Merrill Campus

William J. Fritz, PhD
President

2016
Annual Security Report
Calendar Years 2013*, 2014 & 2015
*Campus opened in 2014 therefore statistics do not exist for 2013
College Overview – Merrill Campus
The College's Annual Security Report for the Merrill Campus includes statistics on reported crimes on campus for the partial year of 2014 and all of 2015 as the Campus only opened in March of 2014. The report covers off-campus buildings owned or controlled by the College of Staten Island and on public property within, or immediately adjacent to and accessible from the campus. The report includes institutional policies concerning campus security, policies concerning alcohol and drug use, crime prevention, the reporting of crimes, including crimes involving sexual misconduct, and other matters. You can obtain a copy of this report at the Public Safety Office, located on the Willowbrook Campus, Building 2A, Room 108 or by accessing the following web site: http://www.csi.cuny.edu/publicsafety/Annualcrime.Merrill.htm.

The College’s Merrill campus is a satellite campus located at 100 Merrill Avenue on the West Shore of Staten Island. The Merrill campus is home to the College of Staten Island’s Office of Continuing Education and Professional Studies. This campus serves in excess of 2,200 individuals. The campus consists of eight classrooms in self-contained portable buildings on the premises of Moore Catholic High School.

Classes are conducted seven days a week with evening classes from Monday to Friday. The Merrill Campus offers Continuing Education and Professional Development certificate programs and professional development courses in healthcare, technology and the business sector. The Continuing Education department serves the diverse needs of the community by offering college preparation and remedial programs, language and a variety of community service programs, providing quality, flexible and cost effective training to support the educational and training goals of individuals and organizations.

Crime Reporting Procedure
Faculty, staff, students, and others who may be on campus or on the contiguous geographic perimeter of the campus are encouraged to promptly report any past crime, attempted crime, or actual criminal activity to the Department of Public Safety. The department will expeditiously respond to the condition reported and make necessary notifications to the local police precinct. Criminal activities, as well as other emergencies, can be reported by:

1. Calling the Office of Public Safety’s emergency telephone line 718-982-2111. Extension 2111 may also be dialed within the College’s telephone system.

2. Reporting the information to any member of the Department of Public Safety or in person at the Public Safety Office located on the Willowbrook Campus, Building 2A, Room 108.


4. All counselors are strongly encouraged, 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.

5. Victims or witnesses may report crimes to persons designated as Campus Security Authorities, who will then forward only the report of the crime – without divulging the name of victim or witness – to the Office of Public Safety for inclusion in the annual crime report. The College recognizes the importance of confidentiality to victims and witnesses of crimes. For the purposes of providing crime statistics pursuant to the Campus Security Act in the College’s annual crime report, victim and witness information will remain anonymous; however, complete confidentiality cannot be guaranteed in all other contexts. The College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community. In many cases, however, notification will be done without divulging the victim’s identity and only for the purpose of providing a campus-wide safety alert.

6. If an incident is of an extreme or life-threatening nature, call 911, the New York City Police Department’s emergency phone number and immediately notify the Office of Public Safety at extension 2111. Public Safety officers will respond to assist and direct the police and other emergency personnel to the reported emergency.

Hate Crime and Bias-Related Incidents
Bias or hate crimes are crimes motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, disability or alienage. Bias-related incidents are behaviors which constitute an expression of hostility against the person or property of another because of the targeted person's race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, disability or alienage. According to New York Penal Law Section 485, a person commits a hate crime when he or she commits a specified criminal offense and either:
Regardless of whether the belief or perception is correct.

Within the next two regular business days.

Requests will be honored for incidents that have occurred within the last 60 calendar days. If you wish to examine logs pre-dating this 60 day period, your request should be made to the office of Public Safety located on the Willowbrook Campus, Building 2A, Room 108. Requests will be honored for incidents that have occurred within the last 60 calendar days. If you wish to examine logs pre-dating this 60 day period, your request should be made to the office of Public Safety located on the Willowbrook Campus, Building 2A, Room 108.

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous conviction of the offender. Students, staff or faculty who commit bias crimes are also subject to University disciplinary procedures and a range of sanctions up to and including suspension, expulsion or termination of employment. In order to effectively handle incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to immediately report incidents in the manner described above. Victims of bias crime can also avail themselves of support services and counseling through the Student Affairs Office at 718-982-2335 and/or the Counseling Center at 718-982-2391.

### Investigation of Violent Felony Offenses

In accordance with New York State Education Law, the College maintains a plan for the investigation of violent felonies, which includes coordination with appropriate law enforcement agents. In addition, in compliance with New York State Law and subject to applicable federal law, including, but not limited to, the federal Campus Sexual Assault Victims’ Bill of Rights under Title 20 U.S. Code 1092 (f) which gives the victim of a sexual offense the right to decide whether or not to report, the College will notify the applicable law enforcement agency within 24 hours of receiving a report of a violent felony.

### Daily Crime Log

The College maintains a daily crime log. Its purpose is to maintain a record of reported criminal incidents and alleged criminal incidents on campus and on property adjacent to the campus are included. The log includes the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime and the disposition of the crime, if known. The log, in paper and electronic format, is available for inspection during regular business hours and contains incidents that have occurred within the last 60 calendar days. If you wish to examine logs pre-dating this 60 day period, your request may be made to the office of Public Safety located on the Willowbrook Campus, Building 2A, Room 108. Requests will be honored within the next two regular business days.

### Campus Security Authorities

Members of the College community may also make reports of crimes and security incidents to these officials. Each year, the Office of Public Safety requests data via official letter request from these authorities for inclusion in the annual report.

- Vice President for Finance and Administration – Ira Persky  Willowbrook Campus Bldg. 1A, Room 309 718-982-2240
- Vice President for Student and Enrollment Services, Jennifer Borrero  Willowbrook Campus Bldg. 1A, Room 301 718-982-2335
- Assistant Vice President of Student Affairs - Christopher Guidiano  Willowbrook Campus Bldg. 1A, Room 305 718-982-2440
- Provost/Senior Vice President - Gary W. Reichard  Willowbrook Campus Bldg. 1A, Room 305 718-982-2440
- Assistant Vice President for Technology Systems – Patrick Khan  Willowbrook Campus Bldg. 2A, Room 303 718-982-2350
- Dean of Science and Technology - Alfred Levine  Willowbrook Campus Bldg. 1A, Room 313 718-982-2430
- Dean of School of Business - Susan Holak  Willowbrook Campus Bldg. 3N, Room 235 718-982-2922
- Chief Librarian - Wilma Jones  Willowbrook Campus Bldg. 1L, Room 109C 718-982-4001
- Special Counsel and Labor Designee – Meryl Kaynard  Willowbrook Campus Bldg. 1A, Room 210A 718-982-2355
- Executive Director of Human Resources - Hope Berte  Willowbrook Campus Bldg. 1A, Room 204 718-982-2676
- Gen. Mgr. of CSI Student Housing @ Dolphin Cove - McKala Accetura  Willowbrook Campus Dolphin Cove, South Bldg. 718-982-3216
- Director of Diversity and Compliance - Danielle Dimitrov  Willowbrook Campus Bldg. 1A, Room 103 718-982-2250
- Director, Student Life, Division of Student Affairs - Carol Brower  Willowbrook Campus Bldg. 1C, Room 201 718-982-3088
- Ombudsperson - Michele Muschales  Willowbrook Campus Bldg. 1A, Room 301 718-982-2335
- Director of Parking Services – Mary-Jeanne Hennessy  Willowbrook Campus Bldg. 3A, Room 106 718-982-2296
- Director of Public Safety – Robert A. Wilson  Willowbrook Campus Bldg. 2A, Room 108 718-982-2113
- Executive Director of Continuing Education - Christopher Cruz-Cullari  Merrill Campus Administrative Suite 718-313-0857
- Administrative Director of Continuing Education - Jasmine Cardona  Merrill Campus Administrative Suite 718-313-0859
Reporting Incidents of Sexual Misconduct, including Sexual Harassment, Sexual Assault, Certain Forms of Stalking and Dating/Intimate Partner/Domestic Violence,

PLEASE NOTE THE CITY UNIVERSITY OF NEW YORK POLICY ON SEXUAL MISCONDUCT AND STUDENT BILL OF RIGHTS AT THE END OF THIS REPORT.

To directly view a copy of the City University of New York Policy on Sexual Misconduct, please see the link below:

Allegations of sexual misconduct including sexual assault, stalking, or domestic and dating/intimate partner violence should be reported to one of the individuals listed below.

Title IX Coordinator/Chief Diversity Officer Danielle E. Dimitrov Esq., Willowbrook Campus, 1A-103, 718-982-2250, danielle.dimitrov@csi.cuny.edu
Vice President for Student and Enrollment Services, Jennifer Rubain, Willowbrook Campus, 1A-301, 718-982-2335, jennifer.rubain@csi.cuny.edu
Director of Public Safety Robert A. Wilson, Willowbrook Campus, 2A-108, 718-982-2113, robert.wilson@csi.cuny.edu
Executive Director of Human Resources, Hope Berte, Willowbrook Campus, 1A-201, 718-982-2379, hope.berte@csi.cuny.edu

For more detailed information on Title IX including community and campus specific information resources, please also see CUNY policies, Getting Help, Understanding and Preventing Sexual Assault and Sexual Harassment at:
http://www1.cuny.edu/sites/title-ix/campus/college-of-staten-island/

Public Safety and Security Services
The College of Staten Island’s Merrill Campus structures, the contiguous geographic perimeter of the satellite campus, the entry gates, and the parking areas are patrolled during the campuses hours of operation by contract Security Officers and/or Public Safety Officers. Contract security officers are licensed as NYS Licensed Security Guards. Public Safety Officers are sworn law enforcement/NYS Peace Officers under Criminal Procedure Law 2.10, subsection 79, and have the power to make arrests.

Incidents of a criminal nature that are reported to a Campus Peace Officer are referred via the complainant to the New York City Police Department. The City University of New York and the College of Staten Island have Memorandums of Understanding with the NYPD for emergency, non-emergency and investigative response. The Office of Public Safety consists of one Director of Public Safety, 4 Assistant Directors of Public Safety, 9 Sergeants, 3 Corporals, and 24 Peace Officers assigned to patrol the campus.

Additionally, the College employs 9 part-time Campus Security Assistants who are assigned to security posts on campus. Campus Security Assistants are licensed as NYS Licensed Security Guards and do not have arresting powers (outside of the powers of a private citizen).

The College of Staten Island also employs approximately 20-25 uniform contract security officers. These contract security officers are licensed as NYS Licensed Security Guards and do not have arresting powers (outside of the powers of a private citizen).

CAMPUS SECURITY ESCORT
The Office of Public Safety provides Uniformed Escorts to the Parking Lots on the Merrill Campus.

WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES
The College of Staten Island maintains a cooperative relationship with local, state and federal law enforcement agencies. A written Memorandum of Understanding exits between all City University colleges and the New York City Police Department in compliance with New York State Law.

Off-Campus Organizations Crimes and Safety Hazard Monitoring
Information about off-campus crimes, health hazards, and other potential safety hazards that may impact upon the general welfare of our College community is assembled by members of the public safety staff. The College does not have any recognized off-campus student organizations or off-campus housing facilities.

Emergency Notification & Response
CUNY ALERT SYSTEM
All students, as well as faculty and staff are strongly encouraged to participate in the CUNY Alert system. The CUNY Alert system is designed to give you immediate and up-to-date information regarding weather, utility and emergency situations. The system can contact you and family or friends, as you designate, via text message, cell phone, landline and/or e-mail. The system can offer all methods of notice, a single method or any combination. It is user friendly and can prove to be invaluable before, during and after an emergency. Simply log onto www.cuny.edu/alert and follow the instructions. If you have trouble signing up for CUNY Alert, please come to the IT help desk located in room 2A-306D.
The system is activated via a web-based system controlled by the New York State Office of Emergency Management. CUNYAlert is the CUNY branded emergency alert system that is based on the NYAlert system operated by New York State. CUNY makes every effort to inform affected CUNY Alert registered users of an emergency in a timely and appropriate manner. However, please be aware that CUNY is not responsible for outdated or incorrect subscriber information, technical limitations such as overtaxed communications systems, transmission errors, and cellular telephone roaming and out of range areas that may delay, block, or prevent the communications of messages to certain users. CUNY also is not responsible for any costs incurred by the user for any alert received or for any actions taken or not taken by the user or any third party in reliance of an alert.

