

# **ANNUAL SECURITY REPORT:**

*Safety Awareness*

*Crime Prevention*

*Sexual Assault*

*Alcohol and Drug Education*

*Bias Crimes*

*Credit Card Abuse*

*Sexual Harassment*

*SCCC Crime Statistics*

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**Dr. Shaun L. McKay**  
*President*

**Dr. Marvin L. Bright**  
*Associate Vice President for Student Affairs*

Suffolk County Community College believes that it is essential that all members of the College community have a safe environment for learning and working. If there are disturbances and disruptions brought about by crime, everyone in the academic community suffers and the educational environment is gravely compromised. The information in this booklet is being provided to insure that you have the necessary information to make proper decisions in matters relating to protecting your personal safety. This guide is intended to provide you with critical information on crime prevention. Throughout the academic year, information is disseminated through programs, lectures, workshops, new student orientation, College/Campus Briefs and COL101/105/143–Orientation Seminar. We urge you to read this material thoroughly and feel free to contact the Office of the Campus Associate Dean of Student Services or the Office of the Associate Vice President for Student Affairs should you have any questions.

Sincerely,

**Dr. Marvin L. Bright**  
Associate Vice President for Student Affairs

Office of the Associate Vice President for Student Affairs  
533 College Road ♦ Selden, NY 11784

## **SAFETY AWARENESS AND CRIME PREVENTION**

### **REPORTING EMERGENCIES AND CRIMES**

All members of the College community are encouraged to report any and all suspicious activity they may observe while on campus. Individuals may report any activity to Public Safety officers on patrol or they can contact the Office of Public Safety at the following numbers.

#### **Location of Campus Public Safety:**

##### **Ammerman Campus/Sayville Center**

College Road guard booth operates 24 hours a day, seven days a week. The Guard Booth is located off College Road near the bus stop.  
Phone: (631) 451-4242

##### **Eastern Campus**

Public Safety is located in Shinnecock Building, Room 120. Phone: (631) 548-3636.  
(Dial phone number, wait for beep, leave your message. Public Safety will hear your voice and respond.)

##### **Michael J. Grant Campus**

Public Safety is located in the North Cottage adjacent to Captree Commons.  
Phone: (631) 851-6777

In addition, Public Safety can be contacted by using any of the emergency phones located throughout the campus.

#### **Timely Notice**

It is the policy of the College to notify the campus community in a timely manner regarding the occurrence of non-imminent serious incidents. In the event that it becomes necessary to alert either the College or the Campus community to an emergency situation, a communication will be distributed from either the Office of the Executive Dean, the Associate Dean of Student Services and/or the Director of Public Safety. These notifications are in addition to the notifications made under the Emergency Response section of this document.

### **EMERGENCY RESPONSE**

Suffolk County Community College has an Emergency Response Team (ERT) composed of senior college officials. The ERT is responsible for responding to emergency situations and for initiating appropriate communications to the affected members of the college community.

In the event of a serious emergency, when there is an imminent threat to the community, Public Safety officers are on duty. After confirming a threat exists, Public Safety will notify 911 for a response, and then initiate communication with the Director of Public & Fire Safety or his designee, who will begin the necessary communications to the appropriate campus community. The technologies used by SCCC to communicate with the college community include New York Alert<sup>1</sup>, public address systems, administrative computer message alerts, college e-mail, the college webpage and internal telephone messaging, both verbal and text. The above systems are tested on an annual basis. In addition, with the exception of NY Alert, these communication systems are used during the Shelter & Secure drills conducted every semester.

The College will also issue Timely Warning notifications for those incidents where there is no imminent danger but where the determination has been made to pass along important information in order to keep the College safe.

### **FIRE EMERGENCY AND EVACUATION**

In the event of a fire emergency, the fire alarm system will be activated requiring the evacuation of the affected building. Fire drills are conducted every fall and spring semester. Students, faculty and staff are required to move at least 50 feet away from the affected building in order to allow emergency responders access to the building.

