SUNY COLLEGE OF OPTOMETRY

2013 Annual Security Report
The Annual Security Report is a report that is required to be published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act (Clery Act). This report contains information related to college security policies and campus crime statistics. The information contained in this report is consistent with guidance provided by the State University of New York Office of General Counsel and the Handbook for Campus Safety and Security Reporting published by the US Department of Education.

The 2013 ASR contains new requirements mandated by the reauthorization of the Violence Against Women Act (VAWA) regarding Consent, Dating Violence, Domestic Violence, and Stalking. In addition, the clarification regarding sexual violence and sexual harassment in compliance with Title IX contained in the Dear Colleague letter issued by Office of Civil Rights of the US Department of Education, is included in this report. The 2103 report is prepared in good faith to conform to the federal regulatory requirements under Clery Act, Title IX and VAWA.

New York State University Police (UPD) at SUNY College of Optometry responded to about 121 incidents during calendar year 2013, 8 of which were criminal incidents and 113 were non criminal or aided cases. Of the 8 criminal incidents reported to UPD in 2013, only 1 incident (Burglary) falls within the reportable crime category for this report and thus included in the 2013 crime statistics in page 5 of the report. The crime statistics for the reporting years contained in this report were compiled from crime data provided by the New York City Police Department (NYPD), report from the College’s Campus Security Authorities, and from the UPD Crime and Incident Report files.

If there are any questions with the information provided in this report or to request for a hard copy of this report, and or for more information on College Security Policies, Campus Crime Statistics, and Safety Resources, please contact Mr. Dapo Adurogbola, Assistant Chief of Police, at (212) 938 5578. We can achieve our goal of a safe campus with your continued awareness and UPD’s diligent commitment towards the safety of entire College Community.

About SUNY State College of Optometry

The State University of New York College of Optometry, founded in 1971 by legislative act, is dedicated to the education of Optometrists, to the advancement of eye and vision care through research and graduate education, and to the care of communities through the provision of comprehensive visual health services through its University Eye Center. The College is a center of excellence within the State University of New York (SUNY) system.

The SUNY College of Optometry is located at 33 West 42nd Street, opposite the historic New York Public Library and beautiful Bryant Park, in the Mid-town area of New York City. The College's home is a 18 story high rise building with an estimated 300,000 square feet. The building serves a population of about 351 students, 375 employees, about 9000 visitors to the building during 2013, and over 74,000 patient visits per year.

In addition, Classrooms and other College spaces, when not in use, are rented out to other organizations under a revocable permit agreement. SUNY College of Optometry is a commuter campus with no housing or residential facilities.
Security and Access to State College of Optometry

There are two entrances into the college; the main entrance accessible at all time is through 42nd street, while the other entrance through 43rd street is opened from 7:00am until 7:00pm on weekdays and closed all weekend. Both entrances are staffed by University Police Personnel. All students, faculty, and staff are issued identification cards, which they must show to the Desk Officer when entering the building, and ID cards are conspicuously worn while inside the building. UPD Officers enforce 100% ID check policy.

Visitors are checked against a daily expected guest list and after the Desk Officer verifies the purpose of their visit, visitors are then issued a temporary visitor pass affixed on their outer garment. Patient's access is limited to clinical floors and the color coded passes issued to them indicate their limited access within the building. Faculty, Staff, and Students expecting guests are required to pre-register their guests at the UPD 42nd street desk.

SUNY University Police Officer Status and Responsibilities

University Police Officers are responsible for enforcing all applicable City, State, and Federal laws as well as SUNY Policies and College regulations. In order to do so, the University Police Officers have full law enforcement authority and have undergone required basic recruit training at the police academy through standards established by the State of New York Municipal Police Training Council and Board of Trustees of State University of New York. Officers have been trained in community policing and crime prevention techniques. As first responders, officers undergo continuous refresher training to both enhance and upgrade their skills.