CUNY is committed to respecting your privacy. In order to personalize your view of the CUNY EDU site and gain access to certain information systems, such as CUNY Alert, you must register and provide some personal information. We do not collect any personal information about you unless you provide that information voluntarily. Any personal information you choose to provide us will only be used by CUNY to conduct official CUNY business. CUNY does not sell, rent, loan, trade or lease personal information collected on this site. For more information about the CUNY privacy policy, please visit http://www.cuny.edu/website/privacy.html.

CUNY Alert users are responsible for keeping their contact information current. In the event that phone alert, email or SMS messages are not found or rejected for incorrect or expired information during a live alert, CUNY reserves the right to delete the problem entry or to deactivate a user's account.

TIMELY WARNINGS TO MEMBERS OF THE COMMUNITY
In the event that a situation arises, either on or off campus that, in the judgment of Public Safety, constitutes an ongoing threat and there are enough details known about the incident to provide useful information, a campus wide public safety advisory or “timely warning” may be issued unless issuing a notification will in the judgment of Public Safety, the New York City Fire Department or the New York City Police Department compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. As noted above, the College of Staten Island is a participant in the CUNY Alert system. Operated under the auspices of the New York State Emergency Management Office, CUNY Alert allows subscribers to receive messages of import regarding safety via email, cell and landline, text message or in any combination thereof. Signing-up is easy. These notifications are issued when the campus operations are adversely affected by man-made or natural incidents. Access the University website at www.CUNY.edu/alert

IMMEDIATE NOTIFICATIONS
Unless such notice and warning compromises the containment of an emergency, or would likely result in an expansion or exacerbation of an emergency, immediate notification of an emergency will take place through one – or a combination of – the following methodologies: the College email system, the College web site, electronic message board announcements, flyers and/or other available methods, including CUNY ALERT Mass Emergency Notification System. Again, please note that a circumstance may arise in which it would not be prudent or appropriate to issue an immediate notification if such release would compromise efforts to contain the emergency.

EMERGENCY RESPONSE EVACUATION FIRE DRILL TESTS
The College conducts evacuation and fire drills three times per year. During these drills, building occupants are familiarized with campus evacuation procedures. Each building has assigned fire/evacuation floor wardens who provide training and direction to the College community during drills and actual emergency events.

Drills or table-top exercises for other emergencies are held on an annual basis.

PUBLICATION OF PROCEDURES
An Emergency Procedure Guide, prepared by the College of Staten Island Office of Public Safety, assists members of the campus community when reporting or dealing with on and off campus emergency situations. It combines current College of Staten Island policies and procedures along with recommended guidelines from various government agencies including the Federal Bureau of Investigation, U.S. Department of Homeland Security, U.S. Federal Emergency Management Agency, New York City Office of Emergency Management, New York City Fire Department, Bureau of Alcohol, Tobacco, Firearms and Explosives, U.S. Postal Service and the Centers for Disease Control. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies that have occurred in the past and those that may occur in the future.

The entire campus community plays a critical role during emergency response procedures. This guide will familiarize students, faculty, staff and visitors with the campus, the possible hazards, and procedures to be followed to ensure the health and safety of all in the event of an emergency. Members of the campus community should become familiar with this guide and review its contents. This knowledge will make a difference during an emergency and could save lives.

The Guide will be updated on an annual basis and an email notification will be made to all enrolled students, faculty and staff that will provide information on how to obtain this guide. You can obtain a copy of the Emergency Procedure Guide at the Willowbrook Campus at the Office of Public Safety, Building 2A, Room 108 or at http://www.csi.cuny.edu/publicsafety/emergency_procedure_guide.html.

Note on all emergency notifications: When in the considered opinion of college, university or civil authorities, dissemination of information on a given emergency may hinder or cause additional harm, such notification may be delayed until such time that it is safe to do so.
Public Safety Awareness & Crime Prevention Programs

The Office of Public Safety issues safety alert bulletins when deemed necessary and provides a public safety advisory or a “timely warning (paper/electronic form) to the campus community when serious crimes occur in areas on or near the campus. The office maintains a relationship with the New York City police precincts that are responsible for the public safety of the campus and its surrounding areas. All persons reporting crimes to the Office of Public Safety are encouraged to promptly report the incident to the local police precinct concerned. A record of each report made to the local precincts is maintained as part of the Public Safety Department’s annual statistical report.

Members of the College community are encouraged to attend crime prevention seminars conducted by the New York City Police Department and the Office of Public Safety. Seminars are scheduled each semester and members of the College community are encouraged to actively participate in their own safety and the safety of others. Incoming students receive information about campus crime prevention programs during their initial orientation meeting scheduled at the beginning of each semester. At each orientation session every new student is issued materials on safety and security including a copy of the Public Safety Services Brochure and the Sexual Assault Information and Campus Safety Guide. This information covers various aspects of safety on campus including sexual assault information, the Safety Escort Program, drug and alcohol policies and personal safety.

The Campus Activities Board sponsors and the Public Safety Office supports a program called “Stop the Violence” which focuses on student violence, promotes crime prevention and informs of services available for students who were victims of crime.

The Division for Student and Enrollment Services offers an integrated program of special events, workshops, courses and research projects on wellness scheduled throughout the year. Included are programs to promote awareness of rape, acquaintance rape and sex offenses. A staff of well qualified Wellness professionals plan and implement these activities. For further information, students are encouraged to contact the College Health Center, the Wellness Coordinator, or the Vice President for Student and Enrollment Services.

The Public Safety web site posts a “Safety Tips” on crime prevention and an awareness section with information about personal safety when traveling on campus, when in the classroom, when in the office and tips on theft prevention.


Along with the Office of the Vice President for Finance and Administration, and the Office of Campus Planning and Facilities, the Director of Public Safety conducts on-going reviews of campus grounds and facilities. Emphasis is placed on the need to ensure safe accessibility to buildings with special attention to landscape hazards as well as areas of inadequate lighting.

All public safety personnel, while on patrol, report potential safety and security hazards as well as entry door problems and elevator malfunctions. Building engineers and cleaners report health and safety issues during the course of the normal work assignments.

FIRE EMERGENCY PLAN

Public Safety personnel are prepared to respond to fire emergencies and are trained in the use of the buildings fire alarm systems. Their job is to facilitate evacuations and common space assembly of all kinds and to pass information to the fire safety command station. Please heed their directions. When fire alarms ring, please evacuate using the nearest exit. If a false alarm occurs, an “all clear” announcement will follow via the fire command response system. Treat all fire alarms as real unless otherwise directed by the Public Safety staff or members of the FDNY. Below are general guidelines for dealing with a fire. WHEN IN DOUBT CALL 911 OR ACTIVATE A PULL STATION.

1. Be familiar with the location of stairways, fire extinguishers, fire exits, and pull boxes in building.
2. If a minor fire appears controllable, immediately contact (personally or preferably have someone else call) the Office of Public Safety at (718) 982-2111. Locate a portable fire extinguisher. Then promptly direct the discharge of the fire extinguisher toward the base of the flame by squeezing the trigger and moving the hose in a side-to-side motion. Do not use water extinguishers on electrical fires.
3. If an emergency exists, activate the building’s fire alarm system by releasing a fire pull station.
4. In the case of large fires that do not appear controllable, immediately activate a fire pull station and, if time permits, call (718) 982-2111 to report the exact location of the fire. If time permits, close the door of the room where the fire exists.
5. When the building evacuation alarm is sounded, always assume that an emergency exists. Touch closed doors; do not open them if they are hot. If the door is cool, brace yourself behind the door and open it slowly. Bracing yourself behind the door prevents the door from being blown open due to the pressure created by the fire. Walk quickly to the nearest exit and alert others to do the same. Do not use the elevators during a fire.
6. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews. These essential personnel must be allowed to do their jobs.
8. Do not return to an evacuated building unless told to do so by a member of the Public Safety staff or a FDNY official.
9. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Place a wet cloth at the base of doors to keep smoke from entering. Shout at regular intervals to alert emergency crews of your location. Dampen a cloth with water, place it over your nose, and breathe lightly through it. It is understood that these items may not be available to you, hence the importance of moving quickly and knowing your escape routes.
10. Should your clothing catch fire, stop, drop and roll. Rolling on the ground will help smother the fire; this is in fact very effective.
ACTIVE SHOOTER GUIDELINES
An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Despite these facts, you are not helpless. You must however, dedicate some time to think about what you would do during such an incident.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY
Quickly determine the most reasonable way to protect your own life. Remember that our students are likely to follow the lead of employees and managers during an active shooter situation. The calmer and more focused you are, the more they will be.

RUN-If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
• Have an escape route and plan in mind
• Evacuate regardless of whether others agree to follow
• Leave your belongings behind
• Help others escape, if possible
• Prevent individuals from entering an area where the active shooter may be
• Keep your hands visible
• Follow the instructions of any police officers or public safety staff
• Do not attempt to move wounded people

HIDE-If evacuation is not possible; find a place to hide where the active shooter is less likely to find you. Your hiding place should:
• Be out of the active shooter’s view. Turn the cell phone volume off. Be calm and quiet. Try to calm down anyone around you. If they let you, cover their mouth. If possible, turn off lights. Stay low.
• Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
• Have situational awareness. Do not corner yourself if at all possible.

FIGHT-As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
• Acting as aggressively as possible against him/her. Breathe deep and steady.
• Throwing items and improvising weapons. Books, cups, phones and dense object can be an effective offensive weapon. If the shooter stops to change weapons, or is out of ammunition, this is a time to act.
• Yelling, screaming.
• Committing to your actions. Do not stop fighting until the shooter is completely incapacitated. If you chose to fight, there is not a “mercy rule”.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES
Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. They will fire at the shooter if found. If the shooter is actively harming persons, they will shoot even if bystanders are close.
• Officers usually arrive in teams of four (4)
• Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment. They may be in plainclothes as well.
• Officers may be armed with rifles, shotguns, handguns and sound grenades.
• Officers may use pepper spray or tear gas to control the situation.
• Officers may shout commands, and may push individuals to the ground for their safety. It is not the time to expect polite conversation. How to react when law enforcement arrives:
• Remain calm, and follow officers’ instructions
• Put down any items in your hands (i.e., bags, jackets)
• Immediately raise hands and spread fingers
• Keep hands visible at all times
• Avoid making quick movements toward officers such as holding on to them for safety
• Avoid pointing, screaming and/or yelling
• Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
• The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

ANY QUESTIONS OR CONCERNS SHOULD BE BROUGHT TO THE ATTENTION OF THE PUBLIC SAFETY DIRECTOR,
ROBERT A. WILSON
OFFICE: 718-982-2113
E-MAIL: ROBERT.WILSON@CSI.CUNY.EDU
INDICATORS OF POTENTIAL VIOLENCE BY AN EMPLOYEE
Employees typically do not just "snap," but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about "putting things in order"
- Behavior which is suspect of paranoia, ("everybody is against me")
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

GENERAL PRACTICES
- Learn the building well. Re-learn it.
- Take note of the stairways. We have three. Two empty to the outside and one to the Citibank lobby. If you hear shots or a violent disturbance, call 911 before you contact Public Safety. Information to provide to law enforcement or 911 operators if known:
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter/s
  - Number and type of weapons held by the shooter/s
  - Number of potential victims at the location
  - If you are in an office, stay there and secure the door. Lock it with a key or the latch on the side of the lock. If you can’t lock the door, place as much furniture as you can in front of the door. Stay low and quiet.
  - If you are in a hallway, get into a room and secure the door in a similar fashion.
  - As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

BOMB INCIDENT PLAN
While it is important to note that the overwhelming majority of bomb threats are unfounded, it is the policy of the College that they are to be taken seriously. Each threat will be thoroughly investigated and will be considered suspect until all avenues of investigation have been explored.

1. A suspicious looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area (far from the object) and call the Office of Public Safety immediately at (718)982-2111. Do not operate any electronic devices, radios or light (power) switches.

