• Candles (with or without wicks) and incense
• 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
• Live greens, evergreen decorations
• Decorative electric lights of any kind (i.e. rope lights, string lights, holiday lights)
• 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.)
• Pets (other than fish in 5 gal. aquariums)

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

Residential Fire Safety Precautions
The Residence Director, accompanied by the Siena College Safety Officer, may conduct 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. Students will be notified of any safety concerns/violations and will be directed on how to correct them. 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. Each residence hall room and townhouse is equipped with a smoke detector and sprinkler system. These 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.

• 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.

ALL FIRES MUST BE REPORTED TO PUBLIC SAFETY AND TO THE RESIDENCE DIRECTOR.

General Statement of College Owned Student Housing
All Residence Hall rooms are provided 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 is also available on the Department of Public Safety’s website or a hard copy may be obtained at the Public Safety Office located in the East wing of Hines Hall.

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

Campus Fire Emergencies – Evacuation and Assembly Points

Steps to follow if you become aware of a fire:

- In a building, activate the nearest fire alarm and call the Public Safety at 911 from any campus phone or (518) 783-2999 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.
- Calmly assist others in evacuating 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.
- If possible, assist any person with disabilities who may need assistance in evacuating the building.
- Remain outside the building at a safe distance to wait for Public Safety, police and fire departments.
- Give any information you have to the responding Public Safety, police or fire officials and then report to the designated staging area.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Assembly Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hennepin Hall</td>
<td>Lawn area between Plassmann Hall and Lonnstrom Hall</td>
</tr>
<tr>
<td></td>
<td>If inclement weather, Sarazen Student Union, Room 240</td>
</tr>
<tr>
<td>Hines Hall</td>
<td>Lawn area between Padua and Sarazen Student Union</td>
</tr>
<tr>
<td></td>
<td>If inclement weather, Sarazen Student Union, Room 240</td>
</tr>
<tr>
<td>Padua Hall</td>
<td>Lawn area between Padua and Sarazen Student Union</td>
</tr>
<tr>
<td></td>
<td>If inclement weather, Sarazen Student Union, Room 240</td>
</tr>
<tr>
<td>Plassmann Hall</td>
<td>Lawn area between Lonnstrom Hall and the Standish Library</td>
</tr>
<tr>
<td></td>
<td>If inclement weather, Sarazen Student Union, Room 240</td>
</tr>
<tr>
<td>Ryan Hall</td>
<td>Lawn area between Padua and Sarazen Student Union</td>
</tr>
<tr>
<td></td>
<td>If inclement weather, Sarazen Student Union, Room 240</td>
</tr>
<tr>
<td>Snyder Hall</td>
<td>Parking Lot B</td>
</tr>
<tr>
<td>MacClosky Townhouses</td>
<td>Lawn area in front of town house</td>
</tr>
<tr>
<td></td>
<td>If inclement weather, MacClosky Square Commons</td>
</tr>
<tr>
<td>Cushing Village Townhouses</td>
<td>Lawn area in front of town house</td>
</tr>
<tr>
<td></td>
<td>If inclement weather, Cushing Village Commons</td>
</tr>
<tr>
<td>5 Fiddlers Lane</td>
<td>Lawn and Driveway area</td>
</tr>
</tbody>
</table>
Fire Safety Training for Academic Buildings
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. At this time, however, there are no planned improvements to fire safety.

Residence Halls – Fire Protection Systems
Each of the six traditional 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 hardwired to smoke/heat detectors. Fire alarm panel annunciates directly to the Siena Public Safety dispatch center which maintains coverage 24/7. 5 Fiddlers Lane is not equipped with a sprinkler system but does have smoke detection.