University Police works closely with the City of New York Police Department (NYPD) and with the officers at the Midtown South Police Precinct. Through a Memorandum of Understanding between both agencies, both agencies will share concurrent jurisdiction on College premises and areas immediately adjacent to the building. If a crime is committed on campus and an arrest is made, a University Police Officer with assistance from NYC Police Department will take the arrested person to the NYPD Midtown South Precinct to be fingerprinted. A “Crime Incident Report” will be completed by the arresting or responding officer and kept on file in the department.

Relationship with Local Police Department & Emergency Responders

Criminal activities at off campus locations are reported to the NYPD. The “Memorandum of Understanding” (MOU) with the NYPD notes that the NYPD has primary jurisdiction in locations outside College premises. The MOU further states that both agencies will provide mutual assistance and cooperation with investigation and enforcement of laws, especially with regards to violent felony offenses or crimes.

The College also has (on file) an executed “Memorandum of Understanding” with the Fire Department of New York City (FDNY) and have provided the local FDNY Engine Company #65 with a copy of the College’s Emergency Response Plan.

Campus Crime Statistics

The crime and referral statistics included in this report was based on information obtained from the following offices: University Police, Student Affairs, and Academic Affairs.

Information regarding crimes on adjacent streets and roadways was requested from New York City Police Department, but some crime statistics provided by NYPD does not indicate the exact Clery geographic area. Crime Categories listed below follows requirements of the Code of Federal Regulations 34CFR Sec.688.46 and pursuant to 20US Code Sec.1092 (f), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”
CRIMINAL OFFENSES: ON CAMPUS

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HATE OFFENSES: ON CAMPUS

Hate crimes in above crime categories or for larceny/theft, simple assault, intimidation, destruction/damage/vandalism of property. The 8 categories of bias for required reporting are: Race, Gender, Religion, Sexual Orientation, Ethnicity, National Origin, Gender Identity, or Disability. There were no reported hate crimes during calendar years 2011, 2012, and 2013.

CRIMINAL OFFENSES: OFF CAMPUS/RESIDENCE HALLS

The College of Optometry does not have or operate any off campus facilities owned and controlled by the College or any student organization. The College does not operate any residential facilities. There are no outside student organization facilities recognized by the State College of Optometry.

The statistics for the reporting categories of Public Property, Hate crimes and Arrests for Drugs, Alcohol, and Weapons Law violations are based on the crime data provided by The City of New York Police Department (NYPD).

Crime Prevention Activities for Students and Employees

Members of the College Community are reminded to secure their valuables and to be aware of their surroundings at all times. University Police have various programs to assist in this endeavor. A common theme of all our crime prevention programs is to encourage members of the college community to be aware of their responsibility for their own safety and security as well as the security of others within the College.

A. University Police conduct a “Safety on Campus” talk during incoming Student’s orientation that features topics in Personal Safety Awareness, Sexual Assault Protocol and Awareness, Bias Crimes Awareness, Emergency Evacuation, and Fire Safety Procedures. A safety talk is presented to all students during each semester. University Police in conjunction with the Environmental Health and Safety Office conducts safety awareness training during new employee orientation.

B. University Police produces informational brochures on various topics: Operation ID-Anti theft program, Alcohol and Drug Awareness, Safety Off-Campus, Emergency/Disaster management plans, and Sexual Assault Awareness, these brochures are displayed and distributed to the College Community.

C. University Police maintains and monitors a network of closed circuit camera, access control devices, and intrusion alarm system throughout the College. This system is monitored at all times by University Police Personnel

"CRIME STATISTICS ARE AVAILABLE ON THE COLLEGE WEBSITE AT:" HTTP://WWW.SUNYOPT.EDU/OFFICES/UNIVERSITY_POLICE/CRIIME_REPORT

ALSO, ANNUAL STATISTICS CAN BE VIEWED ON U.S. DEPARTMENT OF EDUCATION WEBSITE: HTTP://WWW.OPE.ED.GOV/SECURITY."
Crime Prevention Activities for Students and Employees

In the event of a major emergency on or off campus, or if there is an event or incident that poses an ongoing or continuing threat to the safety of members of the College Community, University Police will prepare a "College Alert Bulletin" and distribute as follows:

- College website: UPD Safety Alert page
- College Electronic Mail distribution service
- Posting of flyers on College events/activities board, and distribution through inter-office mail
- Safety Alert will also be issued when a crime (listed as Clery Crime) occur on campus that UPD determines to be significant.