2. If you receive a bomb threat, remain calm and try to obtain as much information as possible from the caller. Specifically try to ascertain the following:
   a) The location of the device.
   b) The time, if any, the device is scheduled to go off.
   c) The appearance or type of container used for the device.
   d) The reason for placing the device.
   e) The size of the bomb.
   f) The type of explosive used in the device.
   g) The name of the caller or organization taking responsibility.
   h) Any additional information that might be available.

3. The person receiving the call should note the following:
   a) Male or female voice.
   b) Time of call.
   c) Mood of caller (excited, nervous, calm, or despondent).
   d) Background noises that may be present at the location of the caller.
   e) Approximate age of the caller.
   f) Any other peculiarities that may be helpful in identifying the source of the call or its purpose.

4. The police will be called and the building may be subject to full or partial evacuation. When evacuating the building, only use stairs. Do not use elevators. Move well away from the building and follow the instructions of floor coordinators and emergency personnel at the scene.

5. If there is an explosion:
   a) Immediately take cover under sturdy furniture.
   b) Stay away from the windows.
   c) Do not light matches.
   d) Move well away from the site of the explosion to a safe location.
   e) Use stairs only, do not use elevators.
MEDICAL EMERGENCIES
1. All medical emergencies should be reported immediately to Public Safety (718) 982-2111.
2. If the medical emergency is life threatening, then call 911 before dialing Public Safety. If you are in doubt, call 911.
3. If you call 911, be prepared to give your name; describe the nature and severity of the medical problem and the specific location on the campus of the victim. Try to answer all of the questions the dispatcher asks you and let him/her hang-up the phone first. Do not move the victim. If you are certified in CPR and First Aid and able to help, then try to assist the victim until help arrives.
4. Look for emergency medical ID’s such as bracelets on injured persons and try to keep the victim as comfortable as possible until emergency personnel arrive.
5. If a medical problem is non-life threatening, call the Office of Public Safety at (718) 982-2111. If campus Public Safety personnel believe that a victim should not be moved or that emergency medical care is required immediately, then they will call 911. Please remember that the decision to call or not call 911 is not based on financial situation or insurance status.
6. The school employs a full-time nurse on the Willowbrook Campus in our Health & Wellness Center located in the Campus Center (1C). The nurse’s office is in the Campus Center, room 112 and the extension is 3045.

MEDICAL EMERGENCIES - MENTAL HEALTH
The College of Staten Island offers counseling or mental health services in our Counseling Center which is located in Building 1A, Room 109. The College’s Counseling Center is open during the semester from 9am-5pm on Monday, Tuesday and Friday and from 9am-7pm on Wednesday and Thursday. The Counseling Center can be reached at 718-982-2391. Whenever an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate assistance is needed. If the situation poses an imminent physical danger, call 718-982-2111 to reach the Public Safety office or summon 911. If imminent physical danger is not posed then call the Counseling Center at 718-982-2391. If you do not obtain a response from the Center, please contact Public Safety.

The College of Staten Island offers after-hours mental health services for students in crisis. The crisis hotline is a 24 hour telephonic service for students in need of counseling when the CSI Counseling Center is unavailable. This service is administered and staffed by ProtoCall Services. Students can contact ProtoCall at (855)582-6069.

UTILITY FAILURES
Power Failure
The following actions are to be taken by members of the College community in the event of a power failure:
1. Report any power failure immediately to Public Safety at 718-982-2111. In the event of a campus-wide power failure, phones may not function; however, the Office of Public Safety can be reached on a traditional telephone line at 718-982-9884. If no other emergency situation exists, you can come to the Office of Public Safety in Building 2A. All of our buildings are connected to emergency generators, designed to engage immediately after a power loss is detected by the system. These generators will provide limited power to the buildings on campus.
2. During daylight, add as much natural lighting as possible by raising blinds.
3. Faculty with classes should remain where they are until notified otherwise.
4. During a power failure or possible power failure, never use an elevator. If you become trapped in an elevator during a power outage, use the emergency “Call for Help” button in the elevator to contact the Office of Public Safety. Wait for assistance. Don’t panic. Help is on the way. Evacuation may not be necessary during a power failure.

Plumbing Problem/Flooding
Cease using all electrical equipment. Notify Public Safety immediately. If necessary vacate the area and prevent anyone else from entering. If a toilet overflows or water is accumulating in a given area, contact Public Safety at 718-982-2111.

Gas Leaks
Gas leaks are very rare but can be very serious. If you smell gas, immediately vacate the area and contact Public Safety in an area away from the smell of gas. Do not use a mobile phone near a gas leak. Gas vapors can be ignited by static electricity.

BIOLOGICAL CHEMICAL OR NUCLEAR ATTACKS
1. Upon receiving confirmed information of an imminent or ongoing biological, chemical or Nuclear Disaster/Attack that poses great risk to life at the College, the President or his designee shall declare a campus wide emergency.
2. This state of emergency may initiate a lockdown of the building and/or its total evacuation.
3. Notification will be made via College website, voicemail, email and CUNY-ALERT if at all possible.
4. Building occupants will be kept abreast of changes as they develop by College officials. During an event at the building the following actions will be taken if possible: (a) building wide air-handlers will be turned off and intakes sealed if possible, (b) building occupants will be directed to enclosed areas of the building unless otherwise directed by civil authorities to provide the most insulation and (d) updates on the emergency will be given, if practicable, by the same methodologies as indicated above.

Access to College Facilities
CAMPUS FACILITIES
The College of Staten Island (Merrill Campus) is not an open campus. There are no off-campus student organizations. The College’s normal hours of operation are 8:00AM to 10:00PM, seven days a week, only while classes are in session. The College reserves the right to refuse entry or remove anyone regardless of status for rule infractions or safety reasons.
GUESTS
All visitors to the College are expected to comport themselves in a manner consistent with an academic environment. Guests are subject to the lawful instructions of all members of the Office of Public Safety, as well as the Administrative staff. Guests may not remain on the campus after classes have been completed. If a guest seems to be intoxicated, refuses to follow procedures of producing identification or follow public safety procedures, entry onto the campus will be denied.

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES
Any conditions, which appear unsafe, should be directly reported to any member of the Public Safety staff, as soon as possible. Public Safety/Security Officers patrol the campus and buildings on a continual basis. All Public Safety staff carry mobile radios programmed through a repeater to enhance effectiveness. Additionally, a special mobile radio located at the front Public Safety desk can communicate with any of the other CUNY campuses, as well as the central office. Deficiencies should be reported to Public Safety for repair/service. The Public Safety Director monitors police transmissions via a special mobile radio unit.

Weapons Policy
No one within the University community (including visitors), except Campus Peace Officers, pursuant to authorization of the College President, shall have in his/her possession a rifle, shotgun, firearm, or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or to the grounds of the campus.

College Regulations / Code of Conduct
Pursuant to CUNY’s Bylaws, “each student enrolled or in attendance in any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey (1) the laws of the city, state and nation; (2) the bylaws and resolutions of the board, including the rules and regulations for the maintenance of public order pursuant to article 129-a of the education law ("Henderson rules"); and (3) the governance plan, policies, regulations, and orders of the college.”

HENDERSON RULES
1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.
4. Theft from, or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/college.
9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

PENALTIES
1. Any student engaging in any manner in conduct prohibited under the Bylaws, including the Henderson Rules shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsions, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under the Bylaws, the applicable employment contract and/or substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the
in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program. In accordance with the Federal Educational Rights and Privacy Act ("FERPA"), CUNY may also choose—when appropriate—to contact parents or legal guardians of students who have violated the Board of Higher Education Bylaws and Sanctions as listed in the Board of Higher Education Bylaws and Article 129A of the Education Law (CUNY Henderson Rules). The initiation of disciplinary procedures requires notice to the student pursuant to 15.3 of CUNY’s Bylaws. In emergency or extraordinary circumstances, immediate suspension can be effectuated pending a hearing within seven (7) school days.

2. All other persons who violate New York State or Federal laws including those that govern gambling activities, the use of alcohol, and the possession, distribution, or consumption of any controlled substance will be subject to arrest.

University Policy Relating to Drugs and Alcohol

The City University of New York ("CUNY") is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol. Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY’s policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus. This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

CUNY STANDARDS OF CONDUCT

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY’s behalf. In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

CUNY SANCTIONS

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements, as described below. Employees and students should be aware that, in addition to these CUNY sanctions, the University will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter.

STUDENTS

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University. In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program. In accordance with the Federal Educational Rights and Privacy Act ("FERPA"), CUNY may also choose—when appropriate—to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.


CUNY encourages students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. CUNY also encourages students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment and who report such violence or harassment will not be disciplined for
the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. However, if you are involved in the distribution of illegal drugs, sexual misconduct, causing or threatening physical harm, hazing or damage to property, amnesty may not apply.

EMPLOYEES

Any employee found to have violated this CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program.

INFORMATION FOR THE CUNY COMMUNITY ON THE RISKS AND CONSEQUENCES OF DRUG AND ALCOHOL USE

BACKGROUND

The City University of New York’s Policy on Drugs and Alcohol, adopted by the Board of Trustees on June 22, 2009, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by employees, students or visitors, on CUNY property, in CUNY buses or vans, or at CUNY-sponsored activities. It prohibits all students (regardless of their age) from possessing or consuming alcoholic beverages in CUNY residence halls. It also prohibits CUNY employees from illegally providing drugs or alcohol to CUNY students. As the Policy states, sanctions for violation of the Policy, following appropriate disciplinary proceedings, may include, in the case of students, expulsion from the university, and in the case of employees, termination of employment. This document sets forth additional information required to be provided under federal law, including the legal sanctions for drug and alcohol use, health risks of such use, and information regarding available counseling, treatment, or rehabilitation programs.

LEGAL SANCTIONS

Federal and New York State laws make it a criminal offense to manufacture, distribute, dispense, possess with intent to distribute, or simply possess a controlled substance. Such substances include heroin, cocaine, methamphetamine, ecstasy, LSD, PCP, marijuana, and a number of common pharmaceutical drugs if unlawfully obtained. The sanctions for violation of these laws, ranging from community service and monetary fines to life imprisonment, depend upon the particular offense, the drug type, and the drug quantity. Students convicted under these statutes may also forfeit federal financial aid eligibility.

Note that an individual need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances in plain view in a room can sometimes be presumptive evidence of knowing possession of such substance by anyone in close proximity.

Further, pursuant to New York State law:

- Any person under age 21 who is found to be in possession of alcohol with the intent to consume it may be punished by a fine and/or required to complete an alcohol awareness program and/or to provide up to 30 hours of community service. Alcoholic Beverage Control Law, § 65-c.
- Giving or selling an alcoholic beverage to a person less than age 21 is a class A misdemeanor punishable by a sentence of imprisonment of up to one year. Penal Law § 260.20.
- Any person who operates a motor vehicle while intoxicated or while his ability to operate such vehicle is impaired by the consumption of alcohol or drugs, is subject to suspension or revocation of driving privileges in the State, monetary fines up to $1,000, and imprisonment for up to one year. Vehicle and Traffic Law § 1192.
- A person under 21 who presents false written evidence of age for the purpose of purchasing or attempting to purchase any alcoholic beverage may be punished by a fine, community service and/or completion of an alcohol awareness program. Alcoholic Beverage Control Law § 65-b (1). Possessing such false evidence may also be criminal possession of a forged instrument, which is a felony in New York, punishable by a fine of up to $5000, imprisonment up to 7 years, or both. Penal Law § 170.25.
- Appearing in public under the influence of narcotics or a drug other than alcohol to the degree that a person may endanger him or herself or other persons or property, or annoy persons in his vicinity, is a violation, punishable by a fine and imprisonment up to 15 days. Penal Law § 240.40.

HEALTH RISKS

The following is a brief summary of some of the health risks and symptoms associated with use of many of the most-publicized drugs, including alcohol and tobacco. This information was obtained from the National Institute on Drug Abuse (part of the National Institutes of Health of the U.S. Department of Health and Human Services), and the Mayo Clinic. Please note that individuals experience such substances in different ways based on a variety of physical and psychological factors and circumstances.

LSD (Acid)

LSD is one of the strongest mood-changing drugs, and has unpredictable psychological effects. With large enough doses, users experience delusions and visual hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.

Cocaine

Cocaine is a powerfully addictive drug. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.

