



Hamilton

Department of Campus Safety

2009

*Annual Report of Campus Policies,
Crime Statistics and Campus Services*



Hamilton

Department of Campus Safety

Francis A. Manfredo
Director

Wayne A. Gentile, Jr.
Assistant Director

Michael R. Jones
Assistant Director

Michael R. Schwartz
Assistant Director

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Hamilton College
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Clinton, New York 13323

EMERGENCY: (315) 859-4000
Non-Emergency: (315) 859-4141
<http://www.hamilton.edu/college/safety>

A Message from the Director of Campus Safety

Hamilton College attracts the nation's most talented students and scholars. College Hill is truly a special place, yet in today's society, the Hamilton College Campus Safety Department faces the same challenges as other schools across the country. Campus Safety is committed to providing a safe and secure learning and working environment for every student, faculty member, staff and visitor to Hamilton. Safety and well-being is our highest priority and my primary concern.

Campus Safety's dedicated and experienced staff is ready to assist the Hamilton community at all times. The security of our campus is a joint effort that involves us all. Your thoughts and ideas are important to the continuous advancement of our safe learning, working and living environment. By cooperating with each other, exercising good judgment and using basic crime prevention safety measures we can all be assured of the safest possible experience.

This handbook is designed to inform the Hamilton community of the programs and services Campus Safety will provide. We also hope it will influence and encourage safe behavior and inspire and invite others to partner with us in our mission to reduce criminal activity on and near our campus.

Cooperation is critical to the success of our mission. I ask all members of the Hamilton community to make responsible choices, discourage careless behavior, and to promptly report any suspicious activity. It is my pleasure to work with everyone collaboratively as we strive to achieve our goals.

*Francis A. Manfredo
Director of Campus Safety*

Campus Safety: Educators and Protectors

The Department of Campus Safety is dedicated to providing the highest quality of public safety services to the college community in support the College's academic mission.

Every encounter between a Hamilton community member and a Campus Safety officer is an educational opportunity. We strive to make all encounters positive, but confrontations are inevitable. By explaining the nature of campus policies and referring infractions to College administrators for follow-up discussions, Campus Safety officers attempt to make confrontations beneficial.

Campus Safety officers derive their authority from the New York General Business Law, Article 7-A. Our personnel are officials of the College with specific responsibilities for safety, security and traffic control enforcement. The officers of the Department currently do not have authority to affect an arrest but work closely with the Town of Kirkland Police Department in criminal cases and situations where arrests may be warranted.

The Department takes pride in its strong working relationship with the Town of Kirkland Police Department, as well as state and federal law enforcement agencies. We communicate directly with each other and cooperate in many investigations.

Contacting Campus Safety

EMERGENCY: 315-859-4000 (x4000)
Non-Emergency: 315-859-4141 (x4141), safety@hamilton.edu
Anonymous TIPS Line: 315-859-4640 (x4640)
Directory Assistance: 315-859-4444 (x4444)

The Department of Campus Safety is located in the ranch-style building south of Dunham Residence Hall. The office is open daily from 7:00 a.m. – 11:00 p.m. At all other times, the communications center on the first floor of Bristol Campus Center is open. Campus Safety personnel is always on duty, 24 hours per day.

This pamphlet, produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It outlines the

Department's services and resources that are available to everyone on College Hill. It is made available electronically on the Campus Safety webpage and in written form upon request.

Campus Security Authorities

Campus officials that have a significant responsibility for student and campus activities are considered to be *Campus Security Authorities* as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The following list denotes the *Campus Security Authorities* for Hamilton College:

- Dean of Students Office
- Residential Life Office
- Resident Advisors
- Student Activities Office
- Academic Advisors
- Advisors to Student Organizations
- Athletic Directors and Team Coaches
- Department of Campus Safety
- Contract Security of any Campus Office

Clery Policy Statement Addressing Counselors

Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary/confidential basis for inclusion into the annual crime statistics. Counselors are defined as:

- Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor.
- Professional Counselor is an employee of an institution whose official responsibilities including providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Campus Safety Leadership

Francis A. Manfredo, Director of Campus Safety

Fran Manfredo was appointed to the position of Director of Campus Safety in July, 2008 after an extensive nation-wide search. Director Manfredo joins the Hamilton community after completing over 23 years of service with the City of Utica Fire Department, retiring at the rank of Assistant Chief. During his service to the residents of the City of Utica, Fran has served in many capacities including the supervision of the day to day operational and administrative needs of a 129 member department.

In addition to his extensive background in the Fire Service, Director Manfredo is a graduate of the New York State Police Academy, has over 16 years of Law Enforcement experience and has been a member of the New Hartford Police Department for the past 14 years. He has served as a Patrol Officer, Juvenile Officer and School Resource Officer, which has provided him with specialized training into the unique needs of a campus community.

Director Manfredo earned Associates Degrees in Liberal Arts and Criminal Justice from Mohawk Valley Community College and dual Bachelor Degrees from Empire State College in Fire Service Administration and Emergency Management. Fran is also a graduate of the National Fire Academy's Executive Fire Officer Program and holds numerous advanced certifications from the New York State Emergency Management Office, U.S. Department of Homeland Security and FEMA.

Wayne A. Gentile, Jr., Assistant Director

Following his service in the United States Marine Corps, Assistant Director Gentile returned to Central New York and began serving Hamilton as a patrol officer in 1999. Wayne was appointed as an administrator in 2000 and was then appointed to the title of Assistant Director in 2002. He is a graduate of the New York State Basic Course for Police Officers at Cazenovia College.

Assistant Director Gentile is responsible for evening shift operations in the Campus Safety Department as well as Clery Act compliance and serves as our liaison to the Office of Residential Life. He has received specialized training in crime scene investigation, women's self-defense instruction, and is one of our training instructors. Wayne is a member of the Northeast Colleges and Universities Security Association.

Michael R. Jones, Assistant Director

Assistant Director Jones joined the Department of Campus Safety as a patrol officer in 2000 and was promoted to the position of Patrol Supervisor in January of 2007. He served in that capacity until his promotion to an administrator in August 2007. He is a graduate of the New York State Basic Course for Police Officers and has extensive experience in law enforcement from his prior service as a New York State Park Police Officer and Town of Kirkland Police Officer. Mike has advanced training in DWI and Traffic Enforcement.