### **POLICY STATEMENT**

#### **Enforcement Authority of Campus Public Safety Officers and Relationship with State and Local Police Agencies**

Campus Public Safety Officers receive their authority through the Board of Trustees of the College and are supervised by the Director of Public Safety. Campus Public Safety Officers are unarmed civilian employees and are not empowered with police or peace officer authority. If any crime is reported, Public Safety will file a report and contact the police on request. However, any arrest or complaint must be signed by the individual filing the report. Campus Public Safety Officers assist the Director of Public Safety in overseeing the three campuses. Public Safety functions 24 hours a day, seven days a week. Public Safety Officers enforce the laws of the State of New York and insure the safety of the College community. Campus Public Safety Officers, in conjunction with the Director of Public Safety, establish and maintain effective working relationships with police and the Sheriff's Department through ongoing contacts and cooperative ventures and by resolving emergencies. The College has in place memoranda of

- 1 NY Alert – ALL MEMBERS OF THE COLLEGE COMMUNITY ARE ENCOURAGED TO SIGN UP FOR NY ALERT IN ORDER TO RECEIVE EMERGENCY NOTIFICATIONS. YOU CAN SIGN UP ON THE COLLEGE WEB PAGE IN "MY SCCC."

understanding with the Suffolk County Police Department, Southampton Police Department and the Riverhead Police Department where these agencies will be informed and respond to reports of serious criminal activity. The above agencies also provide crime statistics on an annual basis, ensuring accurate and prompt reporting of all crimes occurring on college property.

### **Confidential Reporting**

Student victims may seek assistance and support on a confidential basis from the Campus Counseling Center. Counselors often encourage victims to report crime incidents to Public Safety or local law enforcement. There are, however, mechanisms for preserving evidence and for statistical reporting while avoiding the filing of a formal report.

### **Access to Campus Facilities**

The Campus Director of Physical Plant Operations, the College Safety Officer, and the College Director of Public Safety conduct an annual review of campus facilities and grounds with special emphasis on ensuring adequate lighting and eliminating landscaping hazards. Public Safety personnel also report non-working exterior lights and potential hazards observed during their regular campus patrols. Emergency telephones have been installed in several areas throughout the campuses. All academic, administrative, and athletic buildings are locked in the evenings and on weekends according to the scheduled use of the facilities. Designated administrators, faculty and staff are issued keys to their respective offices and buildings. Access to open College buildings, events and programs is granted to all Suffolk County Community College students, employees, guests and visitors. Every student and staff member must carry her/his ID card at all times while on College property. The College ID card must be presented upon request by any Public Safety Officer or College official.

### **Contacting Local Law Enforcement**

Whenever a member of the College community reports a crime to a Public Safety Officer, the victim/complainant is informed that Public Safety will contact local law enforcement upon his/her request. Currently, state law requires that the College notify local law enforcement in order for an appropriate investigation to be conducted for certain violent felonies as described in the Criminal Procedure Law, section 70.02.

### **Training**

All Public Safety Officers are trained to meet the NYDJCS 8-hour Security Guard Licensing Standards. They are trained in First Aid and CPR.

### **Weapons**

No individuals on Suffolk County Community College property, except duly authorized Peace and Police Officers pursuant to authorization of the College President, shall have in their possession a rifle, shotgun, firearm, or any other dangerous instrument or material that can be used to inflict bodily harm on an individual, or damage to a building or the grounds of a campus.

## **CRIME PREVENTION**

Your safety and well-being depend mostly on you: **be alert**. Just being aware of the possibility of becoming a crime victim is the first step in preventing a crime. Trust your instincts and react to any signs that make you uneasy. **Reduce your risk**. If you have any doubt as to what you should or shouldn't be doing, just imagine yourself as the potential criminal. From that viewpoint, does your appearance, attitude, or presence increase your chances of being a potential victim? **Think ahead**. Too often it is easy to go about your routine activities without really considering possible situations that might occur and how they should be handled. Get into the habit of asking yourself if you are going about your business safely. If not, what can you change? If a confrontation should occur, are you prepared to handle it?

**Remember**, you can err on either side of two extremes: by neglecting prevention or by being overly cautious. Those who don't take any prevention measures are certainly vulnerable. Yet those who drastically alter their lifestyle for the sake of security become victims of fear and paranoia. Despite your best efforts or lack thereof, it is not your fault if you become a victim of crime.

### **Crime Prevention Tips**

- Avoid working, studying or being alone in buildings or in isolated areas of the campus.
- Do not shower in a deserted or unlocked gym.
- Always use a lock to secure your gym locker.
- Be cautious about dating someone you do not know well. Obtain information from a mutual acquaintance or try to arrange a double-date or join a group activity.
- Avoid alcohol and drugs. Alcohol and drugs interfere with clear thinking and effective communication.
- Know your sexual desires and limits. Communicate them clearly.
- Use paths that are well-populated when you walk or bike.
- Don't hitchhike.
- Don't wear earphones while jogging or biking because they reduce your ability to hear as well as your awareness of your surroundings.
- Have your keys ready in your hand when going to your car.
  