In addition, an alert message will be sent to members of the College Community through the SUNY Emergency Alert mass notification system. This system is capable of sending messages in the following formats: electronic mail, sms text messaging, voice messaging, and facsimile messaging. The system is tested annually during one of the evacuation drills. Any member of University Police or Senior Staff can initiate the process to have the alert published. The following people have the authority to publish emergency messages: Chief Information Officer, Director of Communications, Director of Management Services, and the Assistant Chief of Police. A Crime Log, maintained by the University Police, lists all crimes reported to UPD. The log is available for public viewing during regular business hours at the University Police main desk at 42nd Street entrance.

Sensitive and/or Personal Crimes

University Police conducts an annual safety and security awareness program during incoming students orientation on: prevention of crimes, importance of support services, and availability of assistance to victims of sexual assault or other personal crimes. Please note the section in the Student Handbook, which describes our policy on personal safety.

University Police will provide assistance to any affected college community member and escort the individual to the Midtown South Precinct in case of a serious crime. The Offices of Student Affairs, Human Resources, and University Police (via student handbooks, Right-to-Know Programs, employee orientations, etc.) provide information to students and employees on how to handle and report crimes on campus.

Procedure on Crimes or Incidents Reporting

All members of the College Community are urged to report in a timely manner criminal incidents, emergencies, and suspicious activities that occur on campus to the University Police Department, if the victims wants to or is unable to report. Any student or employee who wants to report an emergency, or a suspicious activity, or a crime should do the following:

1. Dial extension 5555 (emergencies only): be prepared to give your name, type of emergency and location. A University Police Officer will respond immediately and start an investigation. Once the emergency has been stabilized, the Officer will take a statement from the person reporting and complete a “Blotter Incident Report”. This report will be kept in the department’s electronic record management system.

2. To report a crime, notify an Officer at the University Police desk located in the first floor, or call ext.5566. If the crime is in progress, the student or employee should call ext. 5555 from any campus phone. The person reporting the crime should be prepared to give their name, the nature of the crime, and the exact location. A University Police Officer will immediately respond, and when necessary, apprehend the perpetrator by making an arrest if a crime has been committed. A “Case Incident Report” will be completed for all criminal offenses. In some instances and depending on the severity of the crime, the New York City Police Midtown Precinct South, located at 357 West 35th Street, will be called for assistance. A copy of the “Case Incident Report” may be provided to the following individuals and departments:

   A. College President
   B. Vice President of Student Affairs 
   C. SUNY Administration, Office of University Police and Public Safety 
   D. In-house University Police File

3. While students are encouraged to report criminal incidents to the University Police Department, students may also, on “voluntary and confidential basis, report Dean/VP Academic Affairs: ext. 5658. VP Student Affairs: ext. 5500

There are no pastoral or professional counselors at the College of Optometry.

Academic and personal counseling are available to students through the Office of Student Affairs. Office of Social Work Services (ext 4040 & 4041) may be consulted for counseling on personal issues. For long term needs, referral service is available from the aforementioned offices. Social Services staffs are encouraged, when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on voluntary and confidential basis to the offices above, for inclusion in the college’s crime statistics.

* Reports made to the above Offices are filed with University Police for information purposes only and are not investigated, but are included in the College Crime Statistics.
College Policy Statements on Drug and Alcohol Abuse for Students

A. The State University of New York, State College of Optometry is committed to the development and maintenance of a drug-free environment. In accordance with the Drug Free Workplace Act of 1989 and the Drug-Free Schools and Communities Act Amendments of 1989, the College will not tolerate the abuse of alcohol, the unlawful possession, distribution, and use of controlled substances and alcohol on College premises.