Assistant Director Jones is responsible for night shift operations in the Campus Safety Department as well as community service programming, administration of our bicycle patrol unit and serves as the department quartermaster. Mike is a member of the Northeast Colleges and Universities Security Association.

Michael R. Schwartz, Assistant Director

Assistant Director Schwartz joined the Department of Campus Safety as a patrol officer in 1999 and left to take a full time position as a Criminal Justice Instructor at Madison Oneida BOCES Vocational High School in 2001. Mike returned to the Department in August of 2006 and served as a patrol officer and administrative officer until his promotion to an administrator in August of 2007.

Mike is responsible for day shift operations in the Campus Safety Department as well as department training and accreditation efforts, parking and traffic enforcement administration and emergency management. In addition, he is responsible for day to day administrative operations within the department.

Assistant Director Schwartz is a graduate of the New York State Basic Course for Peace Officers and is currently studying to complete his B.S. in Criminal Justice.

Mike has been awarded over 30 separate emergency management certifications from the U.S. Department of Homeland Security, Federal Emergency Management Agency, Texas A&M University, the University of West Virginia and IACLEA. He was also recognized with a Certificate of Professional Development from the U.S. Department of Homeland Security in 2007. Mike is a member of the International Association of Campus Law Enforcement Administrators and the Northeast Colleges and Universities Security Association.

Education and Outreach

The Department of Campus Safety proactively deters crime on campus through a series of campus outreach programs.

Rape Aggression Defense

This nationally-recognized basic self-defense class for women is offered through the Department of Campus Safety in collaboration with the Office of the President and the Harassment Grievance Board. Participants learn physical techniques for defending themselves against aggressors and participate in the culminating simulation experience where they can apply and hone their skills. This twelve-hour course is typically offered once or twice per year. While enrollment preference is given to students, all Hamilton women are able to participate in this program free of charge.

Fatal Vision

Using unique and specialized eyewear, Campus Safety instructors are able to simulate the disabling effects of alcohol consumption for student participants in this program. The students are asked to complete simple tasks while wearing the specialized eyewear that simulate varying levels of intoxication. This very popular program lasts about one hour and is offered in Hamilton's residence halls in cooperation with the Department of Residential Life and their staff of Resident Advisors (RAs). This program is offered at the beginning of the fall semester for presentation to all students. In addition, Fatal Vision can be presented at anytime, throughout the class year, for any community member interested in the program.

Crime Prevention and Fire Safety

Campus Safety officers are available to assist RAs with residence hall programming about personal safety issues and fire hazards. These programs are also offered in non-residential settings and are available to any member of the community. These programs are typically offered at the beginning of the fall semester but are available for presentation to any community member throughout the school year.

In addition to offering programs, the Department of Campus Safety takes an active role in assisting with the fire safety and inspection programs mandated by the State of New York. These mandates include performing fire drills, performing fire inspections of all college owned property, and actively monitoring conditions to prevent any potentially dangerous conditions that could lead to a fire.

The State of New York requires that four fire drills be performed, in every college owned building that is used as a residence hall, during the course of the school year. This is divided so that two drills are performed in the fall semester and two drills are performed in the spring semester. The drills are designed to give the building's occupants a sense of familiarity with procedures in the event of a real fire or emergency.

Academic and Administrative buildings are mandated to have three fire drills, per year, performed to assist the occupants with gaining familiarity with emergency procedures. These fire drills are spread out over the course of the academic year.

Timely Warnings

The campus emergency alert system is composed of a siren based warning system in conjunction with a reverse 911-type system. The warning sirens issue an alert to provide the community of a pending warning or emergency. The reverse 911 system issues a pre-recorded message to email, text messaging systems, cell phones, and landlines advising of specific threats or conditions and containing instructions on how to proceed.

Reporting Emergencies, Crimes and Policy Violations

Despite Campus Safety's best efforts, crimes and policy violations do occur on College Hill. Community members should promptly report all crimes, policy violations, and any suspicious behavior that they witness. Campus Safety will investigate all reports and activate the appropriate College judicial procedures.

Campus Safety (x4141 non-emergency, x4000 emergency)

A dispatcher is always on duty to answer calls from concerned members of the Hamilton community. Campus Safety is ready to respond to all situations on campus and will coordinate with local agencies to ensure that the proper resources are available. All emergencies should be reported to the Department of Campus Safety; persons who dial 911 on a campus phone will be connected to Campus Safety. All members of the campus community are strongly encouraged to report any suspicious behavior or activity, crime, acts of violence against themselves or another or any circumstances that require attention.

TIPS Line (x4640)

Campus Safety maintains a "*Taking Interest in your Personal Safety*" (or "TIPS") phone line that gives community members the ability to anonymously and confidentially provide Campus Safety with information about ongoing investigations. To ensure privacy, this line is answered by a voice mail account. This phone line is not monitored by an operator and ***it should not be used to report crimes or emergencies in progress***. Any emergency or in-progress activity should be reported to Campus Safety by dialing extension 4000 or 911 on a campus phone or (315)859-4000 on a cell or off-campus phone.

Daily Crime Log

A daily crime log listing all crime and other reportable incidents reported to the Department of Campus Safety is maintained according to the nature of the crime or incident. Included is the date, time, general location of the incident, and a disposition of the incident if it is known. Certain information is withheld to protect possible victims and witnesses or to maintain the integrity of the case if an investigation is ongoing. The Daily Crime Log is available to the public from 7:00 a.m. through 11:00 p.m. Monday through Sunday, at the Department of Campus Safety, upon request.

Administrative Officers

Hamilton's administrative officers are also available to assist those members of the community who wish to report crimes. The Dean of Students' office (x4020, Elihu Root Building) is available to assist students and the Department of Human Resources (x4302, Philip Spencer House) can assist employees.

Blue Light Emergency Phones

Several call box telephones are installed across campus and are indicated with signage and/or blue lights. These phones are directly connected to the Campus Safety dispatcher and are intended for emergency use only. Community members are strongly encouraged to utilize these emergency phones anytime they feel uncomfortable in a situation or require immediate assistance from the department.

There are ten blue light emergency phones located throughout the campus. They are located in the following areas:

North Lot	Fieldhouse Lot
Woolcott House (Front)	New Lot
Bristol Campus Center (Rear)	The Little Pub
Martin's Way Bridge (South Entrance)	Root Extension Lot
Root Parking Lot	Major/McIntosh/Minor Lot

Available Resources

Many Hamilton offices and local agencies are available at all times to assist members of the community in emergency and crisis situations.

