



LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. *JESUIT.*

2012

ANNUAL CAMPUS

Security and Fire Safety Report

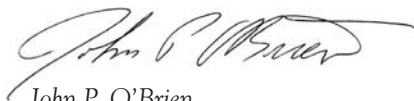
PREPARED IN 2013

Director's Message

On behalf of Campus Security, welcome to Le Moyne College. Le Moyne is a private institution founded in 1946. Our campus sits on more than 160 picturesque acres on the East Side of Syracuse, N.Y. Over 3,300 full- and part-time undergraduate and graduate students are enrolled at the four-year, liberal arts college and approximately 650 faculty and staff are employed by Le Moyne.

Campus Security strives to maintain a safe and secure campus for students, faculty, staff and visitors. Personal safety should not be taken lightly and is the responsibility of each one of us. I encourage you to review this report, which is provided to you as part of Le Moyne College's commitment to safety and security on campus, and which is in compliance with the Crime Awareness and Campus Security Act. Please help our Campus Security team make our campus community a safer place to learn, live, work and visit.

If you have any security concerns at Le Moyne College, feel free to contact me at (315) 445-4444 or security@lemoyne.edu.

A handwritten signature in black ink, appearing to read "John P. O'Brien". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

John P. O'Brien
Director of Security

Campus Security

The Le Moyne College Security Department is dedicated to providing top-level service to the campus community. Day in and day out campus security officers strive to make the campus a safer place to live, learn and work. Campus Security is responsible for providing both emergency and non-emergency response on Le Moyne's campus. Campus Security is located in the basement level of Nelligan Hall. The office is staffed 24 hours a day, seven days a week by trained, full-time, professional security officers, all of whom are licensed by the state of New York. The staff consists of a director, associate director, three sergeants, 14 officers and one administrative assistant.

Campus Security also provides support services tailored to meet the needs of the Le Moyne community. Those services include, but are not limited to:

- providing campus security patrols
- testing all fire prevention equipment and alarms
- providing crime prevention lectures and seminars
- inspecting buildings for safety compliance
- maintaining a lost and found department
- enforcing parking on campus
- registering vehicles and providing parking permits for students, faculty and staff
- assisting campus motorists with minor vehicle problems

Reporting Criminal Incidents and Other Emergencies

All members of the Le Moyne community are encouraged to promptly report all criminal incidents or other emergencies to Campus Security at (315) 445-4444 (from on campus, dial x4444). The Dispatch Center is staffed 24 hours a day by trained dispatchers. To report a crime or emergency to Campus Security, **dial 4444 from any campus phone**, or dial **(315) 445-4444**.

Campus Security's distinct telephone number, which is labeled on most campus telephones, is found in the campus telephone directory and is included on all office publications and correspondence.

Students and employees may also report any of the criminal offenses listed in the "Reported Crime Statistics" section of this report to any of the College's vice presidents, to any dean or director reporting to a vice president or to any residence hall area director with the assurance that any such offenses reported will be included in the subsequent Annual Security and Fire Safety Report, as well as our Clery statistics..

Free on-campus public telephones are located in the lobbies or public areas of most campus buildings.

Le Moyne College does not have a confidential reporting policy.

Blue Light Emergency Phones

The College maintains Code Blue Emergency Telephones throughout the campus. These telephones connect directly to campus security. The campus community is encouraged to utilize these phones to report a criminal incident, a fire or any other type of emergency, or to request an escort from Campus Security.

These phones are located in the following areas:

- Parking Lot-C
- Panasci Family Chapel – Westside walkway
- Grewen Hall – Lower level near Den entrance
- W. Carroll Coyne Center for the Performing Arts – East side
- Henninger Athletic Center – Rear
- Le Moyne Plaza – Front
- Le Moyne Heights – Front
- Mitchell Hall – Front

Le Moyne Security and Local Law Enforcement

Le Moyne College Campus Security officers are all New York state-certified security officers. Although they do not possess arrest power, they do have the authority to issue parking tickets, conduct investigations, ask persons for identification and determine whether individuals have lawful business on the Le Moyne campus. Criminal incidents are often referred to local enforcement departments that have jurisdiction on the campus. Although no official memorandums of understanding are in place, Campus Security maintains a highly professional working relationship with the City of Syracuse Police Department, Town of DeWitt Police Department, Onondaga County Sheriff's Office and New York State Police. Meetings are held both on a formal and informal basis and crime-related reports and statistics are routinely exchanged.

Campus Security maintains direct telephone communications with the Onondaga County 911 Center which is responsible for dispatching all law enforcement, fire and emergency medical services responding to the Le Moyne College campus. Campus Security has two-way radio contact with all officers and with Physical Plant employees at the College. Additional assistance and support can be obtained quickly.

Informing the Campus Community of Criminal Activity

Ongoing efforts are made to advise members of the campus community about campus crime and crime-related problems. These efforts include:

- 1) **Annual Report:** A comprehensive annual report of crime-related information is compiled, published and widely distributed. This annual report is available on the Web to all interested parties.
- 2) **Campus Newspaper:** The weekly student newspaper, *The Dolphin*, publishes incidents that occurred the preceding week. If a serious or unusual incident has occurred, a special article is usually printed in the campus newspaper.
- 3) **Special Alerts:** If circumstances warrant, special crime alerts will be announced either selectively or throughout campus as outlined under the timely warnings guidelines and/or Heights Alert.

EMERGENCY NOTIFICATIONS – HEIGHTS ALERT

The College, in conjunction with E2Campus, has implemented an Emergency Notification System in the event of a serious incident which poses an immediate threat to the Le Moyne community. The HEIGHTS ALERT is administered by Campus Security and is designed to provide Le Moyne students, faculty and staff with rapid notification in the event of an emergency in progress. Serious incidents which may pose an immediate threat to the campus community can be criminal in nature; weather, health and personal safety situations, which may necessitate the need for an emergency notification.

When activated, HEIGHTS ALERT will deliver a text message to mobile phones or P.D.A.s, an email message, or both to all registered users, as well as telephone voice messaging campus telephones. The message will include a brief description of the emergency and instructions about what to do.

After the initial HEIGHTS ALERT message, more detailed information will be provided if necessary through various means including, but not limited to, additional HEIGHTS ALERT messages, College email, telephone and local television.

In order to receive any HEIGHTS ALERT messages, you must be registered. **To register, log in to your account on Echo and click on the “create an account” link under the Heights Alert logo.**

This system is tested yearly.

TIMELY WARNINGS

To aid in the prevention of crime and keep the campus community better informed about safety and security concerns, the director of security will issue “Timely Warning Alerts” when in the director’s judgment a situation arises, either on or off campus, that constitutes an ongoing or continuing threat to students and employees. Incidents in which a timely warning would be issued include, but are not limited to, all reported Clery Act crimes which are considered by the College to represent a serious or continuing threat to students or employees. The warning will be issued through the College email system to students, faculty and staff, as well as the campus newspaper, *The Dolphin*, and printed flyers if necessary.

