Public Safety

Annual Security Report

Genesee Community College

October 1, 2008

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This report is filed as required by the federal “Student Right-to-Know and Campus Security Act, (Title 11 – Crime Awareness and Campus Security). The purpose of this report is to provide our students, faculty and staff with campus safety information, including crime statistics and procedures to follow to report a crime. The annual report is prepared by Human Resources and Planning, the Office of Institutional Research, and the Personal Safety/Security Advisory Committee. The report is available upon request from Public Safety (585) 343-0055, Extension 6240.

This report provides information about Genesee Community College programs, properties and facilities, owned or controlled by the college. In addition to the main campus in Batavia, Genesee has instructional centers in Albion and Medina (Orleans County), Arcade and Warsaw (Wyoming County), and Dansville and Lakeville (Livingston County). The municipalities in which centers are located have law enforcement agencies and maintain crime statistics. For information on safety and crime in local communities, you may contact Public Safety for assistance, or contact local police departments or sheriffs’ offices directly. The four GLOW county Sheriffs have web sites that include, among other information, links to sexual offender information for their regions. The web sites are:

www.co.genesee.ny.us/dpt/sheriff
www.co.livingston.state.ny.us/sheriff
www.orleansny.com/sheriff
www.geocities.com/wyomingso1

Statement of current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus

Genesee Community College Public Safety operates twenty-four hours a day, seven days a week, and is the College’s law enforcement agency. Public Safety facilitates the reporting, prevention, and investigation of criminal activities and provides prompt response to other emergencies. The Public Safety Office is located at the Batavia campus, on the East side of the main building,
between the Cafeteria and the William W. Stuart Forum, in a busy, visible, high-traffic area. Members of the academic community and visitors to the campus are encouraged to report crimes to Public Safety in person, or by telephone at 343-0221, Ext. 6240. Crimes and emergencies can be reported from any of the College’s emergency telephones which are located throughout the campus, and from “house” phones or pay phones near building entrances. The academic community and visitors can also contact Public Safety by e-mail at gccsec@genesee.edu, or visit the web site at www.genesee.edu/resources/public_safety. “Silent Witness” reporting is available on the web page for voluntary, confidential reporting of suspected crimes.

Timely Warning. In order to insure that the college community is aware of criminal behavior or other threats that exist on campus, Public Safety provides timely warnings through “security alerts” posted on the front page of the GenESIS portal so that they are seen by students, faculty and staff when they log in to access academic courses, support, and administrative systems of the College. In the event of an emergency situation, Genesee has joined NY Alert in order to notify students, faculty and staff members in ways that work best for each person, including email, texting, telephone or fax.

Faculty, staff, students and visitors to the campus are encouraged to report crimes or emergencies to Public Safety through distribution of brochures, presentations at student and parent orientation, and via the Public Safety Web page.

In addition to the role of Public Safety, the following offices have been identified as Campus Security Authorities. Crimes can be reported to any one of these individuals. They are asked to report potential crimes to Public Safety, log records of incidents during the year, and refer any questions about crime to Public Safety during the year.

- Vice President of Student and Enrollment Services 345-6886
- Vice President of Human Resources and Planning 345-6811
- Dean of Students 345-6886
- Dean of Math, Science and Career Education 345-6820
- Dean of Human Communication and Behavior 345-6831
- Dean of Learning Technologies 345-6969
- Dean of The BEST Center and Campus Centers 345-6868
- Associate Dean of Student Development 345-6888
- Associate Dean, Genesee Community College at Albion 589-4936
- Associate Dean, Genesee Community College at Arcade 492-5265
- Associate Dean, Genesee Community College at Dansville 335-7820
- Associate Dean, Genesee Community College at Lakeville 346-5070
- Associate Dean, Genesee Community College at Medina 798-1688
- Associate Dean, Genesee Community College at Warsaw 786-3010
- Director of Student Activities 345-6832
Genesee Community College has Memoranda of Agreement with area law enforcement agencies, including the Sheriffs of the four counties in the College’s service area and the police chiefs who have primary law enforcement responsibility for the campus centers. The Vice President of Human Resources and Planning requests reports from each of the Sheriffs and other local police agencies each year to insure that we report all crimes that occur on campus, at the campus centers, and on contiguous public property.

Genesee Community College recognizes the need to maintain policies and procedures related to student rights and responsibilities in order to guide student actions and define the penalties which are to be imposed when the Student Code of Conduct is violated. The Student Code of Conduct, which is part of the broader Statement of Student Rights and Responsibilities, is available at www.genesee.edu/students/handbook.

The Senior Public Safety Officer participates on a small team of student services and counseling personnel that meets weekly to insure good communication is fostered between and among personal counselors, the Office of Student Development, College Village (the privately-own housing contiguous to the campus), the College nurse, and Public Safety concerning student behavior challenges.

The Vice President of Human Resources and Planning is responsible for developing the Annual Security Report, in coordination with Public Safety, the Personal Safety/Security Advisory Committee, and the Director of Institutional Research.