MDMA (Ecstasy)

Ecstasy is a drug that has both stimulant and psychedelic properties. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision.

Heroin

Heroin is an addictive drug. An overdose of heroin can be fatal, and use is associated – particularly for users who inject the drug – with infectious diseases such as HIV/AIDS and hepatitis.

Marijuana

Effects of marijuana use include memory and learning problems, distorted perception, and difficulty thinking and solving problems.
Methamphetamine
Methamphetamine is an addictive stimulant that is closely related to amphetamine but has long lasting and more toxic effects on the central nervous system. It has a high potential for abuse and addiction. Methamphetamine increases wakefulness and physical activity and decreases appetite. Chronic, long-term use can lead to psychotic behavior, hallucinations, and stroke.

PCP/Phencyclidine
PCP causes intensely negative psychological effects in the user. People high on PCP often become violent or suicidal.

Prescription Medications
Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed to treat pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central service system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

Tobacco/Nicotine
Tobacco contains nicotine, which is highly addictive. The tar in cigarettes increases a smoker’s risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

Steroids
Adverse effects of steroid use in males may include shrinking of the testicles and breast development. In females, adverse effects may include growth of facial hair, menstrual changes, and deepened voice. Other adverse effects can include severe acne, high blood pressure and jaundice. In some rare cases liver and kidney tumors or even cancer may develop.

Alcohol
Excessive alcohol consumption can lead to serious health problems, including cancer of the pancreas, mouth, pharynx, larynx, esophagus and liver, as well as breast cancer, pancreatitis, sudden death in people with cardiovascular disease, heart muscle damage leading to heart failure, stroke, high blood pressure, cirrhosis of the liver, miscarriage, fetal alcohol syndrome in an unborn child, injuries due to impaired motor skills, and suicide.

SUBSTANCE ABUSE
You or someone you know may have a problem with drugs and alcohol if you/they are:
- Using drugs and/or alcohol on a regular basis.
- Losing control of the amount of drugs and/or alcohol used after being high or drunk.
- Constantly talking about using drugs and/or alcohol.
- Believing that drugs and/or alcohol are necessary in order to have fun.
- Using more drugs and/or alcohol to get the same effects as in the past.
- Avoiding people in order to get high or drunk.
- Pressuring others to use drugs and/or alcohol.
- Forgoing activities that were once priorities (i.e. work, sports, spending time with family and sober friends).
- Getting into trouble at school, at work, or with the law.
- Taking risks, including sexual promiscuity and driving while intoxicated.
- Lying about things, including the amount of drugs and/or alcohol used.
- Feeling hopeless, depressed, or even suicidal.

If you suspect that you or someone you know has a problem with drugs and/or alcohol, please utilize the resources listed below.

RESOURCES ON CAMPUS
For assistance and referrals, students should (1) consult the College of Staten Island website; or (2) contact the Student Affairs Office at 718-982-2338 and/or Counseling Center. At the College of Staten Island, any student may contact our counselor at 718-982-2391, our nurse practitioner at 718-982-3045 or Disabilities Coordinator at 718-982-2513.

For assistance and referrals, employees should consult with the Human Resources office at 718-982-2379. Assistance is also available through union employee assistance programs or through the CUNY Work/Life Program.

CUNY Work/Life Program (800) 833-8707
http://www.cuny.edu/worklife/

RESOURCES OFF-CAMPUS
12 Step Recovery Programs
Narcotics Anonymous (212) 929-6262 http://www.newyorkna.org/
Cocaine Anonymous (212) 262-2463 http://www.ca-ny.org/
Marijuana Anonymous (212) 459-4423 http://www.ma-newyork.org/
Alcoholics Anonymous (212) 647-1680 http://www.nyintergroup.org/
Al-Anon/Alateen (888) 425-2666 http://www.al-anonny.org/
## Detoxification and Outpatient/Inpatient Rehabilitation Facilities

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<tr>
<th>New York County</th>
<th>Kings County</th>
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<tbody>
<tr>
<td>Bellevue Hospital Center 462 First Ave. New York, NY 10016 (212) 562-4141</td>
<td>Kings County Hospital Center 606 Winthrop St. Brooklyn, NY 11203 (718) 245-2630</td>
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<tr>
<td>St. Luke’s-Roosevelt Hospital Center 1000 Tenth Ave. New York, NY 10019 (212) 523-6491</td>
<td>Interfaith Medical Center 1545 Atlantic Ave. Brooklyn, NY 11213 (718) 613-4330</td>
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<tr>
<td>Greenwich House, Inc. 50B Cooper Square New York, NY 10003 (212) 677-3400</td>
<td>Bridge Back to Life Center, Inc. 175 Remsen St., 10th Floor Brooklyn, NY 11201 (718) 852-5552</td>
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<th>Queens County</th>
<th>Bronx County</th>
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<tr>
<td>Flushing Hospital Medical Center 4500 Parsons Blvd. Flushing, NY 11355 (718) 670-5078</td>
<td>St. Barnabas Hospital 4535 East 183rd St. Bronx, NY 10457 (718) 960-6636</td>
</tr>
<tr>
<td>Samaritan Village, Inc. 144-10 Jamaica Ave. Jamaica, NY 11435 (718) 206-1990</td>
<td>Montefiore Medical Center 3550 Jerome Ave., 1st Floor Bronx, NY 10467 (718) 920-4067</td>
</tr>
<tr>
<td>Daytop Village, Inc. 316 Beach 65th St. Far Rockaway, NY 11692 (718) 474-3800</td>
<td>Bronx-Lebanon Hospital Center 1276 Fulton Ave., 7th Floor Bronx, NY 10456 (718) 466-6095</td>
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<tr>
<th>Richmond County</th>
<th>Nassau County</th>
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<tr>
<td>Staten Island University Hospital 375 Seguine Ave. Staten Island, NY 10309 (718) 226-2790</td>
<td>Long Beach Medical Center 455 East Bay Dr. Long Beach, NY 11561 (516) 897-1250</td>
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<tr>
<td>Richmond University Medical Center 427 Forest Ave. Staten Island, NY 10301 (718) 818-5375</td>
<td>North Shore University Hospital 400 Community Dr. Manhasset, NY 11030 (516) 562-3010</td>
</tr>
<tr>
<td>Camelot of Staten Island, Inc. 263 Port Richmond Ave. Staten Island, NY 10302 (718) 981-8117</td>
<td>Nassau Health Care Corporation 2201 Hempstead Tpke. East Meadow, NY 11554 (516) 572-9400</td>
</tr>
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### RESOURCES OFF-CAMPUS

New York State Office of Alcoholism and Substance Abuse Services  
Tel: (877) 846-7369  
http://www.oasas.state.ny.us/

New York State Smokers’ Quitline  
Tel: (866) 697-8487  
http://www.nysmokefree.com/
COUNSELING
A full-time counselor is available to students. The counselor also conducts workshops and facilitates support groups on a number of topics including test anxiety and stress management. The counselor’s office phone number is 718-982-2391.

The College of Staten Island offers after-hours mental health services for students in crisis. The crisis hotline is a 24 hour telephonic service for students in need of counseling when the CSI Counseling Center is unavailable. This service is administered and staffed by ProtoCall Services. Students can contact ProtoCall at (855)582-6069.

Alcohol and Substance Abuse Program
The College of Staten Island, a unit of The City University of New York, actively supports the prevention of alcohol and drug abuse through education. It presents a variety of drug and alcohol abuse education and prevention programs. The college’s Alcohol/Substance Abuse Program is a part of the Department of Student Development/Student Affairs. The purpose of this program is to:

- Educate students about alcohol and substance abuse.
- Identify students with problems related to alcohol and substance abuse.
- Intervene in the lives of students who are affected by such abuse.
- Provide counseling and/or referral for students with problems.

A student who is experiencing difficulty with alcohol or chemical dependency may be referred to the Vice President for Student Affairs or the appropriate counseling center by members of the instructional staff or may seek assistance directly.

Strategies for Education and Prevention of Alcohol and Substance Abuse
1. College-wide workshops on substance abuse that focus on drugs, alcohol, cigarettes, and food.
2. Ongoing availability of pamphlets, books, videos, and audios designed to heighten awareness and provide information on the subject.
3. Individual and group counseling and referral.

College Resources
Information and assistance are available by calling any of these offices in the Division for Student Affairs that are located on the Willowbrook Campus:

Counseling Center - building 1A-109, 718-982-2391
Health and Wellness - building 1C-112, 718-982-3045
Center for Student Accessibility – building 1P-101, 718-982-2513

Self-Help and Referral Services
- Alcoholics Anonymous 212-647-1680
- Al-Anon 212-941-0094
- Narcotics Anonymous 212-929-6262
- NYS Smokers’ Quitline 866-697-8486
- Richmond University Medical Center – Psychiatric ER 718-818-6300

Treatment Programs
- Richmond University Medical Center
  355 Bard Avenue
  Staten Island, NY 10301
  800-273-1114
- Staten Island University Hospital
  392 Seguine Avenue
  Staten Island, NY 10309
  718-356-8910
- Kingsborough Alcoholism Treatment Center
  754 Lexington Avenue
  Brooklyn, NY 11221
  866-221-4800
- YMCA Counseling Service
  3911 Richmond Avenue
  Staten Island, New York 10312
  718-948-3232

For additional information regarding these programs contact the Counseling Center on the Willowbrook Campus, located in Building 1A Room 109, (718) 982-2392 or the Wellness Program located in Building 1C, Room 112, (718) 982-3113.
SEXUAL MISCONDUCT

REPORTING AND PREVENTION OF SEXUAL MISCONDUCT INCLUDING SEXUAL ASSAULT, HARASSMENT AND STALKING AND DATING, INTIMATE PARTNER AND DOMESTIC VIOLENCE

Under the provisions of Title IX of the Education Amendments of 1972 (Title IX), 20 USC §§ 1681 et seq., and its implementing regulations, 34 CFR Part 106, discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance is prohibited. Sexual harassment of students, which includes acts of sexual violence, cyber stalking and unwanted physical contact of a sexual nature, is a form of discrimination prohibited by Title IX. Sexual Harassment is unwelcome conduct of a sexual nature that is sufficiently serious to adversely affect your ability to participate in or benefit from an educational program. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature on or off campus.

The City University of New York Policy on Sexual Misconduct

To directly view a copy of the City University of New York Policy on Sexual Misconduct, please see the link below:

Allegations of sexual misconduct including sexual assault, sexual harassment, stalking, or domestic dating and intimate partner violence should be reported to one of the individuals listed below.

Title IX Coordinator/Chief Diversity Officer Danielle E. Dimitrov Esq., 1A-103, 718-982-2250, danielle.dimitrov@csi.cuny.edu
Vice President for Student and Enrollment Services, Jennifer Borrero, 1A-301, 718-982-2335, jennifer.borrero@csi.cuny.edu
Director of Public Safety Robert A. Wilson, 2A-108, 718-982-2113, robert.wilson@csi.cuny.edu
Executive Director of Human Resources, Hope Berte, 1A-201, 718-982-2379, hope.berte@csi.cuny.edu

For more detailed information on Title IX including community and campus specific information resources, please also see CUNY policies, Getting Help, Understanding and Preventing Sexual Assault and Sexual Harassment at:
http://www1.cuny.edu/sites/title-ix/campus/college-of-staten-island/

You may also:

- Call the Department of Public Safety’s emergency telephone line 718-982-2111. Extension 2111 may be dialed within the college’s telephone system.
- Report the information to any member of the Office of Public Safety or in person on the Willowbrook Campus at the Public Safety Office located in room 2A-108.
- Victims or witnesses may report crimes to persons designated as Campus Security Authorities (listed on page 3 of this document), who will report the incident to the Title IX Coordinator and forward the report to the Office of Public Safety for inclusion in the annual crime report. Names and numbers of Campus Security Authorities are located on the first page of this report. The College recognizes the importance of confidentiality to victims and witnesses of crimes. For the purposes of providing crime statistics pursuant to the Campus Security Act in the College’s Annual Security Report, victim and witness information will remain anonymous. However, complete confidentiality cannot be guaranteed in all other contexts. Victims of sexual violence will be encouraged, but not required to report the incident to law enforcement authorities. The College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community. In many cases, however, that notification will be done without divulging the victim’s identity and will be done only for the purpose of providing a campus-wide safety alert.
- In the event that the situation you observe or are involved in is of an extreme or life-threatening nature, call 911, the New York City Police Department’s emergency phone number. If you make a 911 call, please also notify the Office of Public Safety. They will also respond to assist and direct the police and other emergency personnel to the reported emergency.