Administrator on Call (dispatched through Campus Safety X4000)

An administrative officer from the Division of Student Life will be informed of all serious situations that occur on campus and will respond, when necessary, to emergency situations.

HCEMS (dispatched through Campus Safety X4000)

A squad of certified student Emergency Medical Technicians responds to all on-campus medical emergencies. This service is overseen by the Department of Student Health Services and maintains a strong working relationship with area EMS agencies such as Clinton Fire Rescue and Central Oneida County Volunteer Ambulance Corps.

Counselor on Call (dispatched through Campus Safety X4000)

A professional counselor from Hamilton's Department of Counseling and Psychological Services is always available for emergency consultations. Non-emergency counseling is available to all students by contacting the Counseling Center (x4340) during business hours. Conversations with Hamilton's counselors are free of charge and confidential. During non-business hours a counselor can be contacted confidentially by first contacting the Department of Campus Safety dispatcher. The dispatcher will arrange for the counselor on call to contact the individual directly. All information will remain strictly confidential.

Kirkland Police Department (853-2924 non-emergency)

Informational questions about local laws or reports of civil crimes can be directed to the Town of Kirkland Police Department by telephone. KPD will not respond to a campus call without informing the Department of Campus Safety. Campus Safety officers may request additional support from KPD. As the local police authority, KPD is the contact agency for questions relating to our local sex offender registry. Community members may also direct questions to KPD by E-mail them at **chiefenglish@kirklandpolice.com**

Responding to Sexual Harassment and Sexual Assault

Important Phone Numbers

EMERGENCY: 315-859-4000 (x4000)
Campus Safety Non-Emergency: 315-859-4141 (x4141)
Counseling Center: 315-859-4340 (x4340)
YWCA Rape Crisis Hotline: 315-797-7740 (x5000)
Administrator/Counselor on Call, after hours: 315-859-4000 (x4000)

Hamilton College affirms the principle that its students, faculty, staff and guests have a right to work study and enjoy the society of the College community without being subjected to sexual harassment or sexual assault.

Sexual assault is an act of violence prohibited, in separate ways, by New York State Law and Hamilton College policy. Hamilton College defines sexual assault as any sexual conduct without mutual consent. Sexual assault includes, but is not limited to, situations where a person is unable to consent because of mental incapacity or physical helplessness due to drug or alcohol consumption, or unconsciousness.

The Counselor on Call is designated at Hamilton as the professional staff member best suited to coordinate services for survivors of a sexual assault and is available at all times by contacting the Campus Safety office.

The YWCA Rape Crisis Center is a private agency that will provide free and confidential advocacy services to sexual assault victims. They can be reached directly by dialing x5000 from any campus phone. This line is not intercepted or monitored by any Hamilton College department.

Students may report occurrences of sexual assault and harassment to Campus Safety, administrators in the Dean of Students' office, or members of the Hamilton College Harassment Grievance Board. Harassment Grievance Board procedures are available on-line at www.hamilton.edu/college/student_handbook/sexpolicy.html or from the Dean of Students Office, Dean of the Faculty Office or Campus Safety.

Community Services

Building Access

All Hamilton College residence halls have an access card which is only issued to students living in that building. Those residence halls that house academic or other offices are left unlocked during business hours, but are locked at all other times. No other persons will be admitted to residence halls by College officials. Academic buildings are unlocked at all times when the College is in session, except at night and in the late evening. Students are not admitted to locked academic rooms or buildings after hours without permission from faculty members or administrators with responsibility for that area.

Escorts

Campus Safety will escort any student from one campus location to another if they contact the office and report feeling unsafe between the hours of dusk and dawn. These escorts may be given in a Campus Safety vehicle or on foot, by Campus Safety officers or student employees. The Department will provide vehicular escorts between campus locations to those physically disabled students whose disabilities have been certified by the Department of Student Health Services. Medical escorts are given at all times of day.

Lockouts

Students are strongly encouraged to lock their rooms at all times. If a student is accidentally locked out of their room, Campus Safety personnel will grant them admittance after checking their official room assignment and photo identification. After the first lockout call, a student will be charged \$10 per lockout. Students who lose their room keys should report the loss to the Department of Residential Life (x4023) so that their locks can be changed.

Deliveries

Off-campus delivery services are not permitted to enter any College buildings. All deliveries must be received at the Campus Safety office.

Campus Safety's Routine Responsibilities

Monitoring and Recording Off-Campus Crimes

Local law enforcement agencies regularly notify Campus Safety of off-campus crimes that involve members of the Hamilton community. The Department's role in off-campus investigations is limited, but information is often shared and cooperative work regularly takes place. The Hamilton College Code of Conduct prohibits violations of local, state, and federal laws; the College may take disciplinary action, independent of civil authorities, for activities that take place off-campus when the interests of the College are adversely affected. In instances where crime reporting is necessary in Hamilton overseas locations those statistics will also be reported in compliance with the Jeanne Clery Act.

Building Checks

Prior to securing a building at night, Campus Safety officers will visually inspect its exterior, making note of any damage. Officers will also conduct an interior walk-through of all buildings in their entirety, ensuring that doors are secured, that fire safety equipment is present and in working order, and that there are no apparent safety, fire, or health hazards. This walk through includes mechanical rooms and a basic check of the building's heating and electrical systems.

All hazards and physical problems are referred to the Department of Physical Plant for action during the next business day. Physical Plant personnel can be called in after hours to address serious situations.

Drug and Alcohol Policies

Hamilton College has several regulations pertaining to the possession, use, and distribution of intoxicating beverages and illegal drugs; these policies are fully outlined in the Student Handbook. All students should carefully review these policies as the disciplinary penalties for violating them can be severe.