Under the “Kerry Rose Sprinkler Notification Act,” Siena College notifies all students on the College’s Fire Safety and Sprinkler Systems. On the following page is a chart for each residential facility.
Overview of Fire Protective Systems in the Siena College Residence Halls

All facilities are located at 515 Loudon Road, Loudonville, NY 12211 except for 5 Fiddlers Lane, which is located at 5 Fiddlers Lane, Loudonville, NY 12211

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fire Alarm Monitoring Done on Site</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans and Placards</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hines Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>Plassmann Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>Hennepin Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>Padua Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>Ryan Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>Snyder Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>MacClosky Townhouses #1 - #11 and #21 - #43</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>MacClosky Townhouses #12 - #20</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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</tr>
<tr>
<td>Cushing Village Townhouses</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>5 Fiddlers Lane</td>
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<td>No</td>
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<table>
<thead>
<tr>
<th>Facility</th>
<th>Local Alarm</th>
<th>Strobos</th>
<th>Fire Doors</th>
<th>Fire Walls</th>
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<td>Hines Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Plassmann Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hennepin Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Padua Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Ryan Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Snyder Hall</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>MacClosky Townhouses #1 - #11 and #21 - #43</td>
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<tr>
<td>MacClosky Townhouses #12 - #20</td>
<td>Yes</td>
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<tr>
<td>Cushing Village Townhouses</td>
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<td>Yes</td>
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<tr>
<td>5 Fiddlers Lane</td>
<td>Yes</td>
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## 2015 RESIDENTIAL FIRE REPORT

All facilities are located at 515 Loudon Road, Loudonville, NY 12211 except for 5 Fiddlers Lane, which is located at 5 Fiddlers Lane, Loudonville, NY 12211

<table>
<thead>
<tr>
<th>Resident Hall</th>
<th>Fires</th>
<th>Cause of Fire</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Property Damage</th>
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<tbody>
<tr>
<td>Cushing Village</td>
<td>2013</td>
<td>1 Melted handle on cooking pot</td>
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<tr>
<td></td>
<td>2014</td>
<td>3 1 – Grease fire on stove top</td>
<td>0</td>
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<td></td>
<td></td>
<td>2 – Grease fire on stove top</td>
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<td>2015</td>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
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<td>2014</td>
<td>1 Grease fire on stove top</td>
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<td>0</td>
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<td>2015</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
<td></td>
<td>2014</td>
<td>1 Binder fell behind cooker in kitchen and caught fire</td>
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<td>2015</td>
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<td>2015</td>
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</tr>
<tr>
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### Exhibit I - Controlled Substances - Uses & Effects