Definitions of Crimes that Must Be Reported Pursuant to VAWA

The Violence Against Women Reauthorization Act of 2013 (“VAWA”), added additional categories of crimes to the Clery Act that CUNY’s schools are now required to report.

Domestic Violence

According to federal statute, “domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of [New York], or 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 [New York].” 42 U.S.C. § 13925(a
Dating Violence
According to federal statute, “dating violence” means violence committed by a person:
(A) who is or 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:
(i) The length of the relationship
(ii) The type of relationship
(iii) The frequency of interaction between the persons involved in the relationship. 42 U.S.C. § 13925(a).
CUNY’s Sexual Misconduct Policy further defines Dating, Domestic and Intimate Partner Violence as:
A pattern of coercive behavior that can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an intimate partner. Such violence may occur in all kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with children in common, same-sex partners, and people who were formerly in a relationship with the person abusing them.

Stalking
According to federal statute, stalking is “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
(A) fear for his or her safety or the safety of others; or
(B) suffer substantial emotional distress.” 42 U.S.C. § 13925(a).
CUNY’s Sexual Misconduct Policy further defines Stalking as:
Intentionally engaging in a course of conduct directed at a specific person with whom the perpetrator currently has, previously has had, or desires to have, some form of sexual or romantic relationship, that:
1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
2. causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
3. is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Bystander Intervention:
The college encourages all community members, including faculty, students and visitors to take reasonable and prudent actions to prevent and stop an act of sexual harassment, gender-based harassment or sexual violence that she/he may witness. Although these actions will depend on circumstances they may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. In addition, the college encourages all community members to report an incident of sexual misconduct that they observe or become aware of to the Title IX Coordinator, and/or the Offices of Public Safety and Student Affairs. Community members who chose to exercise this positive option will be supported by the college and protected from retaliation.

Preventing Date or Acquaintance Rape
Convey strongly that you expect your rights to be respected.
Meet new acquaintances in public places. Always have your own transportation or travel with good friends.
Keep money in your pocket or purse for phone calls or pay for transportation if you must leave a situation abruptly.
Be aware of how much alcohol is being consumed. It is best to avoid using alcohol. While not a direct cause of date rape, alcohol can increase your vulnerability by lowering your alertness and ability to react.
Clearly define your sexual limit. If someone starts to offend you, be direct. Say no clearly when you mean no.
If you feel that you are being pressured into unwanted sex, say something as soon as you can, before the behavior goes any further.
Embellishment should not keep you from doing what is right for you. Do not hesitate to raise your voice, stand up abruptly, or scream if the situation warrants it.

What to Do If You Are Attacked
After an attack, try to be as calm as possible in order to think clearly. Get to a safe place and call for help immediately. If you are in the building, contact security immediately; anywhere else call 911, call a relative or a friend or a rape crisis center. The NYC Police Department Sex Crimes Report Line is always open at 212-COP-RAPE.
Remain in the same condition as when the attacker left. Do not change, wash, or destroy any clothing or any article that may be evidence.
Do not wash, douche or comb your hair.
Have a medical/gynecological exam at the nearest hospital emergency room as soon as possible. The doctor should note and treat any injury and take measures to combat the possibility of sexually transmitted diseases or pregnancy. If you report being raped, the doctor must collect semen smears as evidence.
Show police any bruises or injuries, however minor, resulting from the attack. Also show injuries, however minor, resulting from the attack. Also show injuries to a friend or relative who might be available as a corroborative witness at the trial. If possible, photograph bruises.
Leave the crime scene exactly as it is. Do not touch, clean up, or throw anything away.
Give any clothing that was stained or torn (including undergarments) during the crime to the police.
When calm, write down every detail about the incident, including: who, what, where, when, and how; what the attacker looked like (height, weight, clothing, type of build, color of skin, hair eyes facial oddities, scars jewelry, tattoos etc.); description of any vehicle used or the direction you last saw the attacker running; what kind of force or coercion was used; any objects touched,
• Who is a victim?

Anyone can be a victim, regardless of gender, age, race, sexual orientation, gender identity, religion, ethnicity, class or national origin. Regardless of whether the victim was abusing alcohol and/or underage, she or he is still the victim of the sex offense.

• Who is responsible for a sexual attack?

In the absence of consent, the attacker is always responsible for having committed the sexual assault regardless of the victim’s appearance, behavior, or conduct on previous occasions. An attacker cannot assume that the way a person dresses or acts is an invitation for sexual advances. A person may welcome some forms of sexual contact and be opposed to others. The more impaired a person is from alcohol or drugs, the less likely she/he can give consent; having sex with someone who is “passed out” or sleeping is rape. And regardless of previous sexual activity, if someone refuses sexual contact, the failure to respect that limit constitutes non-consensual sex.

• When is lack of consent?

Under New York law, lack of consent to a sexual contact may be demonstrated in the following ways: (1) forcible compulsion including the use of physical force or threat (express or implied) which places the person in fear of physical injury to self or another; (2) incapacity to consent on the part of the victim; (3) circumstances in which the victim does not expressly or impliedly acquiesce in the actor’s conduct; or (4) circumstances in which the victim clearly expressed by words or actions that he or she did not consent to engage in such sexual act and a reasonable person would have understood such person’s words or actions as an expression of lack of consent to such conduct. A person is deemed incapable of giving consent if she/he is (a) under the age of 17, (b) mentally incapacitated (which may include incapacity due to the victim’s ingestion of alcohol or drugs), (c) physically disabled or (d) physically helpless (asleep, unconscious or for any other reason physically unable to communicate unwillingness to act, which may also include incapacity due to the victim’s ingestion of alcohol or drugs).

CUNY’s Sexual Misconduct Policy requires affirmative consent to sexual activity. Affirmative consent as defined in CUNY’s Sexual Misconduct Policy 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 may be initially given but withdrawn at any time. 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.

In order to give consent, one must be of legal age (17 years or older). Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. 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 lack of consciousness or being asleep, being involuntarily restrained, or if the 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.

• Who is a perpetrator?

Many people think that sexual assaults are only perpetrated by vicious strangers on dark, deserted streets. In fact, studies indicate that between 80 and 90 percent of all people who have been raped know their perpetrator(s). This is called “date rape” or “acquaintance rape.” “Date rape” is not a legally distinct or lesser category of rape. It refers to a relationship and situational context in which rape occurs on a date. Rape or any sexual offense, whether on a date or not, is the same criminal offense involving the same elements of force, exploited helplessness or underage participation. With sexual assaults where the victim knows the perpetrator, alcohol use is often involved on the part of either the victim or the perpetrator. However, a sexual assault is still a crime regardless of the intoxication of the perpetrator or the victim.

• Who is a victim?

Anyone can be a victim, regardless of gender, age, race, sexual orientation, gender identity, religion, ethnicity, class or national origin. Regardless of whether the victim was abusing alcohol and/or underage, she or he is still the victim of the sex offense.

• When is there lack of consent?

Under New York law, lack of consent to a sexual contact may be demonstrated in the following ways: (1) forcible compulsion including the use of physical force or threat (express or implied) which places the person in fear of physical injury to self or another; (2) incapacity to consent on the part of the victim; (3) circumstances in which the victim does not expressly or impliedly acquiesce in the actor’s conduct; or (4) circumstances in which the victim clearly expressed by words or actions that he or she did not consent to engage in such sexual act and a reasonable person would have understood such person’s words or actions as an expression of lack of consent to such conduct. A person is deemed incapable of giving consent if she/he is (a) under the age of 17, (b) mentally incapacitated (which may include incapacity due to the victim’s ingestion of alcohol or drugs), (c) physically disabled or (d) physically helpless (asleep, unconscious or for any other reason physically unable to communicate unwillingness to act, which may also include incapacity due to the victim’s ingestion of alcohol or drugs).

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Contacting Outside Agencies
Affairs at 718-982-2335.

The College of Staten Island administration will assist any student requesting contact outside to agencies, including local police, regarding charges and complaints of sexual assault.

College Support Services
On-Campus Assistance
Victims of a sexual assault are encouraged to contact the Title IX Coordinator and/or Student and Enrollment Service Office to obtain assistance in accessing medical and counseling services, or to make any necessary changes to the student’s academic program. Victims of such crimes can obtain assistance from the Office of the Dean of Students throughout the disciplinary process.

The Office of Security and Public Safety can assist the victim in getting to and from campus classes, filing a police report and obtaining an order of protection against the perpetrator. The victim can also file a complaint with the College against a perpetrator who is a student or employee of the University with the Vice President of Student Affairs and the Office of Public Safety.

Off-Campus Resources
A. Emergency: 911
B. The Staten Island Special Victims Squad, 130 Stuyvesant Ave., SI, NY, 718-556-6390
C. The New York City Police Department Sex Crimes Report Line 212-COP-RAPE, open around the clock, is answered by a female detective at all times. It takes telephone reports of sex crimes, refers victims to counseling and other community services, provides information on police procedures and etc.
D. The NYC Victims Services Agency: open 24 hours, seven days a week 212-577-7777. Provides crisis intervention for crime victims.
E. The Gay and Lesbian Anti-Violence Project: 24-hour hotline 212-714-1141
F. The following New York state department of Criminal Justice website offers links to many additional resources at www.criminaljustice.ny.gov/pio/crimevictims.html

Prevention Education Programs
Each CUNY College is required to develop materials and programs to educate its students, faculty and staff on the nature, dynamics, common circumstances and effects of sexual assault, domestic/intimate partner violence and stalking, and the means to reduce their occurrence and prevent them. These programs should seek to provide the most recent and relevant information, such as education pertaining to bystander intervention, the importance of peer networks and the significance of fostering a community of responsibility.

All students during August orientation and during mandatory Professional Development Time in early September receive information about sexual assault prevention and reporting procedures. These are published annually in this document and are available on the school’s website under Legal Notices, Annual Security Report.

Much information, including resources, about campus safety, sexual assault and harassment, domestic/intimate partner violence, stalking and dating violence can be found at www.notalone.gov

Additional Resources for Title IX and the Violence Against Women’s Act are available on the CUNY website at: www1.cuny.edu/sites/title-ix/resources/campus/

Prevention education materials and programs must be incorporated into campus orientation activities for all incoming undergraduate and graduate students (including transfers), and is required to be made available to all student activity groups, clubs and athletic teams.

In addition, all residence halls are required to have a mandatory orientation on sexual assault, stalking and domestic/intimate partner violence prevention. Colleges are encouraged to assist in the organization of peer education groups and to provide resources to such groups so that the groups can provide training and outreach to other students throughout the academic year. Since the abuse of alcohol is frequently involved in occurrences of sexual assault and other forms of violence, it is important that the education program include education about the deleterious effects of alcohol abuse.

In addition, each College is required to provide periodic training relating to the prevention and handling of sexual assaults, stalking and domestic/intimate partner violence for all relevant personnel, including public safety officers, counselors, student affairs staff and residence hall assistants by experts trained in the field. Education and training must also be made available to any interested faculty and staff member. Each campus must have at least one qualified staff or faculty member serve as a designated liaison and trainer for additional trainings.

Definitions of Sex Offenses
Sexual assault is a crime. Under Article 130 of the New York State Penal Law, it is a sex offense to engage in sexual contact or to engage in sexual intercourse, sodomy or sexual abuse by contact without the consent of the victim or where the victim is incapable of giving consent. Criminal sex offenses are classified in degree according to the seriousness of sexual activity, the degree of force used, the age of the victim and the physical and mental capacity of the offender and victim.