- **Hamilton Student Handbook Alcohol Policy:**

II. Summary of New York State Laws Governing Alcohol

Under New York State law it is illegal:

1. To provide alcohol to persons under the age of 21 or to persons who are visibly intoxicated. Providing alcohol to persons under the age of 21 is a Class A misdemeanor which is punishable by imprisonment for up to one year, a fine of not more than \$1,000 and/or 3 years probation;
2. To misrepresent the age of a person under the age of 21 for the purpose of inducing a sale of alcohol. Those found guilty of violating this law shall be punished by a fine of not more than \$200, or by imprisonment for not more than five days, or by both fine and imprisonment;
3. For a person under the age of 21 to possess alcohol with the intent to consume it. Those found guilty of violating this law shall be punished by a fine of not more than \$50 and/or required to complete an alcohol awareness program and/or required to provide up to 30 hours of community service;
4. For any person under the age of 21 to present or offer any written evidence of age which is false, fraudulent or not actually his own, for the purpose of purchasing or attempting to purchase alcohol. Those found guilty of violating this law shall be punished by a fine of not more than \$100, and/or required to complete an alcohol awareness program and/or required to provide up to 30 hours of community service. Additionally, if it is found that a New York State driver's license was the written evidence of age used for the purpose of the purchase or attempted purchase, the person's license to drive a motor vehicle may be suspended for 90 days. Lastly, alteration of the required forms of identification (driver's license, passport or armed forces ID card) may constitute "possession of a forged instrument... with intent to defraud," which is a Class D felony under New York State penal law.
5. To sell alcohol, including charging admission at the door of an event where alcohol is distributed free of charge, without an Alcoholic Beverage Control license. Under New York State civil law the provider of alcohol may be liable for any damages or injuries caused by an intoxicated person.

III. General Policies

1. Persons 21 years of age and older may possess and consume alcohol in residence hall rooms, suites and apartments.
2. Open containers of alcohol are not permitted in public areas. Public areas include, but are not limited to, academic buildings, residence hall lounges and hallways, and outdoors. For purposes of this policy, suite lounges are not considered public areas.

3. Gatherings with bulk alcohol (defined as any quantity of beer in excess of two cases (48 twelve oz. cans), or the alcohol equivalent of wine or liquor) are not permitted in the residence halls (except where noted below). Kegs, beer balls and/or taps are not permitted in residence halls (except where noted below). Empty kegs may not be stored in residence halls.
4. Gatherings with bulk alcohol are permitted in College designated social spaces (Bristol Center Hub, Bundy Dining Hall, Beinecke Annex A & B, and Emerson Hall [ELS] basement). Social hosts are required to comply with the "Policy for Student-Sponsored Social Events," published here and in A Guide to Social Programming available in the Office of Student Activities.
5. The College reserves the right to notify the parents or guardian of a student who is transported to the hospital for an alcohol or drug-related overdose, and to require that the student participate in an educational program on alcohol and/or other drugs. The College may also choose to notify parents or guardian of any alcohol or drug-related violation

- **Hamilton Student Handbook Drug Policy**

I. LEGAL SANCTIONS PERTAINING TO DRUG USE

A. Legal Consequences of Operating a Vehicle While Under the Influence of Alcohol or Drugs

1. **Operating a Motor Vehicle after Consuming Alcohol While Under Age 21.** Any person under age 21 who operates a motor vehicle after having consumed alcohol, as determined by a blood-alcohol content of at least .02%, may be referred to the Department of Motor Vehicles for license suspension or revocation, and a \$125 charge to be imposed by a hearing officer, although the violation is not to be considered as "a judgment of conviction for a crime or any other offense." V&T Law § 1192-a, 17.
2. **Driving While Ability Impaired (DWAI) (more than .05% but less than .08% B.A.C.)**
 First violation (Traffic Infraction): Mandatory \$300-\$500 fine; and/or imprisonment up to 15 days; mandatory 90 day license revocation.
Violations within 5 years of any convictions for DWI or DWAI (Traffic Infraction): Mandatory \$500-\$750 fine, and/or imprisonment up to 30 days. Mandatory 6-month minimum license revocation.
Violations within 10 years of any two or more convictions for DWI or DWAI (Misdemeanor): Mandatory \$750-\$1500 fine; and/or imprisonment up to 180 days. Mandatory 6-month minimum license revocation.

3. **Driving While Intoxicated (DWI) (.08% B.A.C. or higher or while impaired by the use of a drug)**

1st Violation (Misdemeanor): Mandatory \$500-\$1,000 fine and/or 1 year imprisonment; Mandatory 6-month minimum license revocation.*

Two or more violations in 10 years (Felony): Mandatory \$1,000-\$5,000 fine and/or imprisonment up to 4 years. Mandatory minimum one-year license revocation.*

Two Convictions within 10 years involving personal injury (Felony): \$500-\$5,000 fine and/or imprisonment up to 4 years; 5 years involving probation is possible. Lifetime license revocation.

If you are under the age of 21 and charged with DWAI, or DWI, and you are convicted of such charges, your license will be revoked for a minimum of one year. If you drive while your license is suspended or revoked, or if you refuse a chemical test, you face a mandatory jail term of 7-180 days and a mandatory fine of \$500-\$1,000.

*The Department of Motor Vehicles decides when the license will be returned. It is not automatic. You must reapply and take tests.

B. New York State Sanctions-Possession and Distribution of Controlled Substances

1. **Marijuana**

Unlawful Possession

Violation. 1st offense: fine less than \$100; 2nd offense: fine less than \$200; 3rd offense: fine less than \$250.

Criminal Possession and Sale (Degree depends upon amount of substance seized)

5th Degree - Class B Misdemeanor; imprisonment up to 3 months

4th Degree - Class A Misdemeanor; imprisonment up to 1 year

3rd Degree - Class E Felony; imprisonment up to 4 years

2nd Degree - Class D Felony; imprisonment up to 7 years

1st Degree - Class C Felony; imprisonment up to 15 years

2. **Other Controlled Substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, Fentanyl, Fentanyl analogue)**

Possession and Sale (Degree depends upon substance, amount of substance, age of purchaser and prior record)

7th Degree - Class A Misdemeanor; imprisonment up to 1 year

5th Degree - Class D Felony; imprisonment up to 7 years

4th Degree - Class C Felony; imprisonment up to 15 years

3rd Degree - Class B Felony; 6-25 years imprisonment

2nd Degree - Class A-II Felony; 3-8 years to life imprisonment

1st Degree - Class A-I Felony; 15-25 years to life imprisonment

C. Federal Sanctions - Possession of a Controlled Substance

1st Conviction - Up to one year imprisonment and fine of at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction - At least 15 days in prison, not to exceed 2 years and fine of at least \$2,500 but not more than \$250,000, or both.