<table>
<thead>
<tr>
<th>Drugs</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
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<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morphine</td>
<td>High</td>
<td>High</td>
<td>Euphoria</td>
<td>Slow and shallow breathing</td>
<td>Yawning</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Drowsiness</td>
<td>Clammy skin</td>
<td>Loss of appetite</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Respiratory depression</td>
<td>Convulsions</td>
<td>Irritability</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Constricted pupils</td>
<td>Coma</td>
<td>Tremors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Nausea</td>
<td>Possible death</td>
<td>Panic</td>
</tr>
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<td></td>
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<td>Cramps</td>
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<td>Nausea</td>
</tr>
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<td>Runny</td>
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<td></td>
<td></td>
<td>Nose</td>
</tr>
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<td></td>
<td></td>
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<td></td>
<td>Chills and sweating</td>
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<td></td>
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<td></td>
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<td>Watery eyes</td>
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<tr>
<td>Cocaine</td>
<td>Moderate</td>
<td>Moderate</td>
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<tr>
<td>Heroin</td>
<td>High</td>
<td>High</td>
<td>Euphoria</td>
<td>Slow and shallow breathing</td>
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<td>Hydrocodone</td>
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<td>Clammy skin</td>
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<tr>
<td>Hydromorphone</td>
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<td>Respiratory depression</td>
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<td>Oxycodone (OxyContin)</td>
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<td>Coma</td>
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<td>Methadone and LAAM</td>
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<td>Nausea</td>
<td>Possible death</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fentanyl and Analogs</td>
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<tr>
<td><strong>DEPRESSANTS</strong></td>
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</tr>
<tr>
<td>Chloral Hydrate</td>
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<td>Moderate</td>
<td></td>
<td></td>
<td>Anxiety</td>
</tr>
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<td>Insomnia</td>
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<td>Delirium</td>
</tr>
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<td>convulsions</td>
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<td></td>
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<td></td>
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<td>Possible Death</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>High-Moderate</td>
<td>High-Moderate</td>
<td>Slurred speech</td>
<td>Shallow respiration</td>
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<tr>
<td>Benzodiazepines</td>
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<td></td>
<td>Disorientation</td>
<td>Clammy skin</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>Drunken behavior without odor of alcohol</td>
<td>dilated pupils</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Weak and rapid pulse</td>
<td></td>
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<td></td>
<td></td>
<td>Coma</td>
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68
<table>
<thead>
<tr>
<th>Drug</th>
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<th>Unknown</th>
<th>Psychedelic effects</th>
<th>Vomiting</th>
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<tbody>
<tr>
<td>Ketamine (Special K)</td>
<td></td>
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<td>Muscle rigidity</td>
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<td></td>
<td></td>
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<td>Aggressive/violent behavior</td>
<td></td>
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<td></td>
<td></td>
<td>Exaggerated Strength</td>
<td></td>
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<td>Euphoria</td>
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<td></td>
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<td>Illusions, Hallucinations</td>
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<td>Dissociation</td>
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<td>Impervious to pain</td>
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<td></td>
<td>Vomiting</td>
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<td></td>
<td>Convulsions</td>
<td></td>
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<tbody>
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<td>Cocaine (crack)</td>
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<td>Increased alertness</td>
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<td>Methamphetamine</td>
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<td>Ritalin (methylphenidate)</td>
<td></td>
<td></td>
<td>and blood pressure</td>
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<td>Excitation</td>
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<td>temperature</td>
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<td>Hallucinations</td>
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<td>Convulsions</td>
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<td>Death</td>
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<td>Irritability</td>
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<td>Depression</td>
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<td></td>
<td>Disorientation</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Pleasurelessness</td>
<td></td>
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</tr>
</tbody>
</table>

| Ecstasy (MDMA)                |          |         | Same as Stimulants  |          |               |
|                               |          |         | Nausea              |          |               |
|                               |          |         | Jaw Muscle Clenching |          |               |
|                               |          |         | heightened awareness|          |               |
|                               |          |         | Calm empathy        |          |               |
|                               |          |         | High body temperature|          |               |
|                               |          |         | High blood pressure |          |               |
|                               |          |         | Seizures            |          |               |
|                               |          |         | Acute anxiety       |          |               |
|                               |          |         | Flashback           |          |               |
|                               |          |         | Possible effects    |          |               |
|                               |          |         | on memory           |          |               |