Anyone with information that may warrant a timely warning should report those circumstances to Campus Security by phone (445-4444) or in person at the Campus Security office located in the basement of Nelligan Hall.

Crime/Safety Prevention

It is the philosophy of Le Moyne College to prevent crimes rather than react to them after they have occurred. One way to accomplish this is through the crime prevention program at the College. This program is designed to eliminate or minimize criminal opportunities whenever possible, and to encourage students and employees to be responsible for their safety as well as that of others. The following is a listing of the crime/safety prevention programs and projects at Le Moyne College:

- 1) **Shuttle Service:** A student escort service is offered from 6 p.m. to 2 a.m. seven days a week for students traveling between Le Moyne College-owned properties.
- 2) **New Student Orientation:** A crime prevention presentation accompanied by brochures and other printed material is made available to all new students during their orientation.
- 3) **Blue Light Emergency Telephones:** These emergency telephones are strategically located throughout the campus and are distinguished by the overhead blue light. Blue light telephones ring directly into the Campus Security dispatch center.
- 4) **Security Surveys:** Comprehensive inspections of exterior lighting, exterior doors and grounds are conducted by the director of Campus Security each year.
- 5) **Operation Identification:** The engraving of serial numbers or owner-recognized numbers on items is available through Campus Security.
- 6) **Video Monitoring:** Campus Security monitors and records residence hall entrances, student parking lots and other campus facilities by means of closed-circuit television cameras.

- 7) **Sexual Assault, Education and Prevention:** In cooperation with the Office of Campus Life and Leadership and the Wellness Center for Health and Counseling, presentations are made each year to the members of the campus community to promote their awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses.
- 8) **Operation ‘lock-out’:** A program to better educate students on the importance of locking their room. Resident advisors and area directors (RAs/ADs) lock the doors of students who have left their room doors open and hang a flier on the doorknob about keeping their room secure. This program is administered during the fall semester by Campus Life and Leadership Staff.

HATE CRIMES

What is a hate crime? Hate crime, also known as bias crime, is criminal activity motivated, in whole or in part, by the perpetrator's bias against another individual or group based on a belief or perception, regardless if that belief or perception is correct, based on another's race, gender, religion, sexual orientation, ethnicity or disability.

The College, in compliance with current regulations, reports as hate crimes any occurrences of criminal homicide, sex offenses, robbery, aggravated assault, simple assault, burglary, larceny, motor vehicle theft, arson, intimidation and destruction/damage/vandalism of property and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrator's bias (race, gender, religion, sexual orientation, ethnicity or disability) that have been reported to local law enforcement or a Campus Security authority.

Examples of hate crimes include murder, manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny, intimidation, and destruction/vandalism of property in which the victim or victims were intentionally selected because of an actual or perceived category outlined above.

Not only are hate crimes a violation of Le Moyne's community standards, but they are also prohibited under the New York State Penal Law, Article 485. Penalties for a person convicted of a hate crime are serious and range from fines to lengthy prison sentences.

The Clery Act only reports the six categories of bias outlined below:

Race. A preformed negative attitude toward a group of persons who possess common physical characteristics (i.e., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (i.e., Asian, blacks, whites).

Gender. A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (i.e., Catholics, Jews, Protestants, atheists).

Sexual Orientation. A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (i.e., gays, lesbians, heterosexual).

Ethnicity/national origin. A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (i.e., Arabs, Hispanics).

Disability. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Le Moyne College Hate Crime Statistics:

- 2012: One on-campus student housing larceny characterized by sexual orientation
2011: One on-campus student housing intimidation incident characterized by ethnicity
One on-campus simple assault characterized by ethnicity
2010: No hate crimes were reported that met Clery Act requirements

Reported Crime Statistics

Le Moyne College believes an informed public is a safety-conscious public. The following statistics for 2010, 2011 and 2012 are based on specific crimes that have been reported to Campus Security, other College officials and local law enforcement. If you have any questions, contact Campus Security at (315) 445-4444 (from on campus, dial 4444); fax: (315) 445-6021.

Campus Crime Statistics

TYPE OF OFFENSE		ON CAMPUS	RESIDENTIAL FACILITY	NON-CAMPUS	PUBLIC PROPERTY
Criminal Homicide					
Murder and	2012	0	0	0	0
Nonnegligent Manslaughter	2011	0	0	0	0
	2010	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Sex Offenses					
Focible Sex Offenses	2012	0	0	0	0
	2011	4	4	0	0
	2010	1	1	0	0
Nonforcible Sex Offenses	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Robbery	2012	1	0	0	0
	2011	2	1	0	0
	2010	0	0	0	0
Aggravated Assault	2012	2	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Burglary	2012	10	9	0	0
	2011	15	8	0	0
	2010	8	4	0	0
Motor Vehicle Theft	2012	0	0	0	0
	2011	1	0	0	0
	2010	0	0	0	0
Arson	2012	0	0	0	0
	2011	1	0	0	0
	2010	0	0	0	0

Campus Crime Statistics (continued)

OTHER OFFENSES – ARREST		ON CAMPUS	RESIDENTIAL	NON-CAMPUS	PUBLIC
Liquor Law Violations	2012	0	0	0	0
	2011	0	0	0	0
	2010	1	0	0	0
Drug Violations	2012	1	1	0	0
	2011	3	3	0	0
	2010	0	0	0	0
Illegal Weapons Possession	2012	1	1	0	0
	2011	0	0	0	0
	2010	0	0	0	0
OTHER OFFENSES – JUDICIAL		ON CAMPUS	RESIDENTIAL	NON-CAMPUS	PUBLIC
Liquor Law Violations	2012	179	175	0	0
	2011	100	96	0	0
	2010	186	178	0	0
Drug Violations	2012	22	22	0	0
	2011	27	23	0	0
	2010	34	29	0	0
Illegal Weapons Possession	2012	1	0	0	0
	2011	2	2	0	0
	2010	2	1	0	0

Definitions for Clery Act Reported Statistics

The following definitions are used to report crimes listed in accordance with the Federal Bureau of Investigation Uniform Crime Reporting Guidelines.

- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Robbery:** The taking or attempting to take anything of value from the care, custody or control of another person or persons by force or threat of force or violence and/or putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Some examples of severe or aggravated bodily injury are wounds requiring stitches, broken bones and internal injuries.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Illegal Weapons Possession Violations:** The violations of laws and ordinances dealing with weapons offenses.
- **Drug Abuse Violations:** Violations of federal, state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs or marijuana.