- Don't tag keys with easy-to-decipher labels or locations.

- When you are parked, your car doors should be locked and the windows up. Valuables should be kept out of sight, in a locked trunk.
- At night, arrange to walk to your car with others.
- If you are attacked or confronted by an unarmed assailant, try to attract attention.
- Be careful of your use of the Internet.

**Screaming or using a whistle is the best defense!**

Fighting, talking, or pretending to be sick are judgment calls. But studies show that women who fought their attackers were less likely to be raped than women who did not.

**SECURE/SHELTER-IN-PLACE**

The term, "Secure/Shelter-In Place," means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It is always preferred to evacuate. "Secure/Shelter-in-Place" should generally be used when an evacuation is not safe or it is unclear if an evacuation is safe.

Remember, once this action has been initiated, it has already been determined that it is safer to remain in place and not leave your building or the campus.

Once you are notified to "Secure/Shelter-in-Place," you should, when safety allows, take the following actions:

- **REMAIN CALM AT ALL TIMES AND FOLLOW THE DIRECTIONS OF COLLEGE OFFICIALS AND/OR UNIFORMED EMERGENCY RESPONDERS.**
- When safety allows take appropriate steps to secure the room you are located by:
  - turning off lights
  - close windows, blinds and shades
  - move away from doors and windows
  - when available secure doors by either lock or when a door opens in, secure by blocking the door with furniture.
- Once these steps have been taken notify public safety at 311, give them your location and how many occupants are in your room. When possible, try to keep a list of names of all persons at your location.
- Keep 911 or public safety informed of any activity in your building, loud noises, yelling, shots fired, etc.
- REMAIN CALM!
- Remain in place until you are contacted by either public safety and/or the police.
- DO NOT OPEN THE DOOR TO YOUR ROOM FOR ANYONE. Public Safety, police or other college officials will have keys to enter your room.
- DO NOT LEAVE UNTIL YOU ARE GIVEN AN ALL CLEAR BY A UNIFORMED OFFICER OR COLLEGE OFFICIAL!
- The most important step you can take is to remain calm. Once this process has been initiated, the Suffolk County Police as well as college public safety and other agencies will take the necessary steps to ensure you are safe.

**SEXUAL HARASSMENT**

Generally, sexual harassment is (1) a person's use of power or authority to elicit sexual submission (*quid pro quo* harassment) or (2) unwelcome sexual conduct or conduct directed at a person because of his or her sex that creates an intimidating, hostile, or offensive environment for working or learning (hostile environment harassment). Sexual harassment can include a wide range of behaviors, from the actual coercing of sexual relations, or the attempt thereof, to the unwelcome emphasizing of sexual identity. Repeated suggestions or comments may constitute sexual harassment if these create an intimidating, hostile, or offensive working or learning environment.

More specifically, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, other expressive or physical conduct of a sexual nature, or conduct directed at a person because of his or her sex and when:

- submission to such conduct is explicitly or implicitly made a term or condition of employment or status in a course, program, or activity, or
- submission to or rejection of such conduct is used as a basis for an academic or employment decision affecting the individual, or for a decision regarding an individual's status in a course, program or activity, or
- such conduct has the purpose or effect, when judged from the perspective of a reasonable person in the position of the complaining individual, of substantially interfering with an individual's academic or work performance, or
- such conduct has the purpose or effect, when judged from the perspective of a reasonable person in the position of the complaining individual, of creating an intimidating, hostile or offensive environment for working or learning.

In determining whether sexual conduct creates an intimidating, hostile, or offensive environment or substantially interferes with an individual's academic or work performance, the college recognizes that unless the conduct is flagrant, a single incident or isolated incidents of offensive sexual conduct or remarks generally do not create an intimidating, hostile, or offensive environment. However, a single flagrant incident of harassment

may be sufficient to constitute a violation of this policy; the more flagrant the harassment, the less need to show a repetitive series of incidents. This is particularly so when the harassment is physical.