The College’s Personal Safety/Security Advisory Committee is representative of students, faculty and staff at the Batavia campus as well as the six campus centers. The committee meets monthly to raise concerns and recommend action to improve safety. Anyone who has safety concerns should contact the Public Safety Office directly.

Current College policies concerning security of, and access to, campus facilities, and security considerations used in the maintenance of campus facilities.

Since Genesee Community College is a public facility, all buildings are open to the public. Building entrances are generally opened at 6:30 a.m. and locked at 10:00 p.m. Monday through Friday. On Saturday the College is open from 6:30 a.m. until 5:00 p.m., and the Library is open on Sunday afternoon. Open hours are posted at the six campus center location, at the main entrances and online at www.genesee.edu/about/campuses. Public Safety officers complete
rounds of the Batavia campus, including parking lots and grounds, on all shifts 24/7. Indoor and outdoor cameras monitor and record activity throughout the campus. The college is well lighted, outside and inside, in order to deter crime. Public Safety is directed, by Board of Trustees policy, to develop rules for access and security of campus facilities, to inspect lighting, landscaping, and physical plant in order to identify improvements to enhance security, and to examine all campus facilities to determine whether any security concerns exist so that they can be corrected. Separate College procedures govern assignment and use of campus facilities, particularly by external groups.

Policies concerning campus law enforcement

Public Safety officers have completed an associates degree of which at least thirty hours are in criminal justice, or they have completed one year of college with at least one year of experience in appropriate criminal justice work. Prospective security officers must have completed New York State security guard training, and have received their licenses. All officers must have satisfactorily completed first aid and CPR/AED certification, passed a physical agility test, and undergone a satisfactory physical exam. Genesee’s Public Safety officers must update CPR skills yearly and first aid skills every three years. All full-time officers have blood borne pathogen training. Public Safety officers are approved by Genesee County Personnel prior to hiring, and are civil service employees of the college.

Law enforcement authority of campus security personnel

Public Safety Officers are conservators of the peace. They work with local, state and federal law enforcement agencies and they seek to protect life and property, to prevent anti-social conduct and to preserve a secure campus environment. Public Safety Officers are authorized to maintain order, investigate incidents, interview students and others who may be involved in a witness description or uncivil behavior, maintain reports and call local police and emergency agencies as necessary.

The working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding, for the investigation of alleged criminal offenses

Public Safety maintains close working relationships with State, County and local law enforcement agencies. Written memoranda of understanding have been negotiated with law enforcement agencies that identify their primary role in law enforcement, and insure that each party will notify the other in the event of any incident or situation that may be criminal in nature, including cases of missing students and potential violent felony offenses. Public Safety cooperates fully with law enforcement agencies when they respond to campus incidents, providing confidential facilities for interviews and assisting with arrests.
Policy encouraging pastoral and professional counselors, if allowed by institution, to inform clients of voluntary, confidential crime reporting procedures

Genesee Community College does not have pastoral counselors. Professional counselors are encouraged to inform clients of voluntary, confidential crime reporting procedures via “Silent Witness” facility on the Public Safety Web page, www.genesee.edu/resources/public_safety/silent_witness

Programs to inform students and employees about campus safety procedures and to encourage students and employees to be responsible for themselves and others with regard to safety

Public Safety works with the Personal Safety/Security Advisory Committee to inform students and employees about campus safety procedures and to promote crime prevention activities. In addition to information posted on the Public Safety Web page, Public Safety participates with Student Services and Student Activities staff members to inform students and their parents about safety procedures and crime prevention at Orientation, and brochures describing Public Safety services are available for distribution to student groups, in workshops, and as a response to inquiries. Public Safety initiates and monitors evacuation drills each semester on all shifts to insure that this safety measure is understood and regularly practiced. Laminated cards are posted in all classrooms and office suites containing emergency numbers and emergency procedures to be followed. Community agencies provide campus information tables concerning sexual awareness and safety and confidential services available in the community for victims of crimes since most students live in the communities around the campus and commute to college. Emergency telephones around campus provide instant communication with Public Safety and with 911, and these telephones are highly visible and accessible. The Student Rights and Responsibilities Handbook includes safety information and procedures information, and is available online or, by request, in hard cover from the Office of the Vice President for Student and Enrollment Services.

Civil Service and Professional Staff Handbooks, which are available online and, by request, in hard cover from Human Resources, include crime prevention and awareness information for employees of the College.

Programs to inform students and employees about crime prevention

Everyone at Genesee Community College is responsible for helping to maintain a safe and healthy environment on campus. To this end, Public Safety publicizes a range of services available to the campus community in brochures and online. In addition to Public Safety’s role in
monitoring safety conditions of campus facilities and completing regular rounds to insure that the facilities are safe and secure, officers provide escort services to parking and grounds as requested, assistance with disabled vehicles, delivering emergency messages received for students or others, and support to the college nurse with first aid and other emergency services. Crime Prevention and Personal Safety Tips are maintained on the Public Safety web site, encouraging people to be aware of potential crime and protect themselves by keeping personal items secure, maintaining safe vehicles in the campus parking lots, and preventing violence in the workplace.