Liquor Law Violations: The violations of state laws or local ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, furnishing liquor to a minor; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

Definitions for Clery Act Reported Sex Offenses Statistics

- **Sex Offenses – Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will, where the victim is incapable of giving consent.
- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of private body parts of another person for the purpose sexual gratification, forcibly and/or against the person's will, or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes indecent liberties and child molesting.
- **Sex Offenses – Nonforcible:** Unlawful, nonforcible sexual intercourse includes the following:
 - **Incest:** Nonforcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited.
 - **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent

LOCATION DEFINITIONS

CAMPUS: building or property owned or controlled by the institution within the same reasonably contiguous geographic area of the institution, and used in direct support of the educational purposes, such as academic buildings, parking areas and other nonresidential property

PUBLIC PROPERTY: public property that is near the institution and is adjacent to a facility owned or controlled by the institution, such as sidewalks, streets and public parking facilities

NON-CAMPUS: any building or property owned or controlled by a student organization or by the institution, other than a branch campus, that is not within the same reasonably contiguous geographic area

Drug and Alcohol Policy

Le Moyne College complies with federal, state and local laws, including those which regulate the possession, use and sale of alcoholic beverages and controlled substances. The drug and alcohol policies of Le Moyne College state that on the College's premises or at College-sponsored activities the following are prohibited: (1) distribution, possession or use of any illegal drug or controlled substance; (2) providing alcoholic beverages to individuals under 21 years of age or possession of alcoholic beverages by individuals under 21 years of age; and (3) illegal possession of an open container of an alcoholic beverage, public intoxication, driving while intoxicated and the consumption of alcohol in any public area on campus (e.g., lounges, corridors, outdoors or classrooms).

The Student Handbook details offenses and discipline for students, including the sanctions under College procedures such as fines, probation, suspension or dismissal from the College for such acts.

Firearms, Weapons, Fireworks or Chemicals

Firearms and/or weapons (air guns, pistols, etc.) are not permitted on campus at any time. Having any of these items is a violation of New York state penal laws as they pertain to colleges. The possession or use of explosives of any kind, including fireworks, firecrackers or dangerous chemicals, is prohibited. Violators of these policies are subject to arrest and College disciplinary action.

Le Moyne College Student Policy on Sexual Harassment and/or Sexual Misconduct

I. Introduction

As an institution of higher education with a longstanding Jesuit and Catholic tradition, Le Moyne College recognizes its obligation to promote an environment and collective attitude that encourages students, faculty, staff and administrators to serve others, participate in the life of the College, and act as responsible members of the community. This includes behavior in the realm of human sexuality. Acts of sexual harassment and sexual misconduct including sexual assault undermine the dignity of individuals and the principles of equality and respect for others and are serious violations of our community standards. These acts do not just harm the individual; they harm the College community as a whole. Le Moyne College does not condone or tolerate any conduct that would constitute sexual harassment or sexual misconduct.

This policy aims to ensure that all members of the Le Moyne community can learn, live and work free from being subjected to inappropriate sexual behavior and sexual violence. All students are encouraged to read this policy and develop a clear understanding of what is and is not acceptable sexual behavior.

This policy will outline clear procedures for reporting all categories of sexual harassment and sexual misconduct allegations that occur between students and how they will be handled by Le Moyne's Community Standards and Conduct Procedures.

Le Moyne College has a host of security, psychological, medical, administrative and student conduct services that are immediately available to students reporting sexual harassment and/or sexual misconduct. Through these policies and procedures, Le Moyne College looks to achieve several goals:

- A campus climate which encourages prompt reporting of sexual harassment and/or misconduct.
- To provide prompt professional and support services to the victims of sexual harassment and/or misconduct in an effort to reduce the victim's trauma.
- To provide a comprehensive system that informs victims of the rights and services available to them.
- To cultivate a campus community where instances of sexual harassment and sexual misconduct are avoided through an ongoing campaign of education, training and mutual respect for each other.

This policy looks protects the rights of both the accused and alleged victim. The accused student shall be free from sanction, pending the conclusion of a case. However, where the nature of the case indicates that there is a danger to the immediate well-being of the College community, appropriate interim measures (temporary suspension from the College and its residence halls) may be taken by the vice president for student development or designee.

II. When to Use this Policy

A. Complaints Against Students

This policy applies only in those instances when a student has been subject to sexual harassment or misconduct by another student. This policy also applies where a prospective student or other visitor to the campus (e.g., a guest of another student, an alumnus or alumna, or a member of a visiting team) complains of a Le Moyne student's behavior.

If a student is a victim of sexual misconduct or harassment by someone other than another student, then this policy does not apply, and the student should do the following:

1. Complaints Against Faculty or Staff

If a student wishes to bring forward a complaint of sexual misconduct or sexual harassment against a faculty or staff member, the policy that applies in those situations is the Manual on Sexual Harrassment and Nonconsensual Sexual Activity. The student should follow the procedures outlined in that policy.

2. Complaints Against Visitors or Non-Community Members

If a student wishes to bring forward a complaint of sexual misconduct or sexual harassment against a visitor or non-community member (e.g., an alumnus or alumna, a prospective student, a guest of a student, a member of another College's team, a local resident), the complaint should be made to Campus Security at (315) 445-4444.

Visitors accused of sexual misconduct or sexual harassment are not entitled to a hearing of any kind. Campus Security will investigate complaints against visitors, and the College will determine the appropriate action to be taken, which may include contacting local law enforcement.

B. On Campus and Off-Campus Behavior

This policy applies to conduct that occurs on any part of Le Moyne's campus or property. It also applies when students travel off-campus as part of a College's activity, team, organization or event. Additionally, Le Moyne has the discretion to discipline student behavior that occurs off-campus, and/or during a time when the College is not in session. In making these determinations, the Division of Student Development considers whether the behavior impacts the campus environment (as would be the case, for example, if one student sexually assaults another student in an off-campus apartment or overseas during a semester abroad, or

if a student sends another student lewd and threatening sexual emails while at home during the semester break). In understanding this aspect of Le Moyne's expectations for student behavior, it may be helpful to think of student status as "portable" and therefore operative even when students are not on Le Moyne's campus or property.

C. Timeframe for Making a Complaint

While there is no time limit for bringing forward a complaint, the passage of time may make an incident difficult or even impossible to investigate fairly or fully and to adjudicate. Therefore, students are encouraged to make a complaint as soon as possible after the incident has occurred. Although not an ideal situation given the passage of time, a former student may make a complaint against a current student. However, the reverse is not true: the complaint of a current student against a former student is not subject to adjudication pursuant to this policy. Nevertheless, Le Moyne's officials will help the complaining student to report the allegations to the appropriate off-campus authorities.