See the following chart for a list of some of the major sex offenses and their maximum penalties under New York State Law. Sexual assault is a crime of power, aggression and violence. Terms such as “date rape” and “acquaintance rape” tend to minimize the fact that the act of rape, or any sexual assault, is a serious crime. There is never an excuse or a reason for a person to rape, assault or even touch another person’s private parts without consent. The impact on survivors of such an attack can cause severe and lasting physical, mental and emotional damage.
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</thead>
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<tr>
<td><strong>Rape in the first degree</strong> (PL § 130.35)</td>
<td>A person is guilty when he or she engages in sexual intercourse with another person by forcible compulsion, with a person who is incapable of consent by reason of being physically helpless (e.g. being asleep, unconscious or due to alcohol or drug consumption), who is less than 11 years old or less than 13 and the actor is 18 or older.</td>
<td>Is a class B felony, with penalties up to 25 years in prison.</td>
</tr>
<tr>
<td><strong>Rape in the second degree</strong> (PL § 130.30)</td>
<td>A person is guilty when being 18 years old or more, he or she engages in sexual intercourse with another person less than 15, or with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated</td>
<td>Is a class D felony, with penalties up to 7 years in prison.</td>
</tr>
<tr>
<td><strong>Criminal sexual act in the first degree</strong> (PL § 130.50)</td>
<td>A person is guilty when he or she engages in oral sexual contact or anal sexual contact with another person by forcible compulsion, or with someone who is incapable of consent by reason of being physically helpless, or with someone less than 11 or with someone less than 13 and the actor is 18 or older.</td>
<td>Is a class B felony, with penalties up to 25 years in prison.</td>
</tr>
<tr>
<td><strong>Forcible touching (PL § 130.52)</strong></td>
<td>A person is guilty when he or she 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</td>
<td>Is a class A misdemeanor, with penalties up to 1 year in jail.</td>
</tr>
<tr>
<td><strong>Sexual abuse in the first degree</strong> (PL § 130.65)</td>
<td>A person is guilty when he or she subjects another person to sexual contact: by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the person is less than 11 years old.</td>
<td>Is a class D felony, with penalties up to 7 years in prison.</td>
</tr>
<tr>
<td><strong>Aggravated sexual abuse in the first degree</strong> (PL § 130.70)</td>
<td>A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person by forcible compulsion, when the person is incapable of consent by reason of being physically helpless, or when the person is less than 11.</td>
<td>Is a class B felony, with penalties up to 25 years in prison.</td>
</tr>
<tr>
<td><strong>Aggravated sexual abuse in the third degree</strong> (PL § 130.66)</td>
<td>A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the person is incapable of consent by reason of being physically helpless, or when the person is less than 11.</td>
<td>Is a class D felony, with penalties up to 7 years in prison.</td>
</tr>
<tr>
<td><strong>Facilitating a sex offense with a controlled substance</strong> (PL § 130.90)</td>
<td>A person is guilty when he or she knowingly and unlawfully possesses a controlled substance or any 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, and commits or attempts to commit such conduct constituting a felony defined in Article 50.</td>
<td>Is a class D felony, with penalties up to 7 years in prison.</td>
</tr>
</tbody>
</table>
**Missing Persons**

In accordance with state and federal law, the College maintains procedures for the investigation of reports of missing persons. In addition, in compliance with state and federal law, the College will notify the appropriate law enforcement agency within 24 hours of receiving a report of a missing student who resides in campus housing. The City University of New York Missing Person Policy is available at: [http://policy.cuny.edu/manual_of_general_policy/article_v/policy_5.27/pdf/#Navigation_Location](http://policy.cuny.edu/manual_of_general_policy/article_v/policy_5.27/pdf/#Navigation_Location)

**Admission of Sex Offenders (as provided by the Vice Chancellor’s Office of Legal Affairs)**

The College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment would be based on an individualized determination taking into account any information the college has about a student’s criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus.

**Campus Sex Crimes Prevention Act**

The New York State Division of Criminal Justice Services maintains a registry of convicted sex offenders which is available to local law enforcement agencies, including CUNY’s Public Safety Departments. To obtain information about a Level 2 or Level 3 registered sex offender you may:

- Contact the police department in the jurisdiction in which the offender resides and/or in which the college is located.
- Contact Robert A. Wilson, Director of Public Safety, at 718-982-2113.
- Call the Division’s sex offender registry at (800) 262-3257.

To obtain information about Level 3 offenders only, you may:

- Contact the Division’s sex offender registry web site: [www.criminaljustice.ny.gov/nsor/index.htm](http://www.criminaljustice.ny.gov/nsor/index.htm)
  And click on “Search for Level 3 Sex Offenses;” or

- Access the Division’s Level 3 subdirectory electronically at the College’s Office of Public Safety or

- The local law enforcement agency for the jurisdiction in which the offender resides.

**Other Links to University Policies and Procedures**

Sexual Misconduct Policy:

Equal Opportunity and Non-discrimination policy:

Student Sexual Misconduct Complainants’ Bill of Rights:

Workplace Violence:

Domestic Violence in the Workplace:

**THE CITY UNIVERSITY OF NEW YORK – POLICIES AND PROCEDURES CONCERNING SEXUAL MISCONDUCT INCLUDING SEXUAL ASSAULT, STALKING AND DOMESTIC AND INTIMATE PARTNER VIOLENCE AGAINST STUDENTS**


**The Student Handbook is available at:** [http://www.csi.cuny.edu/gazetteer/](http://www.csi.cuny.edu/gazetteer/)

Crime statistics for the College of Staten Island for the calendar years 2013-2015 are located on the chart on page 34 of this document. The statistics included on these charts are derived from reported criminal incidents from the following sources.

1. ALL PUBLIC SAFETY REPORTS
2. ANY REPORTS FROM CAMPUS SECURITY AUTHORITIES
3. LOCAL POLICE PRECINCT
# Policy on Sexual Misconduct Including the City University of New York including Student Bill of Rights

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I. Policy Statement

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:

1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;

2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;

3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;

4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;

5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and

6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing sexual harassment, gender-based harassment and sexual violence and is applicable at all college and units at the University. The CUNY community should also be aware of the following policies that apply to other forms of sex discrimination, as well as to other types of workplace violence and domestic violence that affect the workplace:

- The CUNY Policy on Equal Opportunity and Nondiscrimination prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law. That policy addresses sex discrimination other than sexual harassment, gender-based harassment or sexual violence covered by this policy.

- The CUNY Workplace Violence Policy addresses workplace violence and the CUNY Domestic Violence in the Workplace Policy addresses domestic violence in or affecting employees in the workplace.

In addition, campus crime statistics, including statistics relating to sexual violence, which CUNY is required to report under the Jeanne Clery Act, are available from the Office of Public Safety at each college and/or on its Public Safety website.

II. Prohibited Conduct

A. Sexual Harassment, Gender-Based Harassment and Sexual Violence. This policy prohibits sexual harassment, gender-based harassment and sexual violence against any CUNY student, employee or visitor.

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Sexual violence is an umbrella term that includes sexual assault, such as rape/attempted rape, criminal sexual act, forcible touching, and sexual abuse. If of a sexual nature, stalking/cyberstalking (hereinafter “stalking”) and dating, domestic and intimate partner violence may also constitute sexual harassment, gender-based harassment or sexual violence.

The complete definitions of these terms, as well as other key terms used in this policy, are set forth in Section XI below.

C. Retaliation. This policy prohibits retaliation against any person who reports sexual harassment, gender-based harassment or sexual violence, assists someone making such a report, or participates in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint.

D. Certain Intimate Relationships. This policy also prohibits certain intimate relationships when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility as set forth in Section X below.

III. Title IX Coordinator

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs. The Title IX Coordinator has overall responsibility for
implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. The name and contact information for all Title IX Coordinators at CUNY can be found on the university’s dedicated Title IX website at Campus Title IX Webpage.

IV. Immediate Assistance in Cases of Sexual Violence

A. Reporting to Law Enforcement

Students or employees who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus are strongly encouraged to immediately report the incident by calling 911, contacting their local police precinct, or contacting their college public safety office, which is available 24 hours a day, 7 days a week. 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.

B. Obtaining Immediate Medical Attention and Emotional Support

CUNY is committed to assisting anyone who experiences sexual violence 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 attack are important for many reasons, including facilitating a criminal investigation. In addition, individuals who have experienced or witnessed sexual violence are encouraged to seek emotional support as soon as possible, either on or off-campus.

On-campus resources include nurses and/or nurse practitioners at campus health offices and counselors at campus counseling centers. Counselors are trained to provide crisis intervention and provide referrals for longer-term care as necessary.

For off-campus resources, CUNY maintains a list of emergency contacts and resources, including rape crisis centers, available throughout New York City on its dedicated web page. This list includes a designation of which local hospitals are designated as SAFE (Sexual Assault Forensic Examiner) hospitals, which are specially equipped to handle sexual assaults and trained to gather evidence from such assaults.

V. Reporting Sexual Harassment, Gender-Based Harassment or Sexual Violence to the College

CUNY encourages individuals who have experienced sexual harassment, gender-based harassment or sexual violence (referred to in this policy as “complainants”) to report the incident(s) to campus authorities, even if they have reported the incident to outside law enforcement, and regardless of whether the incident took place on or off-campus. Such reporting will enable complainants to get the support they need, and provide the college with the information it needs to take appropriate action. However, individuals should be aware that there are employees at their college/unit whom they can speak with on a strictly confidential basis before determining whether to make a report to college authorities. See Section VI below.

A. Filing a Complaint with Campus Authorities

(i) **Students.** Students who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of the Vice President for Student Affairs and/or Dean of Students;
- Residence Life staff in CUNY owned or operated housing, including Resident Assistants.

(ii) **Employees.** Employees who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Director of Human Resources;
- Office of Public Safety.

(iii) **Visitors.** Visitors who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Residence Life staff in CUNY owned or operated housing, including Resident Assistants.

Once any of the individuals or offices above is notified of an incident of sexual harassment, gender-based harassment or sexual violence, she/he will coordinate with the appropriate college offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. All information in connection with the complaint, including the identities of the complainant and the respondent, will be kept as confidential as possible and will only be shared with those who have a legitimate need for the information.

B. Support Assistance for Complainants

When a Title IX Coordinator receives a complaint of sexual or gender-based violence, she/he will work with the Chief Student Affairs Officer to identify a trained staff member to assist the complainant with support services and accommodations.

C. Request that the College Maintain a Complainant’s Confidentiality, Not Conduct an Investigation, or Not Report an Incident to Outside Law Enforcement

After a report of an alleged incident of sexual harassment, gender-based harassment or sexual violence has been made to the Title IX Coordinator, a complainant may request that the matter be investigated without her/his identity or any details regarding the incident being divulged further. Alternatively, a complainant may request that no investigation into a particular incident be conducted or that an incident not be reported to outside law enforcement.
In all such cases, the Title IX Coordinator will weigh the complainant’s requests against the college’s obligation to provide a safe, non-discriminatory environment for all students, employees, and visitors, including the complainant. A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but only that all efforts will be undertaken to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive measures set forth in Section VII of this policy.

If the Title IX Coordinator determines that she/he will maintain confidentiality as requested by the complainant, the college will take all reasonable steps to investigate the incident consistent with the request for confidentiality. However, a college’s ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request.

In any event, the college is required to abide by any laws mandating disclosure, such as the Jeanne Clery Act and New York’s Campus Safety Act. However, notification under the Jeanne Clery Act is done without divulging the complaint’s identity, and notification of sexual violence under the New York Campus Safety Act is not required and will not be done if the complainant requests confidentiality.

If the Title IX Coordinator determines that the college must report the incident to outside law enforcement, the college will cooperate with any criminal investigation, which may include providing the outside law enforcement agency with any evidence in its possession relating to the incident.

D. Action by Bystanders and Other Community Members
While those employees designated as “responsible” employees are required reporters as set forth in Section VI below, CUNY encourages all other community members, including faculty, students and visitors, to take reasonable and prudent actions to prevent or stop an act of sexual harassment, gender-based harassment or sexual violence that they may witness. Although these actions will depend on the circumstances, they include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CUNY encourages all community members to report an incident of sexual harassment, gender-based harassment or sexual violence that they observe or become aware of to the Title IX Coordinator, and/or the offices of Public Safety and the Vice President of Students Affairs and/or Dean of Students at their college. Community members who take action in accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to disciplinary charges.

E. Amnesty for Drug and Alcohol Use
CUNY strongly encourages students to report instances of sexual harassment, gender-based harassment or sexual violence as soon as possible, even if those reporting or the alleged victim may have engaged in the inappropriate or unlawful use of alcohol or drugs. Therefore, a student who reports or experiences sexual harassment, gender-based harassment or sexual violence will not be disciplined by the college for any violation of CUNY’s Policy Against Drugs and Alcohol in connection with the reported incident, subject to the conditions in CUNY’s Medical Amnesty/Good Samaritan policy.