Policy concerning monitoring and recording student off-campus criminal activity through local police

The Memoranda of Understanding with each local police agency includes agreements to notify the college when students are involved in criminal activity. The College also monitors the local newspapers, which report criminal activity on a regular basis in the small, rural communities that make up the service area of the College.

Alcohol policy, Drug policy, and Description of drug or alcohol abuse education programs

College policy specifically prohibits students and employees from bringing onto campus or using alcohol or illegal drugs on campus or during any College activity. The Student Rights and Responsibilities Handbook includes explanations of all state and federal laws concerning the use, possession and sale of alcohol and illegal drugs, and includes the range of penalties that can be imposed for breaking the laws and regulations. Students and other who violate state or federal law are subject to prosecution by local, state and federal authorities, and to discipline under the Student Code of Conduct. Student Activities and the College Nurse provide written materials and activities to inform students about the role of alcohol and drug abuse in personal safety, and work with community agencies like GCASA to help maintain the college’s commitment to be a drug-free and an alcohol-free environment. An Employee Assistance Program is in place to provide counseling services to help employees and their families deal with problems, including alcohol or drug abuse.

Sexual assault programs to prevent sexual offenses and procedures if an offense occurs, specifically including:

a. Description of relevant educational programs:
Genesee Community College regularly provides literature and information about sexual assault prevention to students through the College Nurse, Student Activities, and the College Counselor. An “Info Fair” is scheduled early in each semester, during which community groups that provide educational and other services, including Genesee County Rape Crisis Center and the Regional Action Phone provide information to students. The Policy on sexual assault is in the Student Rights and Responsibilities Handbook (www.genesee.edu/students/handbook), which includes all applicable laws, what students should do in the event that they are assaulted, sources of information and education on campus, how to avoid sexual assault, and tips for staying safe on and off campus. The College enforces all relevant and applicable laws, ordinances, and regulations of the State of New York, including the Civil Rights laws as they protect accused individuals. Genesee records all sexual offenses that occur on campus, notifies law enforcement of offenses that are reported to Public Safety or to college personnel, and assists in investigations as appropriate.

b. Procedures students should follow if sexually assaulted, specifically including
   i) Procedures regarding whom to contact
   ii) Importance of preserving evidence
   iii) To whom the offense should be reported

The Student Rights and Responsibilities Handbook includes specific information for students to follow, including whom to contact, the importance of preserving evidence, and to whom the offense should be reported. This information is also included in the brochure provided by Rape Crisis Service which provides free and confidential services to victims twenty-four hours a day (1-800-527-1757.)

Information on a student’s option to notify law enforcement authorities, specifically including:

   a. Campus and local police
   b. Statement that institution will assist the student with notification, if desired

Students are encouraged to notify local law enforcement authorities including Public Safety in person, by telephone, or by e-mail. Emergency telephones, located in convenient and easily identifiable location across campus, can dial 911 in case of emergency. Public Safety will assist students and others to notify the appropriate local police agency.

Notification to students of on-and-off campus sex offender victim services

Information about on-and-off campus sex offender victim services is provided in the Public Safety brochure and from Public Safety officers, in addition to the resources noted, above. Confidential counseling and referral services are offered by the College Nurse (Ext. 6835 on campus, and located near the entrance to the Student Union), and the College Counselor (Ext. 6357 on campus, and located in the Center for Academic Progress.)
Notification that institution will assist victim with changes in academic and living arrangements if desired and if available

Genesee Community College will assist victims with changes in academic arrangements if they are desired, and will work with providers of housing to change living arrangements if alternative housing arrangements can be made available.

Procedures for disciplinary action for alleged sex offenses, including a clear statement that:
   a. Accuser and accused are entitled to same opportunities to have others present during a disciplinary proceeding
   b. Accuser and accused must be informed of outcome of any institutional disciplinary proceeding alleging a sex offense

The Student Code of Conduct, which is part of the Student Rights and Responsibilities Handbook, describes the procedures to be used to address changes of sexual assault on campus. In all internal procedures, accuser and accused are entitled to have others present during disciplinary proceedings, and accuser and accused are informed in writing about the outcome of the proceedings. Since sex offenses are against the law, Public Safety notifies local police agencies when sex offenses are reported and participates, as appropriate, in investigations. The College expels any student who is convicted of a sex offense.

Sanctions the institution may impose following a final determination of a sex offense disciplinary proceeding

Genesee will apply sanctions, up to and including expulsion, in the event that a student is found guilty of a sex offense as a result of an internal investigation and disciplinary procedure. For the most part, however, sex offenses are investigated and tried in the criminal justice system.

Statement advising campus community where law enforcement agency information provided by state concerning registered sex offenders may be obtained

This information is provided in the Public Safety brochure and on the Public Safety Web page. Information about and links to sex offender registries are located on the web pages of the Genesee, Livingston, Orleans, and Wyoming county Sheriffs at the URLs included on the first page of this report.