After two or more prior drug convictions - At least 90 days in prison, not to exceed 3 years and fine of at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine - Mandatory at least 5 years in prison, not to exceed 20 years, and fine of up to \$250,000 or both if:

1. 1st conviction and the amount of crack possessed exceeds 5 grams;
2. 2nd conviction and the amount of crack possessed exceeds 3 grams;
3. 3rd or subsequent conviction and the amount of crack exceeds 1 gram.

21 U.S.C. 853(a) (2) and 881(a) (7): Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack).

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

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

21 U.S.C. 853a: Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

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

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

Federal Sanctions - Sale of Marijuana * A first offense of trafficking in marijuana in amounts of less than 50 kg may result in imprisonment of not more than 5 years and a fine not to exceed \$250,000. Imprisonment and fine minimums

are doubled for a second offense. Trafficking in marijuana in quantities greater than 1000 kg may result in not less than 10 years and not more than life imprisonment and/or a fine not to exceed \$4 million (Minimums double for a second offense).

Federal Sanctions - Sale of Controlled Substances * Penalties range from imprisonment for less than one year and/or a fine of less than \$100,000 for a first offense involving a small quantity of a controlled substance. For a large quantity, second offense, the penalty may be as severe as 20 years to life imprisonment and a fine of not more than \$8 million.

** The complete range of Federal sanctions for sale of marijuana and controlled substances is summarized in the Federal Register, Volume 55, Number 159, pages 33588 and 33589*

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

III. ALCOHOL AND OTHER DRUG COUNSELING AND TREATMENT PROGRAMS

In addition to services and referrals offered through the Hamilton College Counseling Center (859-4340) and Health Center (859-4111), the following services and sources of information are available in the surrounding community:

- Alcohol Crisis Center, 735-1116
- Alcoholics Anonymous, 732-6880
- Mohawk Valley Council on Alcoholism and Addictions, 733-1709
- Insight House Chemical Dependency Services, 724-5168

Additional Information and Referral Services:

- Drug Abuse Information Line, 1-800-522-5353
- National Institute on Drug Abuse, 1-800-662-HELP
- Partnership for a Drug-Free America - www.drugfree.org/

Judicial Procedures

RESPONSIBILITY

As members of a residential academic community, students share responsibility with the faculty and administration of Hamilton College for creating and maintaining an atmosphere that is conducive to learning and personal growth and

respectful of the rights of others. By their attendance at Hamilton College, students are obligated to comply with its regulations and procedures, which they are expected to, read and understand.

The Board of Trustees assigns responsibility for student discipline to the President and faculty. In practice, the Dean of Students bears administrative responsibility for student discipline. The discretionary authority of the President to decide finally on any student disciplinary matter is not precluded by the provisions outlined below.

The Assistant Dean of Students, as designee of the Dean of Students, is responsible for determining the appropriate mechanism for adjudicating alleged violations of College regulations and generally providing oversight and coordination of the judicial process. Any member of the Hamilton community shall bring complaints against a student or a group of students to the attention of the Dean of Students, Office of Campus Safety, Office of Residential Life, the Assistant Dean of Students, or the Chair of the Judicial Board.

It is the policy of Hamilton College that any time allegations of misconduct are brought against a student, the college will normally pursue to conclusion any necessary investigation and hearing process, notwithstanding the decision by the accused to withdraw, temporarily or permanently, from the College.

MEDIATION

A student complainant or the Assistant Dean of Students may propose mediation as a means to resolve some disciplinary cases. Mediation is possible, with the approval of the Assistant Dean of Students, when all parties involved (accuser and accused) voluntarily agree to engage in the mediation process and when students involved have not previously engaged in mediation through this process. If mediation fails, the case will be remanded to an administrative or Judicial Board hearing. Information gathered through the mediation process may not be submitted as evidence in an Administration or Judicial Board Hearing.

The Assistant Dean of Students will keep records of all cases that have been mediated, with names and a summary. Mediation yields neither a disciplinary record nor sanction. A repeat offense of a similar nature will be remanded to an administrative or Judicial Board Hearing.

HEARING PROCEDURES

Violations of standards of conduct and of College regulations are considered to be infractions against Hamilton College. Following receipt of a written complaint, the Assistant Dean of Students or a designee will conduct a preliminary review to determine whether the complaint has merit and whether the alleged misconduct might result in suspension or expulsion from the College. Students not subject to suspension or expulsion may be entitled to an administrative hearing, at the discretion of the Assistant Dean of Students in consultation with the Judicial Board Chair.

Students subject to suspension or expulsion are entitled to a hearing before the Judicial Board. They may waive that right under the conditions described below.

ADMINISTRATIVE HEARING

The Assistant Dean of Students may decide to resolve through administrative hearing cases involving students accused of offenses that normally result in penalties less than suspension or expulsion. A designee of the Dean of Students and a student member of the Judicial Board will normally jointly conduct administrative hearings. Administrative hearing decisions are final.

The following procedural protections are provided to accused students in administrative hearings:

1. written notice of the specific charges at least three (3) business days prior to the scheduled hearing;
2. reasonable access to evidence prior to and during the hearing;
3. an opportunity to respond to the evidence and to call relevant and necessary witnesses;
4. A right to be accompanied by an advisor from the Hamilton community. The advisor may not speak for the accused and may not be an attorney.

A brief account of the cases resolved through administrative hearings shall be made public. The names of students involved shall not appear.

A student charged with a violation that would normally result in suspension or expulsion may choose to have the case resolved through an administrative hearing if the following conditions are met:

1. the student accepts responsibility for the charge(s);
2. the student requests an administrative hearing and thereby waives a Judicial Board hearing;

3. the Assistant Dean of Students, in consultation with the Judicial Board Chair, consents to an administrative hearing;
4. the student is willing to accept the administrative hearing decision and sanction (including suspension or expulsion) as final and waives the right to appeal.

COMPOSITION OF THE JUDICIAL BOARD

The Judicial Board shall be composed of 15 members: 10 students, including a non-voting student Chair; three faculty members; and two administrators or staff members. The students, three seniors, three juniors, and three sophomores shall be elected for a one year term by the student body according to Student Assembly election procedures during the spring semester of the preceding academic year from a slate nominated by the Committee on Student Activities. The Committee on Student Activities will solicit and invite nominees from the student body. At least two candidates will normally be nominated for each vacancy. Student members of the Board may not be on academic or disciplinary probation.