F. Reporting Suspected Child Abuse
Certain members of the CUNY community who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at CUNY or sponsored by CUNY are required to report immediately to the New York State Maltreatment Hotline if they have reasonable cause to suspect abuse or maltreatment of individuals under the age of 18. Information regarding mandated child abuse reporting is available on the Office of the General Counsel web page. If anyone other than New York State mandated reporters has reasonable cause to believe that a minor is being or has been abused or maltreated on campus, she/he should notify either the Title IX Coordinator or Director of Public Safety. If any CUNY community member witnesses child abuse while it is happening, she/he should immediately call 911.

G. Reporting Retaliation
An individual may file a complaint with the Title IX Coordinator if she/he has been retaliated against for reporting sexual harassment, gender-based harassment or sexual violence, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in Section VIII of this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

VI. Reporting/Confidentiality Obligations of College and University Employees
An individual who speaks to a college or CUNY employee about sexual harassment, gender-based harassment or sexual violence should be aware that employees fall into three categories: (1) “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s); (2) “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator; and (3) all other employees, who are strongly encouraged but not required to report the incident(s).

A. Confidential Employees
(i) For Students. Students at CUNY who wish to speak to someone who will keep all of the communications strictly confidential should speak to one of the following:

- Counselor or other staff member at their college counseling center;
- Nurse, nurse practitioner or other staff member in the college health office;
- Pastoral counselor (i.e., counselor who is also a religious leader) if one is available at their college; or
- Staff member in a women’s or men’s center, if one exists at their college.
The above individuals will not report any information about an incident to the college’s Title IX Coordinator or other college employees without the student’s permission. The only exception is in the case where there is an imminent threat to the complainant or any other person.

A student who speaks solely to a “confidential” employee is advised that, if the student wants to maintain confidentiality, the college may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, these professionals will assist the student in receiving other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement and thus have the incident investigated.

(ii) For Employees. Although there is no one directly employed by CUNY to whom CUNY employees can speak on a confidential basis regarding sexual harassment, gender-based harassment or sexual violence, free confidential support services are available through CUNY’s Work/Life Program, which is administered by an outside company. Confidential community counseling resources are also available throughout New York City:

B. “Responsible” Employees
“Responsible” employees have a duty to report incidents of sexual harassment, gender-based harassment or sexual violence, including all relevant details, to the Title IX Coordinator. Such employees are not permitted under any circumstances to maintain a complainant’s confidentiality. To the extent possible, information reported to responsible employees will be shared only with the Title IX Coordinator, the “responsible” employee’s supervisor, and other people responsible for handling the college’s response to the report.

Before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee’s reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

CUNY has designated the following individuals as “responsible” employees:

(i) Title IX Coordinator and her/his staff
(ii) Office of Public Safety employees (all)
(iii) Vice President for Student Affairs and Dean of Students and all staff housed in those offices
(iv) Residence Life staff in CUNY owned or operated housing, including Resident Assistants (all)
(v) College President, Vice Presidents and Deans
(vi) Athletics Staff (all)
(vii) Department Chairpersons/Executive Officers
(viii) Human Resources staff (all)
(ix) University Office of the General Counsel employees (all)
(x) College/unit attorney and her/his staff
(xi) Faculty members at times when they are leading off-campus trips
• Faculty or staff advisors to student groups
• Employees who are Managers (all)
• SEEK/College Discovery staff (all)

C. All Other Employees
Employees other than those identified in subsections “A” and “B” above are permitted but not required to report any possible sexual harassment, gender-based harassment or sexual violence; however, they are encouraged by CUNY to make such a report.

It is important to emphasize that faculty members other than those specifically identified in subsection “B” above have not been designated as “responsible” employees and do not have an obligation to report the matter to the Title IX Coordinator, although they are encouraged to do so.

VII. Interim and Supportive Measures
The college will take immediate steps to protect the complainant and other affected parties, as well as the college community at large, following an allegation of sexual harassment, gender-based harassment or sexual violence. In general, when taking such interim and supportive measures, the college will seek to minimize the burden on the complainant.

Interim and supportive measures may include, among other things:

(i) Making necessary changes to academic programs, including a change in class schedule, making appropriate accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting the complainant to attend a class via skype or other alternative means where appropriate, providing an academic tutor, or extending deadlines for assignments;

(ii) Making necessary changes to residential housing situations or providing assistance in finding alternate housing;
   i. Changing an employee’s work assignment or schedule;

(iii) Providing the complainant with an escort to and from class or campus
   i. work location;

(iv) Arranging appropriate transportation services to ensure safety;

(v) Prohibiting contact between the complainant and the respondent (“no contact” orders);
a. Offering counseling services to the complainant, to the respondent, and, where appropriate, to witnesses, through the college Counseling Center or other appropriate college office, or a referral to an off-campus agency;
b. Providing the complainant assistance in obtaining medical and other services, including access to rape crisis centers;
c. Providing the complainant assistance with filing a criminal complaint and seeking an order of protection;
   (vi) Enforcing an order of protection;
   (vii) Addressing situations in which it appears that a complainant’s academic progress is affected by the alleged incident;
   (viii) In exceptional circumstances, seeking an emergency suspension of a student or an employee under applicable CUNY Bylaws, rules, policies and collective bargaining agreements.

VIII. Investigating Complaints of Sexual Harassment, Gender-Based Harassment or Sexual Violence

The college will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the college or university), that sexual harassment, gender-based harassment or sexual violence may have been committed against a student, employee or visitor, unless the complainant has requested that the college refrain from such an investigation and the college has determined that it may do so.

A. The Investigation

The college Title IX Coordinator is responsible for conducting the investigation in a prompt, thorough, and impartial manner. The college Title IX Coordinator shall inform the respondent that an investigation is being commenced and shall inform the respondent of the allegations of the complainant. If there is a written complaint, the respondent shall be provided with a copy of the complaint unless circumstances warrant otherwise. The Title IX Coordinator shall coordinate investigative efforts with other college offices, and may designate another trained individual to conduct all or part of the investigation. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview conducted as part of such investigation.

The college Title IX Coordinator shall take prompt and effective steps reasonably calculated to end any sexual harassment, gender-based harassment or sexual violence, including: (i) taking interim measures; (ii) preventing retaliation; (iii) providing the complainant and the respondent with periodic status updates of the investigation and notice of outcome of the investigation; (iv) informing the complainant of her/his right to file a criminal complaint; (v) coordinating with law enforcement agencies, as appropriate, after consultation with Public Safety; (vi) maintaining all documents of the investigation; and (vii) drafting a report of findings, which is to be submitted to the College President.

B. Conflicts

If any administrator designated by this policy to participate in the investigation or resolution of a complaint (including but not limited to the Title IX Coordinator) is the respondent, the College President will appoint another college administrator to perform such person’s duties under this policy. If the President is the respondent, the investigation will be handled by the University Title IX Coordinator or her/his designee.

C. Mediation

While mediation is not permitted in cases where sexual violence is alleged, it may be appropriate where sexual harassment or gender-based harassment allegations have been made by a student or employee but there is no allegation of sexual violence. Mediation is a process whereby the parties can participate in a search for fair and workable solutions. Mediation requires the consent of both the complainant and the respondent, but does not require the complainant and respondent to meet face-to-face. Either party, however, has the right to end the mediation at any time and proceed with the investigation process. A respondent who is covered by a collective bargaining agreement may consult with and have a union representative present at any mediation session.

D. Timing

The college shall make every reasonable effort to ensure that the investigation and resolution of a complaint are carried out as timely and efficiently as possible. However, the college may need to delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. While some complaints may require extensive investigation, whenever possible, the investigation of complaints should be completed within sixty (60) calendar days of the receipt of the complaint. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the complainant and the respondent in writing.

E. Report of Findings

Following the completion of the investigation, the Title IX Coordinator shall report her/his findings to the College President in writing. Following such report, the College President shall review the complaint investigation report and authorize such action as she/he deems necessary to address the issues raised by the findings. In the event the complainant or the respondent is a student, the report shall also be sent to the Chief Student Affairs Officer. A copy of the report shall be maintained in the files of the Title IX Coordinator.

F. Disciplinary Action

Following an investigation, the College President may recommend that disciplinary action be commenced against the respondent student or employee.
   (i) Discipline against students. In cases where a student is accused of a violation of this policy, including retaliation, the matter shall be referred to the college’s Office of Student Affairs and action shall be taken in accordance with Article XV of the CUNY Bylaws, which contains the student disciplinary process at CUNY. Under the student disciplinary process, complainants have the same right as respondents to receive notice of the charges, to attend and participate fully in a disciplinary hearing, to appear through a representative of their choice, including an attorney, to receive notice of the decision of the faculty-student disciplinary committee, and to appeal. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University.
In order to avoid interfering with their activities and, where possible, to obtain information regarding their investigation. Neither a law determine what actions to take based on its own investigation. The college may coordinate with outside law enforcement authorities in employees.

promote awareness and prevention of sexual harassment, gender-based harassment and sexual violence among all students and CUNY student or employee, the college shall investigate the matter if the alleged conduct may constitute a violation of this policy, and the respondent has committed a violation of this policy.

In addition, if a student or employee makes a complaint of dating, domestic or intimate partner violence and the alleged perpetrator is a dating, domestic or intimate partner violence that affects their employment. Similarly, colleges shall assist students who are the victims assessments instrument shall be structured to be in compliance with any requirements set forth in applicable law and shall be reviewed and approved in advance by the University Title IX Coordinator.

The college Title IX Coordinator, in coordination with other applicable offices, is responsible for training all employees who are required to report incidents of sexual harassment, gender-based harassment or sexual violence under this policy, for ensuring that designated offices are offering and administering the appropriate educational programming to all incoming and transfer students, residence hall students, athletes, fraternity/sorority groups, student leaders, and/or any other student groups which the college determines could benefit from education in the area of sexual harassment, gender-based harassment and sexual violence, and ensuring that designated offices promote awareness and prevention of sexual harassment, gender-based harassment and sexual violence among all students and employees.

C. Assessing Campus Attitudes
The college’s Vice President for Student Affairs, Vice President responsible for human resources, Title IX Coordinator and/or such employees designated by the college President, in coordination with other applicable offices, are responsible for obtaining current information regarding student experiences with sexual harassment, gender-based harassment and sexual violence. Any survey or assessment instrument shall be structured to be in compliance with any requirements set forth in applicable law and shall be reviewed and approved in advance by the University Title IX Coordinator.

D. Dating, Domestic and Intimate Partner Violence
As noted above, CUNY’s Domestic Violence in the Workplace policy provides that colleges shall assist employees who are victims of dating, domestic or intimate partner violence that affects their employment. Similarly, colleges shall assist students who are the victims of dating, domestic or intimate partner violence, including referring them to resources and taking other appropriate supportive measures.

In addition, if a student or employee makes a complaint of dating, domestic or intimate partner violence and the alleged perpetrator is a CUNY student or employee, the college shall investigate the matter if the alleged conduct may constitute a violation of this policy, and take appropriate action based on such investigation, which may include disciplinary action.
X. Rules Regarding Intimate Relationships

A. Relationships between Faculty or Employees and Students

Amorous, dating or sexual activity or relationships (“intimate relationships”), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual harassment. Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this section, professional responsibility for a student means responsibility over academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

B. Relationships between Supervisors and Employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

XI. Definitions of Terms in this Policy

A. Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:

(i) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo);

or

such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual’s educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered “unwelcome” if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

(i) Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual’s body;

(ii) Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;

(iii) Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or

(iv) Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

For purposes of this policy, sexual harassment also includes acts that violate an individual’s right to privacy in connection with her/his body and/or sexual activity such as:

(i) Recording images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;

(ii) Disseminating images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;
of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or 
creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective
that it alters the conditions of, or has the effect of substantially interfering with an individual's educational or work experience by 
creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective
of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or 
disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

B. Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex,
including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious
that it alters the conditions of, or has the effect of substantially interfering with an individual’s educational or work experience by 
creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective
of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or 
disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

C. Sexual violence is an umbrella term that includes: sexual assault, such as rape/attempted rape, criminal sexual act, forcible
Touching and sexual abuse, as well as dating, domestic and intimate partner violence. Stalking, while not necessarily sexual in nature,
can be a form of sexual violence depending upon the circumstances.