III. Definitions of Sexual Harassment and Sexual Misconduct

The New York State Penal Law defines a number of violent and non-consensual acts as crimes. For purposes of this policy the term "Sexual Misconduct" refers to, but is not limited to: sexual harassment, Level I, II & III sexual misconduct and sexual exploitation as outlined in the definitions below.

Le Moyne College has defined several categories of sexual misconduct below, for which student sanctions can apply. Sexual misconduct of any nature is a serious violation of our student code of conduct and Le Moyne reserves the right to impose any sanctions outlined in the Community Standards and Conduct Procedures, including suspension and dismissal from the College. Also, students have the right to contact law enforcement for sexual misconduct at any level defined below. If level I sexual misconduct has occurred, the College will contact appropriate law enforcement agency.

A. Sexual Harassment

Federal and state laws prohibit sexual harassment. These laws include Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and the New York State Human Rights Law. This policy prohibits conduct that would violate these laws. However, as a supportive and collegial community, Le Moyne also prohibits student behavior that sexually demeans or humiliates other community members as described below, even if the conduct does not violate the law.

Stalking can be a form a sexual harassment when the person stalked is made to feel sexually uncomfortable or vulnerable as a result of the activity. Stalking refers to a person's deliberate and repeated following, observing, contacting or communicating with another person when the other has not consented to the activity. Stalking includes, but is not limited to, repeatedly engaging in contact, face-to-face communication, telephone calls or messages, text messages, emails, letters, the giving of unwanted gifts, threatening or obscene gestures, surveillance, following, trespassing or vandalism.

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct that relates to the gender or sexual identity of an individual when:

- 1 submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement;
- 2 submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing;

- 3 such conduct is so severe or pervasive as to have the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, educational, or social environment.

No forms of sexual harassment will be tolerated. This includes mobile and internet-driven sexual harassment, commonly delivered through the electronic environment. This includes, but is not limited to, emails, text messages, personal blogs and social networking sites such as message boards, tweets, status updates and chat rooms.

B. Sexual Misconduct

Sexual misconduct is also a form of sexual harassment prohibited by Title IX and Le Moyne College. Any sexual activity without mutual consent is prohibited. Violations of this policy shall include but not be limited to the following:

Level I Sexual Misconduct

Level I Sexual Misconduct offenses are considered the most serious by Le Moyne College and include any sexual penetration, regardless of how slight, with any type of body part or object, or sexual intercourse by a man or woman upon a man or woman without effective consent. Sexual penetration includes, but is not limited to, vaginal or anal penetration by a penis, finger, tongue or object. As well as oral copulation by mouth to genital contact or genital to mouth contact. Additionally, any other type of sexual misconduct outlined in this policy which involves any level of violence will be considered a Level I sexual misconduct.

Level II Sexual Misconduct

Level II Sexual Misconduct offenses are any sexual intentional touching, however slight, with any object by a man or woman upon a man or woman without effective consent. Sexual touching includes any bodily contact with the genitals, breasts, groin, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

Level III Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit or to benefit someone other than the individual being exploited, and that behavior does not otherwise constitute a violation of sexual harassment or a level I or II sexual misconduct as defined above. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (without consent or exceeding the bounds of consent watching another undress, use the bathroom or engage in sexual acts)
- Non-consensual video, photography or audio taping of sexual activity
- Exceeding the boundaries of consent – without consent of all involved allowing others to watch consensual sexual activity by such means as hiding in a closet, webcam, etc.
- Engaging in sexual activity with another while knowingly being infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of the infection
- Prostitution or promoting prostitution
- Administering to another person without his or her knowledge or consent alcohol or drugs (to include “date rape” drugs).
- Hazing as outlined in the Community Standards and Conduct Procedures handbook, which involves any type of sexual overtones.

IV. Consent

What is consent? Consent is permission. For the purposes of this policy, it is clear, given knowingly and voluntarily, either by actions or by words by someone capable of giving it. *It must be explicit and not implied.* It is the responsibility of all parties involved to make certain the other has consented to sexual activity. Consent to some sexual activity (i.e., kissing, fondling) cannot be presumed consent for other sexual activity (i.e., intercourse). A past relationship or prior consenting sexual activity does not constitute consent for future sexual activity.

Incapacitated persons cannot give consent. One who is incapacitated as a result of alcohol or drugs (voluntary or involuntary) or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent. A student who engages in sexual activity with another whom the student knows or should reasonably know is unable to give consent because of the use of drugs, alcohol, or other substances is in violation of this policy.

Consent may be withdrawn by an individual at any time during sexual activity. This withdrawal of consent may be through words, actions or a combination of both, that he or she no longer wants the activity to continue. When this occurs the other participant must cease immediately.

In New York State, a minor (meaning a person under the age of 17 years) cannot consent to sexual activity. This means that sexual contact with a person less than 17 years old is a crime as well as a violation of this policy even if the minor wanted to engage in the sexual act.

V. Reporting Procedures

Le Moyne College strongly encourages victims and/or witnesses of sexual harassment and/or sexual misconduct to report these incidents to the Title IX Coordinator or a trusted Le Moyne staff member. Threats of retaliation or other attempts to prevent the reporting of sexual harassment and/or sexual misconduct is itself prohibited and will result in disciplinary action and/or sanctions.

Students have options in reporting a sexual harassment and/or misconduct incident including an anonymous report to the wellness center for health and counseling or a clergy member, a security report to pursue on campus procedures or a police report to pursue a criminal investigation. Trained counseling center staff and/or the Title IX Coordinator may review all of the reporting options with the victim. Le Moyne College will promptly, impartially and thoroughly investigate all claims of sexual harassment and/or sexual misconduct, prevent future incidents and to remediate the effects of the misconduct.

If you are in immediate danger, you need to get to a safe place and dial 911 or campus security at (315) 445-4444. If you are in need of medical attention dial 911 or call campus security at (315) 445-4444.

Incidents of sexual harassment and/or sexual misconduct should be reported to:

- Campus Security at (315) 445-4444
- Wellness Center for Health and Counseling at (315) 445-4195
- Campus Life and Leadership at (315) 445-4520
- Student Development at (315) 445-4525 or

An alternative method of reporting is also available through the Title IX Coordinator or Deputy Title IX coordinators:

- Deputy Title IX Coordinator: Barbara Karper, Assistant Vice President of Student Development, (315) 445-4525
- Title IX Coordinator: Jack Matson, Associate Vice President of Human Resources, (315) 445-4155

Resident assistant (R.A.). R.A. will notify his or her supervisor and the appropriate College support services such as the Wellness Center for Health and Counseling office and/or Campus Life and Leadership.