B. It is the position of the State College of Optometry that the abuse of alcohol and or the illegal possession or use of other illicit drugs adversely affects the College Community’s pursuit of its educational and patient care goals. Furthermore, as a state supported institution, it is the responsibility of the College and its University Police to uphold both the State and Federal Laws in this regard.

C. During authorized college events and when permission is granted, the college permits the consumption of alcoholic beverages on college premises by those who are of legal age that promise to abide by state laws and the guidelines established in the Students Handbook and the Workplace Drug and Alcohol Policy (http://www.sunyopt.edu/HR/policies.shtml).

D. University Police distributes flyers on the Dangers of Drinking to all students. Office of Student Affairs highlight information about drug and alcohol abuse during orientation, as well as through email reminders to the Student Council and their members about the college’s concerns for limiting alcoholic use and the responsibilities each student organization has in monitoring that use during their events.

E. Smoking Policy - The College prohibits smoking within the building, outside the building within the property line, and within College owned vehicles.

Sexual Assault, Stalking, & Domestic Violence Prevention

New York State statutes define sexual assault in various degrees. Sexual assault, of any kind, is a crime.

Sexual Assault is any actual or attempted non-consensual sexual activity, including but not limited to, forcible anal or oral sex, attempted intercourse, sexual touching, exhibitionism by a person(s) known or unknown to the victim.

Sexual Assault, Stalking, & Domestic Violence

Prevention

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Sexual Assault, Stalking, & Domestic Violence Protocol & Prevention continued

Section 130.25/30/35 – Rape: This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Victims — to initiate a formal complaint or file a report
If you are a victim of a rape or sexual assault, it is recommended that you seek medical attention immediately. If you are sexually or otherwise assaulted on campus, call University Police at ext. 5555. If the assault occurs off-campus, call your local police department at 911. The incident should be reported to the Title IX Coordinator, Mr. Doug Schading, in room 932 or at ext. 5555. It is also suggested that you do not:
- Bathe or douche
- Change clothing,
- Disturb the area in which the crime or assault occurred

Some Prevention Tips
- Let others know where you are going and when you expect to return.
- Walk with confidence and alertness. Assailants are less likely to target a person who appears assertive and difficult to intimidate.
- Report suspicious persons & activities immediately to University Police.

Sexual Assault, Stalking, & Domestic Violence Protocol & Prevention continued

Section 130.40/45/50 – Criminal Sexual Act: This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion, or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Acquaintance Rape
Women – alternatives to vulnerability
- More than 60% of all reported rape occurs between acquaintances, and 4 in 10 rapes occur in the home. Have first dates in public places and in groups.
- Communicate your sexual limits clearly. Don’t give mixed messages.
- Remember that leaving a party or other social event with someone you have just met can be dangerous.
- Men – alternatives to coercion
- Never force, pressure, or coerce anyone to have sex.
- Don’t take silence as consent.
- Respect the word “NO”.

Section 130.52 – Forcible Touching: This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor’s sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person’s sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

Section 130.55/60/65 – Sexual Abuse: This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed seven years.

Section 120.45/50/55/60 – Stalking: This series of offenses occurs when a person engages in a course of conduct directed at a specific person, such that it causes that person or acquaintances of the person to be in fear of harm. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

Confidentiality
“THE COLLEGE WILL PROTECT THE PRIVACY OF ALL PARTIES TO A COMPLAINT OR OTHER REPORT OF SEXUAL HARASSMENT AND SEXUAL VIOLENCE TO THE EXTENT POSSIBLE.”

Section 130.65-a/.66/.67/.70 – Aggravated Sexual Abuse: This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis, or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced when the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

“REPORTING THE ASSAULT DOES NOT MEAN YOU MUST PROSECUTE, BUT THE REPORT MAY HELP AUTHORITIES IDENTIFY THE OFFENDER AND PREVENT THE VICTIMIZATION OF OTHER PEOPLE.”