The faculty at its May meeting shall elect faculty members, one each year for staggered three-year terms, from a slate nominated by the Committee on Student Activities. At least two candidates will normally be nominated for each vacancy. In accordance with faculty rules, candidates may be nominated from the floor. Administrative and staff members shall be nominated by the Committee on Student Activities and appointed by the Dean of Students for staggered two year terms.

A non-voting student Chair shall be elected in the spring by the outgoing board from among candidates nominated by the Board. The Chair must have a minimum of one full academic year experience on the Board. If the Chair resigns or cannot serve for any reason, the Board will elect a Chair from among its members. The Board may select a substitute Chair for a given case where there is a conflict of interest with the Chair, or if the Chair is otherwise unable to serve.

If any vacancy on the Board occurs during the academic year, the Board shall publish notice of the vacancy in three all-campus e-mail messages and one issue of the Spectator and shall elect by a majority vote a substitute Board member from among the names of interested and qualified persons responding to the notice. Only members of the group represented by the vacated position shall be eligible for election.

Hearings shall be conducted by a panel of five members of the Board: three students and two non-student members, plus the Chair. The members for a given hearing shall be appointed by the Assistant Dean of Students and/or the Chair based upon a pattern of rotation established by the Board.

If a member of the Board believes that he or she has a conflict of interest in a particular case, that member may seek to disqualify himself or herself after consultation with the Chair. The accused may request that the Chair seek disqualification of any member of the Board if the accused believes that a conflict of interest exists with that member. The accused must present to the Chair written explanation as to the nature of the alleged conflict of interest. If the Chair believes that a conflict exists, the member will be disqualified upon majority vote of the Board.

Members of the Judicial Board who are charged with a violation of this Code or with a criminal offense may be suspended from their positions by the Assistant Dean of Students during the pendency of the charges against them. Members found responsible for any such violation may be disqualified from any further participation on the Judicial Board.

The Dean of Students may establish an ad hoc hearing board whenever the regular Judicial Board is not constituted, is unable to assemble a five person hearing board due to conflict of interest, or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of five members, including at least three students.

STUDENT RIGHTS IN JUDICIAL BOARD HEARINGS

1. To be informed of the charge and alleged misconduct upon which the charge is based;
2. To be informed of the evidence upon which a charge is based;
3. To obtain an expeditious hearing;
4. To be assisted at a hearing by an advisor who is a member of the Hamilton College community. The advisor may not speak for the accused student at the hearing, is not present for deliberations, and may not be an attorney;
5. To bring relevant witnesses;
6. To confront and question the complainant, all witnesses, and other evidence;
7. To testify orally or in a written document, or both, or not to testify. No inference will be drawn if the accused declines to testify.
8. To be considered innocent of the charges until proven responsible by clear and convincing evidence.

JUDICIAL BOARD HEARING PROCEDURES

If it is determined that the case warrants a Judicial Board hearing, the Assistant Dean of Students shall prepare a formal statement of the charges and of the evidence against the accused. The Assistant Dean of Students shall inform the

accused, in writing and orally, of the charges, evidence and the student's rights provided in the judicial process.

Judicial Board hearings shall be de novo, without regard to any matter previously developed in informal proceedings, and no decision about responsibility in a case shall be made on evidence other than that presented at the hearing.

The Chair shall schedule a hearing to be held as soon as possible, but no sooner than three weekdays following delivery of the written charge to the accused. The accused shall present to the Assistant Dean of Students a written, point-by-point response to the charges at least 24 hours before the hearing. The student's advisor and all witnesses to be brought to testify should be identified in this statement.

Normally, the Director of Campus Safety, or another College employee designated by the Assistant Dean of Students, will act as complainant and bear primary responsibility for presenting the case against the accused. This does not preclude the right of the person lodging the complaint to act as sole complainant or co-complainant with the College.

Hearings are closed to observers. Neither party may have an attorney present at the hearing.

Hearings shall proceed in the following order:

1. The Chair calls the hearing to order.
2. All participants, including witnesses, are present in the hearing room. All participants introduce themselves and are admonished by the Chair that they are expected to be truthful in all their testimony.
3. Witnesses are dismissed until it is time for them to testify. The complainant and the accused are present during the presentation of all testimony. Witnesses are present only during their own testimony, but must remain available for the duration of the hearing unless excused by the Chair.
4. The Chair reads the charges.
5. The accused student is asked to admit or deny the charges.
6. The complainant gives an opening statement, presents evidence, and calls witnesses, one at a time.
7. The complainant and complainant's witnesses may be questioned by the accused student and/or members of the Board.
8. The accused student gives an opening statement, presents evidence, and calls witnesses, one at a time.

9. The accused student and accused student's witnesses may be questioned by the complainant and/or members of the Board.
10. The accused student may make a closing statement.
11. The complainant may make a closing statement.
12. Following presentation of evidence and closing statements, the hearing is adjourned and everyone except members of the hearing panel and the Assistant Dean of Students are dismissed from the hearing room. Participants may be asked by the Chair to remain available while the panel deliberates. The Assistant Dean of Students may not participate in deliberations unless requested by the Chair to address a procedural question.
13. Deliberations proceed in two stages. First, a determination of responsibility or lack of responsibility is made based upon a majority vote of the hearing panel. Second, if the panel finds the student responsible, evidence of prior disciplinary action is entered into the deliberations by the Chair. Prior actions are considered only in the determination of sanctions, and will normally lead to a more stringent sanction.
14. The hearing panel may conclude its deliberations and arrive at a sanction at the conclusion of the hearing, or it may, in exceptional cases at the discretion of the Chair, postpone that conclusion for not more than 24 hours. Deliberations shall be strictly confidential. Members of the panel may not at any time discuss publicly the particulars of the deliberations or facts of the case. Any member who violates this provision may be dismissed from the Board by the Chair.
15. A tape recording shall be kept of the hearing. This document is an internal record of the College to be made available to the Appeals Board or to the president by the Assistant Dean of Students. A student preparing an appeal will also be allowed to listen to the tapes, under the supervision of the Dean of Student's designee.
16. A statement of the panel's findings shall be prepared by the Chair and sent to the Dean of Students within 24 hours of the conclusion of deliberations. The accused student will receive written notification of the panel's findings by the Assistant Dean of Students within 48 hours of the conclusion of deliberations.
17. A summary record of the proceedings before the panel shall be kept and a copy of the summary supplied to the accused if requested.