A. Anonymous reporting

A student who wishes his/her report to remain anonymous may do so by reporting the sexual harassment and/or sexual misconduct directly to the Wellness Center for Health and Counseling. By making the report to the Wellness Center for Health and Counseling, the student will be able to receive any necessary medical and psychological services. The Wellness Center for Health and Counseling will only complete an “Anonymous Sexual Misconduct Report,” which will not identify the victim. Students will still be able to and should receive any necessary medical and psychological services regardless of an anonymous report.

An “Anonymous Sexual Misconduct Report” completed by the Wellness Center for Health and Counseling does not constitute a security incident report, a Campus Life and Leadership report or a police report. This form is strictly for Jeanne Clery Act disclosure purposes and will not initiate an investigation. The victim will not be contacted by anyone outside of the Wellness Center for Health and Counseling unless the victim so desires.

B. Incident Report

A student may file an official incident report regarding a sexual harassment and/or misconduct 24 hours a day, seven days a week with Campus Security located in the basement of Nelligan Hall, at (315) 445-4444. The report will include the victim’s name, as well as the suspect(s) if known. A preliminary investigation will be conducted by Campus Security, which may include notifying the local law enforcement agency on all potential sexual harassment and/or sexual misconduct cases. The Campus Security report will be forwarded to the assistant dean for student development and the Title IX Coordinator, who will follow the procedures outlined in this policy.

If after filing an incident report with campus security, the victim does not wish for the investigation to continue, the College will give due consideration to the victim’s request. However, it may be necessary for the College to pursue the investigation notwithstanding the student’s wishes and take action when there is a risk to the safety of the campus community or when otherwise legally obligated to do so.

C. Criminal Report

A student who has been sexually assaulted is encouraged to contact local law enforcement directly by dialing 911 or with the assistance of Campus Security at (315) 445-4444. Filing an official police report is different than filing an incident report with Le Moyne College Campus Security. When a student files a sexual assault report with local law enforcement a criminal investigation is initiated and that investigation is often transferred to either the Syracuse Police Department or Onondaga County Sheriff’s Office Abused Persons Unit for further investigation. Based on the criminal investigation a determination will be made if the case will be prosecuted.

A criminal investigation into allegations of sexual harassment and/or misconduct does not end the College's duty to investigate and resolve complaints promptly and equitably. Until the police have completed their initial evidence gathering phase of their investigation in appropriate cases, Le Moyne College may want to proceed with its own fact finding investigation and procedures under this policy. Le Moyne College does not have to wait for the completion of any civil or criminal case before proceeding with campus conduct procedures.

VI. Confidentiality

Le Moyne understands that a student who has been the victim of sexual misconduct and/or sexual harassment may wish to talk about the incident with the assurance that the discussion will be confidential. There are several support resources that students may utilize on a confidential basis. These include Wellness Center for Health and Counseling and our campus clergy. Students are encouraged to consult these sources for confidential emotional support. Because these services are confidential, a discussion with any of these sources does not result in a complaint being filed with the College or result in action being taken by the College to respond to the incident. A student who wants emotional support only should contact the confidential counseling resources listed above. A student wishing to have an incident investigated or adjudicated must make a complaint in accordance with the procedures described below.

Students will not be charged with minor misconduct that is ancillary to the sexual harassment and/or sexual misconduct incident.

VII. Mandated Reporters

Faculty, staff, administrators, coaches, resident advisors and other employees of the College outside of the Wellness Center for Health and Counseling and members of the clergy are legally obligated to report an incident of sexual harassment and/or misconduct to the Title IX Coordinator. The Title IX Coordinator or his/her deputy will review the information and decide what happens next. The Title IX Coordinator or his/her deputy can also advise students of their rights moving forward.

The College endeavors to respect and follow the wishes of an individual who brings forward a sexual harassment and/or sexual misconduct concern. However, students should understand that Le Moyne may have ethical and legal obligations to investigate, attempt to resolve, or adjudicate incidents of sexual harassment and/or sexual misconduct that come to its attention. Therefore, depending on the circumstances, it may not be possible for a conversation with Campus Security personnel, the Division of Student Development, or other administrators to be kept in confidence always or, said another way, for these individuals simply to listen without taking action.

VIII. Student Conduct Process

Le Moyne College may initiate disciplinary proceedings when an incident report is filed by a student alleging Sexual Harassment and/or Sexual Misconduct. In most cases, both the victim and the accused will meet separately with a member of the Division of Student Development and will be provided information pertaining to the rights students have when going through the student conduct process.

Sexual Harassment and Sexual Misconduct Board (SHM Board)

A Sexual Harassment and Sexual Misconduct Board (SHM Board) is responsible for adjudicating Sexual Harassment and Sexual Misconduct cases. The SHM Board is a six-member body consisting of five voting members from the faculty, staff and/or administration and one

non-voting chair (assistant dean for student development or a designee). SHM Board members are specifically designated and undergo appropriate training to assist in the processing of formal complaints by students against students alleging sexual harassment and/or sexual misconduct.

The Le Moyne student conduct system is not meant to model criminal or civic judicial proceedings. Information for a finding is based on a standard of the preponderance of evidence (“more likely than not” to have occurred). The information does not have to be in the form of physical evidence nor does the violation have to be witnessed. Circumstantial information can be sufficient in some instances for the College to determine that a violation was “more likely than not” to have occurred. The decisional authority takes into consideration whether the spirit or intent of the policy was violated.

A. Hearing Procedures

The following is a general description of the formal hearing board process. The process may vary as appropriate for specific hearings.

The accused student shall receive written notification which may include electronic mail from the Division of Student Development at least 48 hours before the hearing. The notice will indicate the charges against the student.

If a student cannot attend the hearing, the College has the right to conduct the hearing without the student present.

Students may only bring a Le Moyne College faculty/staff or administrator as an advisor to the hearing. Advisors may furnish advice only and may not question witnesses or other individuals involved in the proceedings.

The hearing will be presided over and administered by the chair, who will determine the order and method of proceeding, who may exercise control to prevent needless consumption of time, disruption, harassment, intimidation, or other conduct not conducive to the review, who will read the charges during the hearing and who may exclude from the hearing any person who engages in such conduct.

The hearing generally will be closed to anyone other than the accused student and (during his or her testimony) the complainant, their respective permitted advisors, and (during their testimony) any witnesses, but the chair may in his or her discretion permit others to attend if he or she deems that their presence may be helpful to the review and determination of the charges or that there are other compelling reasons for their presence.

Parents and family will not be permitted to attend. Legal counsel will be permitted to attend only when the accused student is facing related criminal charges. Parents, family and legal counsel will not be permitted in the hearing room.

The complainant and the accused student may each request the presence of witnesses at the hearing. Such requests must be submitted to the chair in writing at least 24 hours before the hearing and must describe the requested witnesses’ expected testimony. All questions posed to non-board members from the complainant and/or student charged must be asked through the chairperson.