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We will meet with you privately, at a place of your choosing. If you feel you are the victim of a sexual assault, it is very serious concern to the University's Sexual Assault Response Policy. We will assist you in arranging for any hospital services. If you are a victim of sexual assault, call your nearest hospital. University Police will provide escorts when such assistance is requested.

**Procedure for Disciplinary Action**

In the cases of alleged sexual assault, domestic violence, dating violence, & stalking, procedures are in place for on-campus fair & timely review of all complaints, which may result in disciplinary actions. Offenders may be subjected to criminal prosecution according to the NYS Penal law statute.

Where there is reason to believe the College’s regulations prohibiting sexual misconduct have been violated, the College will pursue disciplinary action through its established internal process. Sanctions may include dismissal from campus.

In on-campus disciplinary proceedings, the accuser and the accused are entitled to the same opportunities to receive written outcomes of the institutional disciplinary proceedings. Any rights or processes offered to an accused are also offered to a complainant, including right to appeal and to bring an advisor of choice to the proceedings.

"WHERE THERE IS REASON TO BELIEVE THE COLLEGE'S REGULATIONS PROHIBITING SEXUAL MISCONDUCT HAVE BEEN VIOLATED, THE COLLEGE WILL PURSUE STRONG DISCIPLINARY ACTION THROUGH ITS OWN CHANNELS. SANCTIONS INCLUDES THE POSSIBILITY OF SUSPENSION OR DISMISSAL FROM THE COLLEGE."

**Retaliation: Policy Statement**

No member of the College community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a complaint, serves as a witness, assists or participates in any way in a proceeding involving allegations of sexual assault, domestic violence, dating violence or stalking. Individuals who experience retaliation should report the incident to University Police or Mr. Douglas Schading, Director of Human Resources/Affirmative Action Officer/TIXC.

**Prevention Education & Awareness**

The College considers dating violence, domestic violence, sexual assault and stalking to be serious violations subject to severe sanctions, to include dismissal from campus.

The college has educational programs to promote awareness of rape, including acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. These educational programs include primary prevention and awareness programs for all incoming students and new employees.

These educational programs will include: a statement that these crimes are prohibited at the college; NYS definitions for consent, dating violence, domestic violence, sexual assault, and stalking; safe and positive bystander intervention when these types of incidents happen in ones presence; information on risk reduction to recognize warning signs of abusive behavior and avoiding potential attacks; and information on college's administrative disciplinary procedures.
Registered Sex Offenders

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a Federal Law that provides for the tracking of convicted sex offenders enrolled at, or employed by institutions of higher education. The New York State Division of Criminal Justice Services will notify University Police if and when a registered sex offender enrolls at or becomes employed by State College Optometry. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. Any member of the college community interested in obtaining information about any registered sex offender enrolled at or employed by the college should inquire at the University Police Information desk on the 1st floor. In addition, anyone can access and review the Division of Criminal Justice Services’ Sex Offender Registry Subdirectory at, http://criminaljustice.state.ny.us/nsor/index.htm, or the US Department of Justice Sex Offender Registry at, Division of Criminal Justice Services’ Sex Offender Registry Subdirectory at, http://criminaljustice.state.ny.us/nsor/index.htm.

Any student, employee, or member of the general public who discovers the presence of a registered sex offender resides in their local area.

The College will provide written notification to any student, employee or member of the college community interested in obtaining information about any registered sex offender, or the US Department of Justice Sex Offender Registry Subdirectory at, http://criminaljustice.state.ny.us/nsor/index.htm, or the US Department of Justice Sex Offender Registry at, Division of Criminal Justice Services’ Sex Offender Registry Subdirectory at, http://criminaljustice.state.ny.us/nsor/index.htm.

The College will also provide information about these services in writing to victims of these crimes using the established Model Notification for Victims of Sexual Violence template document.