SANCTIONS

The panel may assign any of the following sanctions in addition to points:

1. **Warning:** Notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

2. **Restitution:** Charges for damages, including replacement of goods, payment of services and/or assignment of unpaid service to the College community.
3. **Mandatory educational workshop** for alcohol or drug-related misconduct.
4. **Loss of status in housing lottery.**
5. **Residence hall transfer or removal.**
6. **Status of Probation:** To be assigned for a specified period of time. Terms of the probation shall be specified, and may include denial of specified social privileges, exclusion from extracurricular activities and other measures deemed appropriate. Violation of this Code of Conduct during the period of probation will normally result in suspension or expulsion from the College.
7. **Suspension:** Separation from the College, and exclusion from College premises, and from other privileges and activities. Readmission to the College after the term of suspension is not automatic, but requires application to the Dean of Students. A student readmitted from suspension for disciplinary reasons will normally be placed on disciplinary probation for the semester immediately following readmission. Readmission will normally be denied if the conditions specified at the time of suspension have not been met. Hamilton reserves the right to defer admission if space is not available. "Suspension for Disciplinary Reasons" is recorded on the official College transcript. Students who have been suspended are expected to leave the campus within 48 hours unless the Dean of Students grants a special extension.
8. **Expulsion:** Permanent termination of student status, and exclusion from College premises, privileges, and activities. An application for readmission shall not be considered. "Expulsion for Disciplinary Reasons" is recorded on the official College transcript. Students who have been expelled are expected to leave the campus within 48 hours unless the Dean of Students grants a special extension.
9. **Other Actions:** In addition to or in place of the above actions, the hearing panel may assign such other penalties, as it deems appropriate.

APPEAL

A student subject to disciplinary action may appeal to the Appeals Board a disciplinary decision within one week of being informed in writing of that decision. See procedures below (Appeals Board).

RECORDS

The record of the proceeding shall consist of the written statement of the charge, the written response to the charges by the accused, the summary of the Board's actions, any documentary evidence and the tapes or other record of the hearing. The written record shall be kept in the student's file and in the files of the Dean of Students. The taped record is not a part of the student's file and shall be kept in the office of the Dean of Students, to be destroyed after adjudication or decision in any appeal. In addition, suspension and expulsion are noted on the student's academic transcript.

In pending cases that could result in suspension or expulsion, the Dean of Students will normally place a temporary encumbrance on a student's transcript.

After the week has elapsed during which an appeal may be made, a brief account of the case shall be made public. The name of the student or students shall not appear. If an appeal is made, publication shall be postponed to await the outcome of the appeal.

INSTRUCTION OF THE COMMUNITY

The Judicial Board shall make provisions for educating students about the judicial process at Hamilton College.

AMENDMENT

The Judicial Board, Assistant Dean of Students, and/or Dean of Students may propose changes in these procedures to the Committee on Student Activities, which will seek final approval from the President.

NOTIFICATION OF PARENTS

Consistent with the terms of the Family Educational Rights and Privacy Act, the College will normally notify parents or guardians of dependent students about any pending disciplinary charge that may result in suspension or expulsion. In all cases where the penalty is four or more points, the Assistant Dean of Students shall notify the parents or guardian within one week of the decision.

PERJURY

All members of the Hamilton community are expected to be truthful in presenting testimony during any disciplinary inquiry and to cooperate fully in the investigation of infractions. The Chair shall remind participants in disciplinary hearings of this expectation, but failure to admonish does not remove the requirement. Perjury or obstruction of any inquiry shall itself be grounds for disciplinary action.

Elements of this code are adapted with permission from the following sources:

Pavela, G. "A Model Code of Student Conduct: Applying the Power of Association on Campus." *Synthesis: Law & Policy in Higher Education*. V11:#4. (2000)

Stoner, E. N., & Cerminara, K. L. "Harnessing the Spirit of Insubordination: Model Student Disciplinary Code." *Journal of College & University Law*. V17:#2. 89-121. (1990)

Weeks, K. *Student Handbook Policies: A Forms Manual for College Decision Makers*. Nashville, TN: College Legal Information, Inc. (1997)

Parking and Traffic Enforcement

The Department of Campus Safety is responsible for regulating all vehicular traffic and parking on campus. Detailed information about the Department's current policies is available from the Campus Safety office or electronically on their website. All vehicles, including those belonging to temporary visitors, must be registered with the Department of Campus Safety.

Closed Circuit Video Monitoring System

Hamilton has installed an IP-based closed circuit television system in North and Root campus parking areas. The cameras record activity in the parking lots; activity is not monitored in real time. The purpose of this system is to deter crime and assist in the apprehension of people who commit vandalism or other criminal acts in these lots. Campus Safety personnel have received training to ensure that the system is utilized in a professional, ethical and legal manner consistent with the best practices.

***Crime Statistics:
Location and Geographic Definitions***

- *Campus*: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. Any building or property owned by the institution, but controlled by another person, that is within or reasonably contiguous to geographic area, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).
- *Residence Halls*: On campus residence halls or other residential facilities for students.
- *Noncampus*: Any building or property owned or controlled by a student organization that is officially recognized by the institution. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purpose, is frequently used by students, as is not within the same reasonably contiguous geographic area of the institution.
- *Public Property*: All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

General Definitions for 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.
- *Reportable Hate Crimes*: Any of the above crimes and any other crime involving bodily injury if the crime is motivated by hate. Hate crimes are defined as being those crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.
- *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.

Sexual Assault Definitions for Reported 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.