The chair may refuse to call a requested witness if the chair determines that the expected testimony is not sufficiently relevant to the charges, would be duplicative of other testimony, or would otherwise not be significantly helpful to the review and determination of the charges. The chair may also call additional witnesses on his or her own initiative.

The complainant and the student charged shall be allowed to make an opening and closing statements.

The board deliberates in closed session and determines if the student is responsible for the alleged violation(s). A simple majority of the voting board members is sufficient for determining a student's responsibility for violations.

If a student is found responsible, the board shall receive the record of any previous student conduct violations and sanctions and any other information relevant to recommending sanctions. The board members then deliberate and decide on the appropriate sanction.

The chair in a timely manner will inform the complainant and the student charged of the decision. The decision of the board is effective immediately following the hearing and shall be substantiated in writing.

A recording of the proceedings may be made at formal hearings. The recording will be destroyed at the conclusion of the case.

SHM Board members are required to maintain confidentiality as to student conduct records, the deliberations, and votes taken, and shall not discuss the proceedings with anyone except in their deliberations with other board members.

B. Potential Sanctions

In assessing a disciplinary penalty, the seriousness of the sexual harassment incident will be evaluated. Although relatively minor incidents usually result in lesser forms of disciplinary action, Le Moyne reserves the right to impose any level of discipline, up to and including suspension or expulsion, for any act of sexual harassment and/or sexual misconduct, based on the facts and circumstances of the particular case.

C. Appeals Process

A formal hearing appeals board (SHM Appeals Board) will respond to appeals from students who have had disciplinary sanctions placed upon them by a SHM Board or from the complainants whom may not be satisfied with the outcome from the original board. A SHM Appeals Board includes a four-member body consisting of 3 voting members from Le Moyne's faculty, staff and/or administration and the Chair is the Vice President for Student Development. The SHM Appeals Board members are chosen by the Vice President for Student Development. The SHM Appeal Board members are not the same members who serve on the original SHM Board.

Appeals Board Hearing Procedures

Appeals to the SHM Appeals Board must be in writing and submitted to the vice president for student development within five business days of the date of the SHM Board findings letter. For the accused student the appeal must be based on

- a procedural error occurred during the process that had a direct impact on the outcome,
- new information has come to light that has a direct impact on the outcome and/or
- the sanction is too severe.

The following is a general description of the SHM Appeals Board process. The process may vary as appropriate for specific hearings.

The SHM Appeals Board shall review the appeal and the written documentation from the original hearing. If they desire, they may also review the recording of the hearing, ask questions of the complainant/student(s) charged, ask questions of the SHM chair and/or request

additional information. The board has latitude in the decision making its decision. Some examples of appeal process are:

- uphold the finding of responsibility and the sanctions as originally imposed;
- uphold the finding of responsibility but reduce the sanction;
- overturn the finding of responsibility; or
- ask the SHM Board to re-hear the case

A recording of the proceedings may be made at an SHM Appeals Board hearing. The recording will be destroyed at the conclusion of the case.

It is expected that the SHM Appeals Board will meet to review and make a decision on the appeal within seven working days of the receipt of the appeal and the final decision is not subject to review.

SHM Appeals Board Hearings are not open to the public, other members of the College community, parents, family members, friends, or legal counsel. The chair shall have final authority regarding individual access to SHM Appeals Board hearing.

SHM Appeals Board members are required to maintain confidentiality as to student conduct records, the deliberations, and votes taken, and shall not discuss the proceedings with anyone except in their deliberations with other board members.

IX. Statement of Students Rights

A. Student Who Reports Sexual Harassment and/or Sexual Misconduct has the right:

- To be treated with respect by College officials
- To take advantage of campus support services such as the Counseling Center: (315) 445-4195, Health Services: – 4440, Student Development: – 4525, Title IX Coordinator: – 4155, or Campus Ministry: – 4110;
- To have reports of sexual harassment and sexual misconduct responded to in accordance with College policy;
- To have a trained advisor present during the Sexual Harassment and Sexual Misconduct Board;
- To have irrelevant prior sexual history disallowed from the Sexual Harassment and Sexual Misconduct Board hearing;
- To refuse to have an allegation of sexual misconduct resolved through informal resolution procedures;
- To not be charged with minor misconduct that is ancillary to the sexual harassment and/or sexual misconduct incident;
- To receive notification of options for and available assistance in changing academic and living situations after an alleged incident;
- To be free from retaliation;
- To be entitled to additional accommodations including, but not limited to, the use of technology, if either student wishes to be in a different location;
- To have the right to a hearing by means other than having to face the accused student; and

- To have access and use off-campus resources
 - Vera House (315) 468-3260
 - City of Syracuse Police Department Dial: 911 or (315) 442-5111
 - Town of DeWitt Police Department Dial: 911 or (315) 425-2333
 - Onondaga County Sheriff's Office Dial: 911 or (315) 425-2111
 - St. Joseph's Hospital Emergency Room (315) 448-5101
 - University Hospital Emergency Room (315) 464-5611
 - Crouse Irving Hospital Emergency Room (315) 470-7411

B. Student Accused of Sexual Harassment and/or Sexual Misconduct has the right:

- To be treated with respect by College officials;
- To take advantage of campus support services such as the Counseling Center: (315) 445-4195, Health Services: – 4440, Student Development: – 4525, Title IX Coordinator: – 4155, or Campus Ministry: – 4110;
- To have reports of sexual harassment and sexual misconduct responded to in accordance with College policy;
- To have irrelevant prior sexual history disallowed from the Sexual Harassment and Sexual Misconduct Board hearing;
- To refuse to have an allegation of sexual misconduct resolved through informal resolution procedures;
- To be considered not responsible until proven responsible;
- To be offered a trained advisor from the faculty, staff or administration to be present during a formal student conduct hearing;
- To be informed of the names of all witnesses who will be called to the hearing prior to the hearing;
- To be informed in writing of the outcome of any formal disciplinary hearing.

Phone Numbers

From off campus, the Campus Security phone number is 445-4444 (fax: 445-6021).

From on-campus phones, dial:	
Campus Security	x4444
Student Development	x4525
Campus Life and Leadership	x4520
Wellness Center (Health Services)	x4440
Wellness Center (Counseling Services)	x4195
Visit our Web site at: www.lemoyne.edu/wellness.	
Physical and emotional health services for victims of sexual offenses can be accessed through the Wellness Center for Health and Counseling.	
Information	x4100
Off Campus:	
Vera House	(24-hour crisis response) (315) 422-7273

WELLNESS CENTER FOR HEALTH AND COUNSELING



The Wellness Center for Health and Counseling offers a variety of preventative and awareness programming throughout the year, especially in the area of sexual assaults. It maintains a resource library, as well as a Web page with additional resources, which includes steps to take in the event of an assault.