| CANNABIS                      |          |         |                     |          |               |

69
<table>
<thead>
<tr>
<th>DRUG/SCHEDULE</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500 - 4999 gms mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more</td>
<td>5 kgs or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>5-49 gms mixture</td>
<td></td>
<td>50 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Compound</td>
<td>First Offense</td>
<td>Second Offense</td>
<td>Other Schedule I &amp; II drugs (and any drug product containing Gamma Hydroxybutyric Acid)</td>
<td>Flunitrazepam (Schedule IV)</td>
</tr>
<tr>
<td>---------------------------------</td>
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<td>-------------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Fentanyl (Schedule II)</td>
<td>40 - 399 gms mixture</td>
<td>400 gms or more mixture</td>
<td>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine $2 million if an individual, $10 million if not an individual.</td>
<td>First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than $500,000 if</td>
</tr>
<tr>
<td>Fentanyl Analogue (Schedule I)</td>
<td>10 - 99 gms mixture</td>
<td>100 gms or more mixture</td>
<td>First Offense: Not more than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual. Second Offense: Not less than 10 yrs, and not less than life. If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual.</td>
<td>First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than $500,000 if</td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100 - 999 gms mixture</td>
<td>1 kg or more mixture</td>
<td>First Offense: Not more than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual. Second Offense: Not less than 10 yrs, and not less than life. If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual.</td>
<td>First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than $500,000 if</td>
</tr>
<tr>
<td>LSD (Schedule I)</td>
<td>1 - 9 gms mixture</td>
<td>10 gms or more mixture</td>
<td>First Offense: Not more than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual. Second Offense: Not less than 10 yrs, and not less than life. If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual.</td>
<td>First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than $500,000 if</td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5 - 49 gms pure or 50 - 499 gms mixture</td>
<td>50 gms or more pure or 500 gms or more mixture</td>
<td>First Offense: Not more than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual. Second Offense: Not less than 10 yrs, and not less than life. If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual.</td>
<td>First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than $500,000 if</td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10 - 99 gms pure or 100 - 999 gms mixture</td>
<td>100 gm or more pure or 1 kg or more mixture</td>
<td>First Offense: Not more than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual. Second Offense: Not less than 10 yrs, and not less than life. If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual.</td>
<td>First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than $500,000 if</td>
</tr>
<tr>
<td>DRUG</td>
<td>QUANTITY</td>
<td>1st OFFENSE</td>
<td>2nd OFFENSE</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
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<td>----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam</td>
<td>30 to 999 mgs</td>
<td>an individual, $2 million if not an individual</td>
<td>First Offense: Not more than 3 years. Fine not more than $250,000 if an individual, $1 million if not an individual</td>
<td></td>
</tr>
<tr>
<td>(Schedule IV)</td>
<td>Any amount</td>
<td></td>
<td>Second Offense: Not more than 6 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual</td>
<td></td>
</tr>
<tr>
<td>All other Schedule IV drugs</td>
<td>Less than 30 mgs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam</td>
<td>Any amount</td>
<td>First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Schedule IV)</td>
<td></td>
<td></td>
<td>Second Offense: Not more than 2 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual</td>
<td></td>
</tr>
<tr>
<td>All Schedule V drugs</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Exhibit II, cont.

U.S. Drug Enforcement Administration - Federal Trafficking Penalties

Federal Trafficking Penalties - Marijuana

<table>
<thead>
<tr>
<th>DRUG</th>
<th>QUANTITY</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
</tr>
</thead>
</table>
| Marijuana  | 1,000 kg or more mixture; or 1,000 or more plants | • Not less than 10 years, not more than life  
• If death or serious injury, not less than 20 years, not more than life  
• Fine not more than $4 million if an individual, $10 million if other than an individual | • Not less than 20 years, not more than life  
• If death or serious injury, mandatory life  
• Fine not more than $8 million if an individual, $20 million if other than an individual |
| Marijuana  | 100 kg to 999 kg mixture; or 100 to 999 plants | • Not less than 5 years, not more than 40 years  
• If death or serious injury, not less than 20 years, not more than life  
• Fine not more than $2 million if an individual, | • Not less than 10 years, not more than life  
• If death or serious injury, mandatory life  
• Fine not more than $4 million if an individual, $10 million if other than an individual |
<table>
<thead>
<tr>
<th>Substance</th>
<th>Possession Details</th>
<th>Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>more than 10 kgs hashish, 50 to 99 kg mixture</td>
<td>Not more than 20 years&lt;br&gt;• If death or serious injury, not less than 20 years, not more than life&lt;br&gt;• Fine $1 million if an individual, $5 million if other than an individual</td>
</tr>
<tr>
<td></td>
<td>more than 1 kg of hashish oil, 50 to 99 kg plants</td>
<td>• Not more than 30 years&lt;br&gt;• If death or serious injury, mandatory life&lt;br&gt;• Fine $2 million if an individual, $10 million if other than individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>1 to 49 plants; less than 50 kg mixture</td>
<td>Not more than 5 years&lt;br&gt;• Fine not more than $250,000, $1 million other than individual</td>
</tr>
<tr>
<td>Hashish</td>
<td>10 kg or less</td>
<td>Not more than 10 years&lt;br&gt;• Fine $500,000 if an individual, $2 million if other than individual</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>1 kg or less</td>
<td></td>
</tr>
</tbody>
</table>

Source: [http://www.usdoj.gov/dea/agency/penalties.htm](http://www.usdoj.gov/dea/agency/penalties.htm)

**Exhibit III: Legal Sanctions under New York State Law for the Unlawful Possession and Distribution of Illegal Drugs**

The unlawful possession, use or distribution of illicit drugs and alcohol is punishable by sanctions imposed by the United States Government and by the State of New York. These sanctions can include imprisonment, fines, assigned community service, and loss of federal student financial aid eligibility.