Hamilton Campus Crime Statistics Clinton, NY

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	3	4	2	2		
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	13	3	16	14	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	3	0	1	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	1	1	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Liquor Law Violations</i>						
Arrest	15	76	0	0	0	6
Referral	105	93	90	90	0	0
<i>Drug Law Violations</i>						
Arrest	0	1	0	0	0	0
Referral	23	25	57	57	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	1	0	0	0	0

Hamilton Abroad China Crime Statistics

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Liquor Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Drug Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0

Hamilton Abroad France Crime Statistics

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Liquor Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Drug Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0

Hamilton Abroad Spain Crime Statistics

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Liquor Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Drug Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0

Hamilton College *New York City program Crime Statistics*

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Liquor Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Drug Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0

Hamilton College Washington DC program Crime Statistics

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2006 Total	2007 Total	2008 Campus	2008 Residential	2008 Noncampus	2008 Public Prop.
<i>Liquor Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Drug Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0

Personal Safety Tips

Traveling Off-Campus

- Park in well-lit heavily populated areas
- Trust your instincts when something doesn't feel right
- Be aware of your surroundings
- If you have a cellular phone have it turned on and easily accessible
- Do not leave valuable items visible in your vehicle
- Walk with others whenever possible
- Check the back seat of your vehicle before entering
- Report all suspicious behavior to local law enforcement authorities

In the Event of Fire

- Remain calm
- Dress warmly, get your keys, and evacuate the building promptly
- Activate the building fire alarm or notify Campus Safety immediately
- If a door is warm, do not open it
- If you are trapped in a room, seal the door and signal from a window.

PREVENT System

- **P**revention is the most effective means of fighting crime
- **R**ecord the description of suspicious persons, do not confront them yourself
- **E**scape is the primary objective if you are in a dangerous situation
- **V**alue your safety and the safety of others
- **E**mploy common sense and awareness in your day-to-day activities
- **N**otify Campus Safety if you are the victim of a crime or witness one
- **T**elephone x4000 for any on-campus emergency

Fire Safety

Fire safety is one of the most important "safety" considerations on any college/university campus, in part because it is not just some minor program managed by a single administrative department. Rather, it is a complex system that concerns itself with both the design/maintenance of the many structures that make up the Hamilton College campus proper, as well as the behaviors of every student, employee and visitor. While the January 2000 Seton Hall dormitory fire was a momentous tragedy, the tangible result of this incident in New York State was new legislation and inspection/enforcement activities to hold all NYS colleges/universities accountable to full conformance with the fire code on an annual basis.

The New York State Office of Fire Prevention & Control (OFPC) conducts annual "wall-to-wall" inspections of the entire Hamilton College campus each September, and assists the College with a number of student and employee training programs. While an effective fire safety program is not necessarily measured by the College successfully getting through an annual inspection without having to pay monetary penalties, it is nonetheless important for the Hamilton College community to understand what the OFPC is looking for. The following document is provided as an education tool to communicate the most frequent issues found during these annual inspections, and it also lays out some of the most noteworthy policy obligations that apply in our residences and work stations.

Fire Drills

The conduct of fire drills is one of the College's many fire safety obligations. By NYS law, Hamilton must conduct at least 4 fire drills in each residence hall and 3 fire drills in all other non-residential facilities on an annual basis. Additional fire drills are required during the summer months for student and camp housing. Cumulatively, that's more than 200 fire drills Hamilton College must perform on an annual basis. Please be sure to evacuate your space promptly for **every** fire alarm signal you detect, and know the location of your initial gathering points. Employees should contact their respective Building Coordinators and students should contact their respective RA's for initial gathering point information. See the Emergency Planning & Preparedness link for additional information.

Fire Safety Systems in Student Housing

X=equipped

Hamilton College Residence Hall	Proprietary Fire Alarm Systems	Full Sprinkler Systems	Smoke Detection	Fire Extinguishers	Evacuation Plans posted	Number of evacuation (Fire) drills each academic year
Dunham	X	X	X	X	X	4
South	X	X	X	X	X	4
Kirkland	X	X	X	X	X	4
North	X	X	X	X	X	4
Carnegie	X	X	X	X	X	4
Eells	X	X	X	X	X	4
Ferguson	X	X	X	X	X	4
Woolcott	X	X	X	X	X	4
Rogers	X	X	X	X	X	4
Skenandoa	X	X	X	X	X	4
Wertimer	X	X	X	X	X	4
Wallace Johnson	X	X	X	X	X	4
Bundy East	X	X	X	X	X	4
Bundy West	X	X	X	X	X	4
Root Farmhouse	X	X	X	X	X	4
Milbank	X	X	X	X	X	4
Babbitt	X	X	X	X	X	4
Major	X	X	X	X	X	4
McIntosh	X	X	X	X	X	4
Minor	X	X	X	X	X	4
Root	X	X	X	X	X	4
Keehn	X	X	X	X	X	4
Saunders	X	X	X	X	X	4
Griffin Rd Apt 1000	X	X	X	X	X	4
Griffin Rd Apt 2000	X	X	X	X	X	4
Griffin Rd Apt 3000	X	X	X	X	X	4
3994 Campus Rd	X	X	X	X	X	4
4002 Campus Rd	X	X	X	X	X	4

2008 Fire Drills

Residence Hall	1 st Drill	2 nd Drill	3 rd Drill	4 th Drill
Dunham	3/6	5/6	8/24	11/12
South	3/5	4/29	8/24	11/6
Kirkland	3/6	4/28	8/24	11/12
North	3/6	4/28	8/24	11/12
Carnegie	3/6	4/28	9/18	11/12
Eells	3/5	4/29	9/25	11/6
Ferguson	3/5	4/29	9/25	11/6
Woolcott	3/5	4/29	9/25	11/6
Rogers	3/5	4/29	9/25	11/6
Skenandoa	3/5	4/29	9/25	11/6
Wertimer	3/5	4/29	8/24	11/6
Wallace Johnson	3/5	4/29	8/25	11/6
Bundy East	3/5	4/29	9/25	11/6
Bundy West	3/5	4/29	9/25	11/6
Root Farmhouse	3/6	5/6	9/18	11/12
Milbank	2/27	4/30	9/24	11/5
Babbitt	2/27	4/30	9/24	11/5
Major	2/27	4/30	9/24	11/5
McIntosh	2/27	4/30	9/24	11/5
Minor	2/27	4/30	9/24	11/5
Root	2/27	4/30	9/24	11/5
Keehn	2/27	4/30	9/24	11/5
Saunders	3/6	5/6	9/18	11/12
Griffin Rd Apt 1000	3/6	5/6	9/18	11/12
Griffin Rd Apt 2000	3/6	5/6	9/18	11/12
Griffin Rd Apt 3000	3/6	5/6	9/18	11/12
3994 Campus Rd	2/19	4/29	10/23	11/6
4002 Campus Rd	2/19	4/29	10/23	11/6