Every year incoming freshmen participate in a mandatory program related to sexual assault awareness and prevention. In addition, all resident directors and resident advisors are trained by members of the Wellness Center for Health and Counseling in the area of sexual assault awareness and response strategies, including, but not limited to, medical attention, legal options and referrals.

In collaboration with the student group Active Minds, the Wellness Center for Health and Counseling conducts regular programming each semester on sexual assault prevention, safety, healthy relationships, relationship abuse and bystander intervention.

Regular training is provided to faculty and staff across the campus regarding identifying and supporting students in distress (including sexual assault) and supporting a climate of respect and sensitivity.

The Wellness Center for Health and Counseling also provides direct clinical counseling and health services to victims, often making referrals to our community resources for specialized care.

Counselor on Call (dispatched through Campus Security at 315-445-4444)

A professional counselor from Le Moyne's Wellness Center for Health and Counseling is available during the academic year when classes are in session for emergency consultations. Campus Security will arrange for the counselor on call to contact the individual directly. All information will remain strictly confidential, except in life threatening emergencies. Non-emergency counseling is available to all students by contacting the Counseling Center at (315) 445-4195 during business hours. Services provided by the Wellness Center for Health and Counseling are free of charge and confidential.

SEX OFFENDER REGISTRY INFORMATION

In accordance with the Federal Campus Sex Crimes Prevention Act of 2000, Campus Security is providing a link to the New York State Sex Offender Registry. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state may be obtained concerning registered sex offenders. It requires sex offenders already required to register in a state to provide notice, as required under law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Members of the Le Moyne College community may obtain information concerning registered sex offenders by visiting the New York State Sex Offender registry's website at: www.criminaljustice.state.ny.us/nsor.

Missing Persons

Campus Security will immediately accept and investigate every report of a missing person who resides in an on-campus student housing facility. The reporting person should immediately contact Campus Security by calling 4444 from an on-campus phone or (315) 445-4444. There is no prerequisite time limit before an individual can be reported missing and no specific individual who can report another missing.

If the initial investigation determines that the student is missing and has been missing for more than 24 hours or special circumstances warrant, local law enforcement will be notified.

Missing Person Contact

Every student living in an on-campus student housing facility is required to complete a “Key Card/Emergency Contact Form” with the Office of Campus Life and Leadership. This form also provides the option for students living in an on-campus student housing facility to provide a confidential missing person contact to be notified in the event a student is determined to be missing for more than 24 hours. We encourage all resident students to provide this missing person contact. If a student has identified such an individual, Le Moyne College will notify that individual no later than 24 hours after the student is determined to be missing. The missing person contact is confidential and this information will only be accessed by authorized campus officials and law enforcement officers in the furtherance of a missing person investigation.

If the student is under 18 years of age and is not an emancipated individual, Le Moyne College is required to notify the custodial parent or legal guardian after the determination has been made that the student has been missing for more than 24 hours.

Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus community as well as guests and visitors during normal business hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.). There are limited designated hours on Saturdays when the College is in normal operation. (This excludes most holidays.)

Residence halls however are locked 24 hours a day. Access is available to all authorized students and staff via an ID card control system. Individuals not in possession of a valid ID must call either Campus Security or their host for admittance. Telephones are located at the main entrance to all residence halls.

Maintenance and Security of Campus Facilities

Le Moyne College maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. The motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Informal surveys of exterior lighting on campus are conducted by Campus Security officers on a weekly basis. A comprehensive inspection of all exterior lighting is conducted by representatives of the Security Department and Physical Plant at least twice a year. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Campus Security at (315) 445-4444 (from on campus, dial x4444).

Campus Security and the Physical Plant representatives conduct weekly surveys of all exterior doors on campus. The purpose of this inspection is to ensure exterior doors and locking mechanisms are working properly. Exterior doors on campus buildings are locked and

secured each evening by security officers. Deficiencies in door and security hardware are also reported by these security officers daily.

The security personnel routinely examine the grounds on campus to ensure that shrubbery, trees and other vegetation have been trimmed to reduce potential dangers.

There are no off-campus locations of student organizations recognized by the institution or any off-campus housing facilities of such student organizations.

FIRE SAFETY

Le Moyne College is committed to providing a safe and secure campus. Fire safety is a key component to achieving that goal and requires a coordinated effort from the entire campus community. All fire incidents should be reported to Campus Security immediately (x4444).

In an effort to minimize the potential for fires in our on-campus housing facilities, Le Moyne College has strict policies that are enforced by campus life and leadership staff and Campus Security. Health and safety inspections are conducted twice a semester in every residence housing facility in an effort to identify any potential problems or prohibited items. Violations are referred to the Office of Judicial Affairs.

Due to Le Moyne's unique geographic location, which includes six residence halls, 12 apartment style housing units and several residential housing units. The campus is protected by three fire departments: the Syracuse Fire Department, DeWitt Fire Department and East Syracuse Fire Department.

STUDENT HOUSING EVACUATION PROCEDURES

- When the fire alarm sounds, all persons must evacuate the building.
- Do not use elevators.
- Shut and lock your door when you leave.
- Take your key with you.
- Move well away from the building to allow emergency responders room to work.
- Do not re-enter the building until instructed to do so by emergency personnel or security.

POLICIES ON SMOKING, CANDLES AND PORTABLE ELECTRICAL DEVICES

- **Smoking:** Smoking is not permitted in any on-campus residence facility or apartment.
- **Candles and Incense:** Candles and incense are not permitted in any on-campus residence facility or apartment. Candles and incense will be confiscated and disposed of properly. Residents found with a candle and/or incense in their room/suite/townhouse/apartment will be subject to a \$50.00 fine.
- **Portable Electrical Appliances:** Students who bring appliances such as television sets, stereos, microwaves, irons and sewing machines should make sure they are in good working order. Extension cords or multiple plugs are not permitted. Any special requirements should be discussed with the residence hall or Physical Plant staff. It is a good practice to keep all appliances disconnected when not in use. During severe electrical storms, this practice is especially important. The rooms and suites were not designed for cooking. Since cooking and open coil appliances can be extremely dangerous, the following items are not permitted on campus in any student rooms or suites: coffee pots, hotplates, sandwich makers, toaster ovens and electric grills.

Residents at the townhouses, Le Moyne Heights and Le Moyne View may use any of the above in their kitchen area only. When using kitchen facilities, students are reminded not to

leave any cooking items unattended. Students found to have left cooking items unattended will be subject to disciplinary action. Space heaters and propane tanks are not allowed in any residential area. Outdoor grills must be at least 15 feet from any building.