The College further recognizes that academic freedom protects the faculty's right to teach and the student's right to learn. The academic setting is distinct from the workplace in that academic freedom requires wide latitude for professional judgment in determining the appropriate content and presentation of academic material. Accordingly, a "hostile environment" in the classroom requires an establishment of a pattern of hostile, intimidating, or offensive conduct not legitimately related to the subject matter of the course.

### Where to Go for Assistance

Students who believe they are victims of sexual harassment should bring their complaint to the Office of the Associate Dean of Student Services on the campus where the alleged harassment occurred.

<b>Ammerman Campus</b> Assoc. Dean of Student Services Ammerman Building, Room 200 Telephone: (631) 451-4043	<b>Eastern Campus</b> Assoc. Dean of Student Services Peconic Building, Room 224A Telephone: (631) 548-2514	<b>Michael J. Grant Campus</b> Assoc. Dean of Student Services Caumsett Hall, Room 101 Telephone: (631) 851-6296	<b>Sayville Center</b> Associate Dean of Nursing Room E114 Telephone: (631) 854-4940
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Student complaints against other students are governed by the Student Code of Conduct and the Student Conduct Process, which is set forth in the [Student Handbook](#). Student claims of harassment by a faculty member, administrator, employee, guest, or contractor are governed by the Sexual Harassment Policy and Grievance, which is set forth on page 20.

## SEXUAL ASSAULT

New York State Law contains the following legal provisions defining the crimes related to sexual assault:

**Section 130.20 – Sexual Misconduct.** A person is guilty of sexual misconduct when he or she engages in sexual intercourse with another person without such person's consent; or he or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or he or she engages in sexual conduct with an animal or a dead human body.

**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.

**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.

**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 three months up to imprisonment for a period not to exceed seven years.

**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 if 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.

It remains the policy of Suffolk County Community College that the accuser and the accused be entitled to the same process rights during Student Conduct proceedings to include, but not be limited to, opportunities to have others present during a campus disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought before the College administration alleging a sexual assault.

### MYTHS AND FACTS ABOUT SEXUAL ASSAULT AND RAPE

**Myth:** Victims are to blame in some way for the incident.

**FACT:** The rapist is always responsible for having committed rape. Regardless of the victim's appearance, behavior, judgment, or previous actions, the victim is not responsible for being raped or sexually abused.

**Myth:** Rape is an expression of sexual desire.

**FACT:** Rape is a hostile act of aggression with sex as the vehicle. It is a violent abuse of power in which one person acts without regard for the pain and trauma inflicted on another.

- Myth:** Rape is most often committed by a stranger.
- FACT:** A friend is more likely to commit a rape, with studies indicating that nearly 90 percent of college women who are raped knew their assailants.
- Myth:** If a woman is forced to have sex with a friend, date, boyfriend, spouse, or someone she knows, it isn't really rape
- FACT:** Sexual intercourse that is forced, whether by a friend or a stranger, is rape. Often it's more traumatic because the victim's trust in others and in her own judgment may have been shattered.
- Myth:** Men can't stop themselves when sexually aroused.
- FACT:** Men are both capable of and responsible for controlling both their minds and bodies -- just as women are.
- Myth:** If the victim was drunk or drugged, he or she was asking for it.
- FACT:** Inability to give consent is not "asking for it." Forcing sexual contact on another person without consent is a crime in New York State.
- Myth:** Sexual harassment is harmless. Those who object have no sense of humor.
- FACT:** Harassment is humiliating and degrading. No one should have to endure it.
- Myth:** Only women with "bad reputations" get raped.
- FACT:** Any woman, regardless of age, appearance, or social status, can be raped.
- Myth:** Most rapes occur in deserted areas or dark alleys.
- FACT:** Nationally, about half of all rapes take place in the victim's home.
- Myth:** Men can't be raped.
- FACT:** Any person can be the victim of rape.
- Myth:** Only homosexual men sexually assault other men.
- FACT:** The overwhelming majority of men who sexually assault other men are heterosexual. Sexual assault is not an erotic act and is unrelated to a person's sexual orientation.
- Myth:** The best way to cope with rape is to forget about it
- FACT:** A healthy recovery happens best when a victim uses the resources in the community. Talking about the incident and exploring feelings about the actual rape/sexual assault and the resulting consequences are important.