For Survivors/Victims:
The College will provide written notification to victims regarding rights and options, including: available and existing on and off-campus services such as victim advocacy, counseling, health, mental health, legal assistance, visa and immigration assistance; available and applicable institutional disciplinary procedures, and an explanation of those procedures; confidentiality in protective measures and Clery reporting and disclosure; and reasonable and available options and assistance with changing academic, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

The college encourages safe & positive bystander action and intervention

The College will maintain as confidential any accommodations or protective measures provided to the victims so long as it does not impair the ability to provide such measures. Personally identifiable information about victims will not be included in any publicly available record keeping, including the reporting and disclosure of crime statistics.

The College will provide written notification to students and employees about available local counseling and mental health services, academic support services, victim advocacy agencies, legal aid services and any other services that are available locally to victims of dating violence, domestic violence, sexual assault, and stalking. The college will also provide information about these services in writing to victims of these crimes using the established Model Notification for Victims of Sexual Violence template document.

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Written Notification: Procedure

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Personal Safety Policy

Policy Statement

The State College of Optometry will provide information to our College community regarding sexual assault and other personal safety issues annually. College offices such as Academic Affairs, Student Affairs, and University Police will refer victims to local support agencies and assist them with the reporting of the crime to local authorities. The College President will take measures as deemed appropriate after due process and careful consideration with respect to any member of the College Community involved in a sexual assault or any other sensitive crime.

Objectives
I. To annually update and provide information regarding sexual assault in the student handbook, which includes local referral, sources, as well as in employee orientation materials.

II. To provide a special seminar for new students during orientation program, which describes prevention and the importance of support services, should a student require them.

III. To assist any member of the college community who may be a victim of sexual assault, or other personal crimes, with securing counseling services and reporting the crime to the authorities.

IV. To educate and train University Police Personnel and individuals who advise and/or supervise students in regard to prevention and the importance of support services for members of the College Community who may be victims of sexual assault and other crimes.

The college encourages safe & positive bystander action and intervention

The College will maintain as confidential any accommodations or protective measures provided to the victims so long as it does not impair the ability to provide such measures. Personally identifiable information about victims will not be included in any publicly available record keeping, including the reporting and disclosure of crime statistics.

The college encourages safe & positive bystander action and intervention

Members of the college community may report an incident or file a complaint online at:

http://www.sunyopt.edu/forms/incident_report

Policy on Credit Card, Marketing, and Advertising

Currently the college prohibits the marketing, advertising, or merchandising of credit cards on College premises to students.

Bias Crime Awareness

Hate Crimes and the Law:
Hate crimes, also called bias crimes or bias-related crimes, are criminal activities motivated by the perpetrator’s bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the New York State Hate Crimes Act of 1990 (Public Law 102-275 April 23, 1990) and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of this New York State law may be requested from University Police main desk in the 42nd street lobby.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures according to the “Policy on Ethical and Professional Student Conduct” where sanctions including dismissal are possible.

Hate or Bias-Related Incidents:
In addition to preventing and prosecuting hate or bias crimes, SUNY Optometry Police will also assist in addressing bias-related activities that do not rise to the level of a crime.
These activities, referred to as bias incidents and defined by the University as acts of bigotry, harassment, or intimidation directed at a member or group within the College of Optometry community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the State University’s Discrimination Complaint Procedure or the campus conduct code. Hate incidents involve behaviors that, though motivated by bias against a victim’s race, religion, ethnic/national origin, gender, age, disability, or sexual orientation, are not criminal acts. Hostile or hateful speech, or other disrespectful/discriminatory behavior may be motivated by bias but is not illegal. They become crimes only when they directly incite persons or property, or if they place a potential victim in reasonable fear of physical injury. Bias incidents can be reported to University Police, or to the Office of the Director of Human Resources and Affirmative Action on the 9th floor, or to the Office of Student Affairs on the 11th floor. University Police will thoroughly investigate and document any evidence in all bias-related incidents.