**New York State Sanctions for Possession of Marijuana** (See NYS Penal Law Section 221.05)
- 1st offense; a fine of no more than $100;
- 2nd offense; a fine of no more than $200;
- 3rd offense; a fine of no more than $250 and/or 15 days imprisonment

**New York State Sanctions for Criminal Possession and Sale of Marijuana** (See NYS Penal Law Article 221) (Degree depends upon amount of substance seized)
- 5th Degree-Class B Misdemeanor; imprisonment up to 3 months
- 4th Degree-Class A Misdemeanor; imprisonment up to 1 year
- 3rd Degree-Class E Felony; imprisonment up to 4 years
- 2nd Degree-Class D Felony; imprisonment up to 7 years
- 1st Degree-Class C Felony; imprisonment up to 15 years
New York State Sanctions for Possession and Sale of Controlled Substances: (See NYS Penal Law Article 220)
“Controlled substance” means any substance listed in schedule I, II, III, IV or V of section thirty-three hundred six of the public health law other than marijuana, but including concentrated cannabis as defined in paragraph (a) of subdivision four of section 3302 of such law. This includes, but is not limited to: methamphetamine, heroin, cocaine, PCP, LSD, Fentanyl, and Fentanyl analogue.

New York State Sanctions for Criminal Possession and Sale of Controlled Substances
(Degree depends upon substance, amount of substance, age of purchaser and prior record)
- 7th Degree-Class A Misdemeanor; imprisonment up to 1 year
- 5th Degree-Class D Felony; imprisonment up to 7 years
- 4th Degree-Class C Felony; imprisonment up to 15 years
- 3rd Degree-Class B Felony; up to 25 years imprisonment
- 2nd Degree-Class A-II Felony; up to life imprisonment
- 1st Degree-Class A-I Felony; up to life imprisonment

It is also a violation of state law to appear in public under the influence of narcotics or a drug other than alcohol to a degree that it may endanger him/herself or other persons or property, or annoy persons in his/her vicinity. Penalty could include 15 days' imprisonment and a $250 fine.

State Alcohol Abuse Penalties:
1. Unlawfully Dealing with a Child - It is unlawful to give or serve alcohol (or cause it to be given or sold) to a person under the age of 21. This is a Class A misdemeanor. Penalty could be up to one year's imprisonment and a $1000 fine.
2. DWI-Driving While Intoxicated (by drugs or alcohol) is a misdemeanor punishable by up to a year in prison and up to a $500 fine.
3. DWAI-Driving While Ability Impaired by Alcohol is a violation punishable by up to 15 days' imprisonment and up to a $350 fine.
4. Liability of One Serving a Person Under Age 21-Anyone who furnishes or assists a person under 21 years of age in procuring alcoholic beverages is liable for any damages caused by that underage person while under the influence.
5. Dram Shop Liability-Any person who sells alcoholic beverages or unlawfully assists an intoxicated person to procure alcoholic beverages is liable for any damages caused by that person while under the influence.
6. Fraudulent Document - It is in violation of state law for a person under the age of 21 years to present false evidence of age to procure alcoholic beverages. Possessing such false evidence may also be criminal possession of a forged instrument within the meaning of the penal law. The penalty for using fraudulent means to obtain alcoholic beverages may include probation up to a year and a fine up to $100.

Marijuana Reform Act of 1977 has classified possession of lesser amounts of marijuana, up to 25 gm (about 7/8 of an ounce or 25-30 cigarettes), as a violation; penalties range from $100 to $250 fine and/or up to 15 days in jail, depending on whether it is first, second, or third offense.