## **REGISTERED SEX OFFENDER REGISTRY**

Federal law requires that the College advise the campus community where information concerning registered sex offenders can be obtained. Information for registered sex offenders can be found on the New York State Division of Criminal Justice Services Web site at the following address: [www.criminaljustice.state.ny.us/nsor/](http://www.criminaljustice.state.ny.us/nsor/)

## **AVOIDING SEXUAL CRIMES**

### **Introduction**

Sexual assault is one of the most frequently committed violent crimes in the United States - and the most unreported. Acquaintance rape, sexual assault that occurs between people who know each other, is far more common on college campuses than stranger rape. Acquaintance rape is just as serious as any other form of sexual abuse.

### **Sex Offenses**

No one wants to think about sex offenses. It can make you feel angry, sad, frightened, embarrassed or uncomfortable; but you cannot ignore the subject. You cannot assume with certainty that sexual assaults, rape or harassment will not take place, even on a college campus.

At Suffolk County Community College, we believe that everyone needs to know what constitutes a sex offense, what precautions should be taken, and what victims should do.

### **What is a Sex Offense?**

#### **Rape**

If a person engages in nonconsensual sexual intercourse due to physical force, coercion or threat -- actual or implied -- the act is considered rape in New York State. Sexual intercourse is defined as any penetration. A person who is mentally incapacitated, a minor, asleep, physically helpless or



impaired due to drug or alcohol consumption or unconscious is considered unable to consent. If sexual intercourse takes place without consent for any reason, it is considered rape, which is a felony in New York State. If convicted of rape in the first degree in the State of New York, the legal penalty ranges from six to 25 years.

### **Sexual Abuse**

If a man or woman is forced to engage in any form of sexual contact other than vaginal intercourse, under the circumstances mentioned above, it is considered sexual abuse. If convicted of sexual abuse in the first degree in New York State, the legal penalty ranges up to seven years. If penetration is involved (other than vaginal), it is considered sodomy, also a felony in New York State. If someone is found guilty of sodomy in the first degree in the State of New York, the legal penalty ranges from six to 25 years.

### **DATE/ACQUAINTANCE RAPE**

**Acquaintance rape** is forced, manipulated, or coerced sexual intercourse by a friend or an acquaintance. It is an act of violence, aggression, and power. A victim is forced to have sex through verbal coercion, threats, physical restraint and/or physical violence. His/her protests are ignored by the offender.

Acquaintance rape can happen anywhere, at any time, to anyone. Studies show that acquaintance rape occurs more frequently among college students, particularly freshmen, than in any other age group. One survey found that one in four college men admitted to having used sexual aggression with women. Because acquaintance rape is often not reported, the true scope of the problem is difficult to determine.

Don't let your guard down because a date happens to be an old acquaintance, classmate, teammate, or even a "friend." Sometimes the offender may misread or imagine a desired "silent message" or attitude is being communicated by the victim. In over 50% of all sexual assaults, the offender is an acquaintance or relative of the victim.

There are still some individuals who believe old and false opinions:

- Even though a woman says "no," she really means "yes."
- If she teases, she should expect to "go all the way." A tease deserves all she gets.
- When a woman is expensively dined or entertained, she's obligated.
- Men simply can't control themselves past a certain point.

### **Preventing Date or Acquaintance Rape**

- You have the right to set sexual limits and to communicate them. Convey strongly that you expect your rights to be respected. If someone starts to offend you, be direct. Passivity may be interpreted as permission. Say no when you mean no. If your date doesn't listen to you, leave.
- Meet new acquaintances in public places. Always arrange to have your own transportation or travel with good friends. Keep money in your pocket or purse to pay for a phone call or for transportation if you must leave a situation abruptly.
- Avoid excessive alcohol and drugs. Alcohol and drugs interfere with clear thinking and effective communication.
- If you feel that you are being pressured into unwanted sex, say something as soon as you can, before it goes any further. Sex is not a payback for a date. Forced intercourse is rape.
- Trust yourself. When you get a bad feeling about a person or a situation, stay away.
- Embarrassment should not keep you from doing what is right for you. Don't hesitate to raise your voice, stand up abruptly, or scream if the situation warrants it.
- Don't assume other people will protect you. Be responsible for your own safety.
- Be aware that your physical appearance and nonverbal actions send a message. This does not make your dress or behavior wrong, but it is important to be aware of misunderstanding.
- Pay attention to what is happening around you. Watch the nonverbal clues. Do not put yourself in vulnerable situations.
- Know your sexual desires and limits. Communicate them clearly. Be aware of social pressures.
- Being turned down when you ask for sex is not a rejection of you personally.
- Accept the other person's decision. "No" means "no." Don't read other meanings into the answer. Don't continue after "no."
- Don't assume that previous permission for sexual contact applies to the current situation.