Procedures to Initiate a Formal Complaint:
If you are a victim of, or witness to, a hate/bias crime on campus, report it to University Police by calling extension 5555 in an emergency, or go directly to the University Police main desk in the 42nd street lobby. A University Police Officer will investigate complaints received and follow the appropriate adjudication procedures.

Services and Resources:
Victims of bias crime or bias incidents can avail themselves of counseling and support services when referred from the campus. Information can be received from the Office of Student Affairs on the 11th floor at extension 5500 and the Office of Social Services on the 10th floor at extension 4039.

For more information on SUNY College of Optometry security procedures, please view the annual Campus Safety and Security Awareness Report on the college website at http://www.sunyopt.edu/police/reports.shtml and the College’s Health and Safety Committee Report available from room 3M12. In addition, security procedures and policies are available in the Student Handbook. The college’s crime data can be viewed by the general public on the US Department of Education’s website at http://ope.ed.gov/security.

For more information on college security procedures and bias crimes, including up-to-date statistics on campus crimes, please call Mr. Dapo Adurogbola, Assistant Chief of Police, at extension 5578.

Crime Warnings

Walking
1. Avoid traveling alone at night. This is a common statement, but should be particularly adhered to in large city.
2. Confine walking to well-lit, regularly traveled streets and pathways. Avoid shortcuts and keep away from alleyways or any other area where someone may hide.
3. Do not hitchhike or accept rides from casual acquaintances.
4. While walking to your vehicle or residence, have your keys ready in your hand.
5. When using the subways or buses have your Metro card or exact change ready in an accessible pocket to eliminate the need of opening a purse or wallet in front of others. This may also save you from waiting in lines.
6. Upon getting out of a car or off public transportation, take a look around to make sure that you are not being followed.
7. If you find yourself confronted by an assailant, you must remember that while screaming and struggling may in some instances frighten off the assailant, in other instances such actions may further provoke the assailant and bring forth a more violent reaction.

Above all you must keep your “cool” and assess the situation before choosing your course of action. Whether or not the assailant is armed or has made threats against your life will obviously be a determining factor in your decision.

Driving
1. Do not pick up strangers.
2. Keep your windows closed and doors locked.
3. Avoid stopping in poorly lit, out-of-the-way places.
4. If you think you are being followed, stay in populated areas. Look for places where there are people, then stop and let the vehicle behind you pass. If the vehicle continues to follow you, seek out a place where assistance is easily accessible (i.e., gas station, police station, etc.).
5. When parking at night, choose well-lit areas. Before getting out of your vehicle, check for people around you.
6. Before entering your vehicle, always check the interior, paying particular attention to the floor and rear seat.

Private Residence
1. Keep the door(s) to your residence and accessible windows locked at all times.
2. Do not keep your residence and vehicle keys on the same ring.
3. Women living alone should not use the prefixes “Ms.,” “Miss” or “Mrs.” on their doors or mailboxes. Instead, use the first initial and last name. This is also advisable for telephone directories.
4. If you receive obscene or harassing telephone calls, or several calls with no one on the other end, immediately notify the Police.
5. If you find that your roommate has been entered do not go inside. Go to a neighbor and call the police.
6. If you discover an intruder, do not antagonize them because they may be armed. Be very cautious!

Additional Crime Warnings
1. During holiday seasons, the risk of the theft and other personal crimes generally escalates. Please be extremely cautious with carrying too much money or too many packages and carefully follow all of the previous warnings.
2. During the summer season, jewelry tends to be more visible making the wearer a possible target for assault. Be especially careful about the amount and type of jewelry you wear or expose during these months.

Fire Safety—Procedures, Statistics, Reports, and Documentation
Since the college does not own or operate a student housing facility, the college is not required to comply with the requirement of this section. However, the College is equipped with a new integrated fire alarm system that is capable of monitoring fire detection devices, sound an emergency alert signal, and can be used to make emergency related broadcast related to evacuation instructions as needed. The system is equipped with smoke and heat detectors, speaker/strobes, sprinklers, and specialized suppression system.