(i) Sexual assault is any form of sexual contact (i.e., any touching of the sexual or other intimate parts of a person for the
purpose of gratifying sexual desire of either party) that occurs without consent and/or through the use of force, threat of
force, intimidation, or coercion. Examples of sexual assault include:

- (a) Rape and attempted rape is engaging or attempting to engage in sexual intercourse with another person:
  (a) without such person’s consent; (b) where such person is incapable of giving consent by reason of being mentally disabled, mentally incapacitated or physically helpless; or (c) where such person is less than
  seventeen years old. Sexual intercourse includes vaginal or anal penetration, however slight.

- (b) Criminal sexual act is engaging in oral or anal sexual conduct with another person without such person’s
  consent.

- (c) Forcible touching is intentionally touching the sexual or other intimate parts of another person without the
  latter’s consent for the purpose of degrading or abusing such person; or for the purpose of gratifying the
  actor’s sexual desire.

- (d) Sexual abuse is subjugating another person to sexual contact without the latter’s consent.

(ii) Stalking is intentionally engaging in a course of conduct directed at a specific person that:

- (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of
  such person, a member of such person's immediate family or a third party with whom such
  person is acquainted; or

- (2) Causes material harm to the mental or emotional health of such person, where such conduct
  consists of following,
  telephoning or initiating communication or contact with such person, a member of such person’s
  immediate family or a third party with whom such person is acquainted; or

- (3) is likely to cause such person to reasonably fear that her/his employment, business or career is
  threatened, where such conduct consists of appearing, telephoning or initiating communication
  or contact at such person's place of employment or business, and the actor was previously clearly
  informed to cease that conduct.

(iii) Dating, domestic and intimate partner violence is a pattern of coercive behavior that can include physical, psychological,
sexual, economic and emotional abuse, perpetrated by one person against an intimate partner. Such violence may occur in all
kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with
children in common, same-sex partners, and people who were formerly in a relationship with the person abusing them.

D. Consent is a knowing, informed, voluntary and mutual decision to engage in agreed upon 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 failure to resist does not, in and of itself, demonstrate consent. The definition of consent does not vary based upon a
participant’s sex, sexual orientation, gender identity or gender expression.

Consent can be withdrawn at any time. Past consent to sexual activity between individuals does not constitute consent to subsequent
sexual activity between those individuals, and consent to one form of sexual activity does not necessarily imply consent to other forms
of sexual activity. Whether one party to sexual activity is in a position of authority or influence over the other party is a relevant factor
in determining consent.

In order to give consent, one must be of legal age (17 years or older) and not mentally or physically incapacitated, or physically helpless,
unconscious or asleep. 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 is not valid if it is the result of coercion, intimidation, force
or threat of harm.

E. Complainant refers to the individual who alleges that she/he has been the subject of sexual harassment, gender-based
harassment or sexual violence, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor.
Under this policy, the alleged incident(s) may have been brought to the college’s attention by someone other than the complainant.

F. Visitor is an individual who is present at a CUNY campus or unit but is not a student or an employee.

G. Respondent refers to the individual who is alleged to have committed sexual harassment, gender-based harassment
or sexual violence against a CUNY student, employee, or visitor.
H. **Complaint** is an allegation of sexual harassment, gender-based harassment or sexual violence made under this policy.

I. **Retaliation** is adverse treatment of an individual as a result of that individual’s reporting sexual harassment, gender-based harassment or sexual violence, assisting someone with a report of sexual harassment, gender-based harassment or sexual violence, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.

J. **Managers** are employees who have the authority to either (a) make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities; or (b) make recommendations on tangible employment decisions that are given particular weight. Managers include vice presidents, deans, directors, or other persons with managerial responsibility, including, for purposes of this policy, department chairpersons and executive officers.

Questions about CUNY’s sexual misconduct policy and procedures may be directed to the College of Staten Island’s Title IX Coordinator:
Chief Diversity Officer Danielle E. Dimitrov Esq., 1A-103, 718-982-2250, danielle.dimitrov@csi.cuny.edu

Please note that you may also contact anyone on the Title IX committee. Their information is below:
Title IX Coordinator/Chief Diversity Officer Danielle E. Dimitrov Esq., 1A-103, 718-982-2250, danielle.dimitrov@csi.cuny.edu
Director of Public Safety Robert A. Wilson, 2A-108, 718-982-2113, robert.wilson@csi.cuny.edu
Executive Director of Human Resources, Hope Berte, 1A-201, 718-982-2379, hope.berte@csi.cuny.edu

Information on resources and the process for filing a complaint is available on CUNY’s Title IX web page.
http://www1.cuny.edu/sites/title-ix/campus/university/
The City University of New York
Students’ Bill of Rights

CUNY students who experience campus-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights:

- To report the incident to your campus.
- To report the incident to the University or campus public safety department and/or to file a criminal complaint with the NYPD, or to choose not to report.
- To receive assistance from your campus or others in filing a criminal complaint, which may include seeking an Order of Protection.
- To describe the incident only to those campus officials who need the information in order to properly respond and to repeat the description as few times as practicable.
- To request that the campus file conduct charges against the respondent(s). The decision on whether to bring charges rests with the campus.
- To be protected by your campus from retaliation for reporting the incident, and to have any allegations of retaliation addressed by the campus.
- To receive assistance and resources from your campus, including confidential and free on-campus counseling, and to be notified of other available services on- and off-campus, including, among other resources, the New York State Office of Victim Services.
- To receive assistance in seeking necessary medical services or treatment, including a Sexual Assault Forensic Examination (SAFE exam), on or off campus.
- To obtain, where appropriate, changes with respect to campus academic and living arrangements, no-contact orders, and other interim remedial measures to enable you to continue your education without undue stress or trauma.
- To have your complaints handled respectfully by the campus, and to be informed about how the campus will protect your privacy and confidentiality.
- To have your complaint investigated in a prompt, impartial and thorough manner by individuals who have received appropriate training in conducting investigations and the issues related to sexual harassment and sexual violence, and to be accompanied by a person of your choice at all meetings or hearings related to the process.
- To have your complaint against a student adjudicated by individuals who have received appropriate training on issues related to sexual harassment and sexual violence.
- To report incidents of sexual harassment or sexual violence that you experience while under the influence of alcohol or drugs without receiving discipline for your alcohol or drug use.
- To have the same opportunity as the respondent(s) to participate in a student disciplinary hearing before a faculty-student disciplinary committee, including the right to be present, to be assisted by a person of your choice, including an attorney, to present evidence, call witnesses, cross-examine witnesses, have your prior sexual history with persons other than the respondent(s) excluded from the hearing, have your prior mental health diagnosis and/or treatment excluded from the hearing, receive written notice of the outcome of the hearing, and to appeal from the decision.
- To participate in the investigative and disciplinary processes of the campus without interference with your civil rights or practice of religion.

Questions about CUNY’s sexual misconduct policy and procedures may be directed to your campus Title IX Coordinator. Information on resources and the process for filing a complaint is available on CUNY’s Title IX web page.

Policy adopted by the Board of Trustees on 12/1/2014 Cal. 4.C., with effective date of 1/1/2015. Amended by the Board of Trustees on 10/1/2015. Cal. 6.B.
Campus Crime Statistics

The Campus Crime Statistics report is prepared by the College of Staten Island Office of Public Safety. In compliance with federal law, the Crime Awareness and Campus Security Act (Public Law 101-542 as amended), the College must disclose crime statistics for the campus and unobstructed public areas immediately adjacent to or running through the campus. Crimes are reported in the following major categories, with several sub-categories:

- **Criminal Homicide, Manslaughter by Negligence:** the killing of another person through gross negligence.
- **Criminal Homicide, Murder and Non-Negligent Manslaughter:** the willful killing of one human being by another.
- **Forcible Sex Offenses (includes rape):** any sexual act directed against another person, forcible and/or against that person’s will or not forcibly against the person’s will where the victim is incapable of giving consent.
- **Non-Forcible Sex Offenses (incest & statutory rape):** unlawful, non-forcible sexual intercourse.
- **Robbery:** taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another to inflict severe or aggravated bodily injury. This is usually accompanied by the use of a weapon or by means likely to produce great bodily harm or death, although it is not necessary that injury result when a weapon is used.
- **Burglary:** unlawful entry of a structure to commit a crime including, but not limited to, larceny, arson, sexual assault, criminal mischief, and all attempts to do so.
- **Motor Vehicle Theft:** the taking (or attempt) or use of a motor vehicle by persons not having lawful access.
- **Arson:** willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, personal property of another, etc.

The College is also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: 1) Liquor Law Violations; 2) Drug Law Violations; and 3) Illegal Weapons Possession. If both an arrest and referral are made, only the arrest is counted.

You may also find this data at the US Department of Education web site at http://ope.ed.gov/security/index.asp. This data represents crime activity both on campus and on public property adjacent to campus property. Reported on campus offenses include offenses reported on campus property and in campus buildings. The total number of crimes committed on campus is reported under “On Campus Property.” You may also find this data on the College of Staten Island Public Safety web page: http://www.csi.cuny.edu/publicsafety/AnnualcrimeMerrill.htm.

The category, “Public Property” includes the Staten Island Developmental Disabilities Services Office located at 1150 Forest Hill Road and the Staten Island Institute for Basic Research located at 1050 Forest Hill Road. Both of these locations are considered public property managed by the State of New York and are immediately adjacent to the campus.

This section on campus crime statistics also includes arrests and disciplinary referral made to campus authorities for alcohol, drugs, and weapons violations. As defined by the campus safety act, a disciplinary referral is an instance when a student is formally reported in writing to a university officer for possible sanction.

As required by the Clery Act, the College of Staten Island is required to report hate crimes in this report. For this reporting, a hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. The hate crimes presented for this report are those offenses that appear in the Crime Statistics Chart and where the victim suffered bodily injury and the additional offenses of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.

Crime statistics for the College of Staten Island Merrill Campus for the calendar years 2012-2014 are located on the chart on the next page of this document. The statistics included on these charts are derived from reported criminal incidents from the following sources.

4. **ALL PUBLIC SAFETY REPORTS**
5. **ANY REPORTS FROM CAMPUS SECURITY AUTHORITIES**
6. **LOCAL POLICE PRECINCT**

Caveat: The Merrill Campus did not open until March of 2014, therefore no records exist for the calendar year of 2013, partial records for the year 2014 and complete records are included for 2015.
## Crime Statistics

<table>
<thead>
<tr>
<th>Year</th>
<th>All On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>On Campus Residential Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reported to</td>
<td>*Non Reported to</td>
<td>SUB TOTAL</td>
<td>Reported to</td>
</tr>
<tr>
<td>2013</td>
<td>DPS</td>
<td>NYPD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<td></td>
<td></td>
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<tr>
<td>Negligent Manslaughter</td>
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<td></td>
</tr>
<tr>
<td>Robbery</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Burglary</td>
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<td></td>
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</tr>
<tr>
<td>Sex Offenses, Forcible</td>
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<td></td>
</tr>
<tr>
<td>Sex Offenses, Non-Forcible</td>
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<tr>
<td>Liquor Law Arrests</td>
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<td></td>
</tr>
<tr>
<td>Liquor Law Violation Referrals</td>
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<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Abuse Violations Arrests</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Drug Abuse Violations Referrals</td>
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</tr>
<tr>
<td>Weapons: Carrying/Possessing/Etc. Offenses</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Weapons: Carrying/Possessing/Etc. Arrests</td>
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<td>0</td>
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<tr>
<td>Domestic Violence</td>
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<td></td>
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<tr>
<td>Dating Violence</td>
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<td></td>
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<tr>
<td>Stalking</td>
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<td>0</td>
<td></td>
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</tr>
</tbody>
</table>

* Denotes Report to other campus authorities

Prior to calendar year 2014, Sex Offenses were categorized as Forcible and Non-Forcible.
Prior to calendar year 2014, Unfounded crimes were not identified for the purpose of statistical reporting.
Caveat: The Merrill Campus opened in March of 2014, as such, no reporting exists for 2013.