NEW YORK STATE FIRE INSPECTIONS

On a yearly basis, the New York State Office of Fire Prevention and Control conducts inspections on campus to include academic buildings, residence halls, student rooms and mechanical rooms. These inspections are based on the NYS Fire and Property Maintenance Code and National Fire Protection Association standards. Additionally, if any violations are found, the Office of Fire Prevention and Control will conduct a follow-up inspection to ensure that all violations have been corrected.

ANNUAL FIRE SYSTEM INSPECTIONS

Our fire safety systems in each on campus residential facility are inspected annually by New York state-licensed inspectors. During these inspections, all components of the fire safety system are checked for proper function ability. These tests include the fire panel, heat detectors, smoke detectors, audible horns, strobes, battery backup, etc. Every device associated with the buildings fire safety system is tested.

Also, every fire extinguisher on campus is checked in order to verify the fire extinguisher is in its proper location, is readily accessible, and is full and free of defects. Inspections are conducted monthly, yearly and every five years as required by law.

FIRE AND SAFETY REGULATIONS

It is essential that all students become familiar with the stairways and all exit doors from the residence halls. The location of fire extinguishers should be carefully noted. In the event that a fire is noticed anywhere on campus, the fire alarm should be pulled, then Campus Security (x4444) should be called immediately from a safe location and given the exact location of the fire. The dispatcher will contact and dispatch security personnel and the appropriate fire department.

Meetings are held during the academic year at which fire drill procedures are explained. Failure to exit a building during a fire alarm is a violation of New York state law. Disciplinary action and a fire safety fine may be imposed for failure to respond to a fire alarm. Any student found to have falsely initiated a fire alarm will be subject to strict disciplinary sanctions.

FIRE SAFETY EDUCATION

During orientation, all incoming freshmen attend a fire safety presentation. Instructors discuss what participants should expect and discuss the proper evacuation procedures.

Campus Life and Leadership staff, as well as Campus Security personnel, provide yearly training to all resident directors and resident advisors in the area of fire safety and emergency response. Proper evacuation procedures are discussed, along with an overview on how the automatic fire sprinkler system operates, as well as hands-on fire extinguisher training for all campus life and leadership staff.

During the first week of school, resident advisors review fire safety protocols at hall meetings with all students living in on campus housing.

FIRE DRILLS

In accordance with the New York State Fire Code, fire drills are conducted a minimum of four times per year in all residence halls and three times a year in all non residential facilities. Additional fire drills are also required during the summer for students, organizations and camps utilizing on campus residential housing. All fire drills are coordinated by Campus Security to ensure compliance and that proper evacuation procedures are being followed. All fire drills are documented for the New York State Fire Inspections, which are conducted annually.

It is imperative that you evacuate the building immediately every time the fire alarm is activated

2012 Fire Safety Systems in Student Housing

Residence Halls	Proprietary fire alarm system	Full sprinkler system	Smoke detection	Fire extinguishers	Evacuation plans posted	Yearly fire drills
Dablon Hall	x	x	x	x	x	8
Foery Hall	x	x	x	x	x	8
Harrison Hall	x	x	x	x	x	4
Mitchell Hall	x		x	x	x	4
Nelligan Hall	x	x	x	x	x	4
St. Mary's	x	x	x	x	x	6
Le Moyne Heights 1	x	x	x	x		4
Le Moyne Heights 2	x	x	x	x		4
Le Moyne Heights 3	x		x	x		4
Le Moyne Heights 4	x		x	x		4
Le Moyne View 1	x		x	x		4
Le Moyne View 2	x		x	x		4
Townhouse 1	x		x	x		4
Townhouse 2	x		x	x		4
Townhouse 3	x		x	x		4
Townhouse 4	x		x	x		4
Townhouse 5	x		x	x		4
Townhouse 6	x		x	x		4
307 Springfield Road			X	X		4
315 Springfield Road	X		X	X		4
537 Springfield Road			X	X		4
5809 Thompson Road			X	X		4
5813 Thompson Road			X	X		4
5823 Thompson Road			X	X		4

x = included

2012 On Campus Student Housing Fires

Residential Facilities	Total fires in each building	Case #	Date	Time	Number of injuries	Number of deaths	Cause of fire	Value of property damage
Dablon Hall	0							
Foery Hall	0							
Harrison Hall	0							
Mitchell Hall	0							
Nelligan Hall	0							
St. Mary's Hall	0							
Le Moyne Heights 1	0							
Le Moyne Heights 2	0							
Le Moyne Heights 3	0							
Le Moyne Heights 4	0							
Le Moyne View 1	0							
Le Moyne View 2	1	12-163	4/30/12	5:53 PM	0	0	Electrical	\$15.00
Townhouse 1	0							
Townhouse 2	0							
Townhouse 3	0							
Townhouse 4	0							
Townhouse 5	0							
Townhouse 6	0							
307 Springfield Road	0							
315 Springfield Road	0							
537 Springfield Road	0							
5809 Thompson Road	0							
5813 Thompson Road	0							
5823 Thompson Road	0							

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

This Annual Campus Security and Fire Safety Report are produced in compliance with the Clery Act. It is designed to provide a comprehensive review of campus crime statistics, policies, services and resources that aid in the prevention of crime and overall safety of the Le Moyne Community. You will also find in the annual report Le Moyne College's crime statistics for the past three years. This report is also available at Lemoyne.edu/security or by written request.

Campus Security Authority

The Jeanne Clery Act mandates that certain crimes are reported for inclusion in the annual security report. In an effort to achieve the most accurate statistics possible The Jeanne Clery Act has identified Campus Security Authorities as mandated reporters. Campus Security Authority is a Clery specific term that encompasses four groups of individuals:

- A campus police or security department
- Any individual(s) who have responsibility for campus security, but do not constitute a campus police or security department

- Any individual or organization specified in an institutions statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

Clery Exemption for Pastoral and Professional Counselors

There are two types of individuals who, although they have significant responsibility for student and campus activities, are not campus security authorities under Clery:

- **Pastoral counselor:** A person who is associated with a religious order or denomination is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- **Professional counselor:** A person whose official responsibilities include providing mental health counseling to members of the institutions community and who is functioning within the scope of his or her license or certification.

Important Phone Numbers

From off campus, the Campus Security phone number is 445-4444 (fax: 445-6021).

From on-campus phones, dial:

Campus Security	x4444
Student Development	x4525
Campus Life and Leadership	x4520
Wellness Center (Health Services)	x4440
Wellness Center (Counseling Services)	x4195

Visit our Web site at: www.lemoyne.edu/wellness.

Physical and emotional health services for victims of sexual offenses can be accessed through the Wellness Center for Health and Counseling.

Information	x4100
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LE MOYNE

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WWW.LEMOYNE.EDU

PREPARED BY THE LE MOYNE COLLEGE CAMPUS SECURITY DEPARTMENT IN 2013.