Emergency Response and Evacuation Procedures
The College has an Emergency Response Plan that covers response procedures to various emergencies that may occur at the college. Emergency Response procedures are also posted on every floor in the building. Members of the College Community are urged to report emergency condition by calling University Police or directly activating the fire alarm pull station.
The Fire Alarm Command Panel is used to initiate an evacuation signal to the College Community. Occupants are required, upon hearing the evacuation signal, to relocate to the temporary staging area on their floors and await further evacuation instructions. The command center will issue evacuation instructions to each floor and or through each floor’s warden. The command center also coordinates the sequence of evacuation, starting with the floor of the emergency, followed by the immediate floors above and below the floor of the emergency. Occupants are instructed to congregate at a predetermined evacuation gathering location outside the building to take account of those that have safely evacuated the building.

The following groups are responsible to investigate an emergency, direct the required response actions, and assist with evacuation:

- University Police
- Environmental Health & Safety
- Facilities & Maintenance Staff
- Fire Wardens, Deputy Wardens, and Searchers
- Emergency Response Resource Group (ERRG)

Communication about emergency incidents and required response actions is relayed to the College Community through the College website and SUNYAlert Emergency notification system.

Emergency Resources

Information on college closure:
If the College is to be closed due to extraordinary situations or emergencies, only the Governor has the authority to close a state facility or agency. Whenever the College is to be closed in this regard, information on College closure status will be made available through the following sources:
- Check message on College website: www.sunyopt.edu
- Check message on College main voicemail: dial 212-938-4000
- SUNY Emergency Alert Mass Notification System (to register: https://www.suny.edu/sunyalertsec)

Off-Campus Emergencies:

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Contact</th>
<th>Telephone#</th>
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</thead>
<tbody>
<tr>
<td>Emergency (Medical)</td>
<td>NYC EMS</td>
<td>911</td>
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<tr>
<td>Crime-in-Progress</td>
<td>NYPD</td>
<td>911</td>
</tr>
<tr>
<td>Rape or Sexual Assault</td>
<td>Report Hotline</td>
<td>212-267-7273</td>
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<tr>
<td>Crime Victim</td>
<td>Victim Services</td>
<td>212-577-7700</td>
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<td>Crisis Counseling</td>
<td>Referral Hotline</td>
<td>212-532-2400</td>
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<td>Helpline</td>
<td>1-800-LIFENET</td>
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<tr>
<td>Terrorism Tips</td>
<td>Hotline</td>
<td>1-888-NYC-SAFE</td>
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<td></td>
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<td>1-866-SAFE-NYS</td>
</tr>
<tr>
<td>Identity Theft</td>
<td>FTC Hotline</td>
<td>1-877-IDTHEFT</td>
</tr>
</tbody>
</table>

On-Campus Emergencies:

The Office of the University Police, located on the first floor, should always be notified first for on-campus emergencies in order to facilitate proper and prompt response to such emergencies. Moreover, many situations can be resolved by University Police Officers.

Useful Resources:

<table>
<thead>
<tr>
<th>Problem</th>
<th>Contact</th>
<th>Telephone#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident/Injury</td>
<td>University Police</td>
<td>5555</td>
</tr>
<tr>
<td>Emergency (Medical)</td>
<td>University Police</td>
<td>5555</td>
</tr>
<tr>
<td>Safety issue</td>
<td>University Police</td>
<td>5555</td>
</tr>
<tr>
<td>Information</td>
<td>University Police</td>
<td>5566</td>
</tr>
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<td>Chemical spill</td>
<td>Env. Health &amp; Safety</td>
<td>5581</td>
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<td>Illness</td>
<td>Nurses Station</td>
<td>4091</td>
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<td>Counseling</td>
<td>Social Services</td>
<td>4040</td>
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<td></td>
<td>Student Affairs</td>
<td>5500</td>
</tr>
<tr>
<td></td>
<td>Human Resources</td>
<td>5880</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Doug Schading</td>
<td>5882</td>
</tr>
</tbody>
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