### **Preventing Group Rape**

Sometimes people's behavior becomes swayed by group opinion. Under these circumstances, people commit acts that they would not normally commit as an individual. This is sometimes known as "mob rule." It happens because our behavior some times is affected by both internal and external stimulation, and the positive or negative behavior of a group can provide that external stimulation. Peer pressure is only part of the explanation for this social response. Another part is that sometimes the individual becomes anonymous in a crowd and his/her behavior begins to respond to the external influences of the group.

This social phenomenon is the basis of many destructive actions by groups. Group rape may be caused by this dependence on external stimulation and feeling of individual anonymity. Although there may be an explanation, there is never a justification or excuse. Even when acting as part of a group, an individual is responsible for his/her behavior.

- Be aware that almost all cases of group rape occur along with liberal use of alcohol and/or drugs.
- Do not be influenced by peer pressure or intoxicants.
- Take responsibility for your actions and do not let anyone or anything sway you. You know that alcohol and drugs cloud your thinking. Know your limit and realize you are in dangerous territory when you go beyond that limit.
- Trust your instincts about possibly dangerous situations and do not be pushed into one.
- Many victims of group rape are passive during the assault because of alcohol impairment or fear of causing a scene. Object in a loud tone of voice. Scream, kick at and push away your attackers. Run out of the room, if you can, even if partially clad.
- If you go to a party with a group of friends, leave with them. Don't leave a friend at a party unless you are sure it is safe and transportation is available.
- If you are involved in a situation which you feel has the potential of turning violent, refer to the individual members of any group by given names, not by their group or organizational titles or affiliation. Refer to personal and individual knowledge of specific members of the group.
- Be the one to exhibit true courage by speaking up and attempting to stop the group attack.
- Remember that you're risking your entire future by participating, facilitating or even encouraging group rape. Sexual assault is a crime!

## **VICTIMS: WHAT TO DO**

### **Immediate Needs**

After being abused or attacked, you should try to regain your composure in order to think more clearly. Go to a safe place and call for help: Call the police, a family member, a friend, or a rape crisis service. *Get immediate medical treatment.*

You should remain in the same condition as when the offender left. This means not changing, washing, or destroying any clothing or washing any part of your body, not douching, and not even combing your hair.

It's important to receive medical aid promptly. Not only can internal and external injuries be treated, but measures can be taken to combat possibilities of venereal disease and pregnancy. It's also an opportunity to collect evidence.

You should leave the crime scene exactly as it is, not touching anything, cleaning up, or throwing anything away.

As soon as possible, you should write down every detail about the incident:

- Who, what, when, where and how
- What the offender looked like and any vehicle used
- What kind of force or coercion was used
- Any objects touched, taken, or left by the offender
- If the offender said anything, try to remember the words, the grammar, any accents, or speech defects
- If there were possible witnesses, who and where might they be

### **Reactions you might expect after a rape / sexual assault**

- Guilt, shame, fear, anger, grief
- Physical symptoms such as aches, pains, bruises, stomach upsets, sore throat
- Emotional ups and downs including nightmares, depression, phobias, unexplained and unexpected highs and lows, spontaneous crying, and unpredictable anger and agitation.

## **REPORTING AN INCIDENT**

If you are assaulted off campus, first contact the police.

If a sexual crime has been threatened or committed on campus, notify **CAMPUS PUBLIC SAFETY**:

**Ammerman Campus**  
(631) 451-4242 or  
(631) 451-4240

**Eastern Campus**  
(631) 548-3636

**Michael J. Grant  
Campus**  
(631) 851-6777

**Sayville Center**  
(631) 451-4242 or  
(631) 451-4240

You may wish to discuss the offense with a family member, a close friend, or a trained professional.

In addition to any action that may be taken by local law enforcement or civil authorities, any student accused of sexual assault is subject to investigation and possible disciplinary proceedings as outlined in the SCCC Student Code of Conduct and Student Conduct Process. A student

engaging in any manner of conduct prohibited under the Code of Conduct shall be subject to the following range of sanctions: restitution, warning, probation with or without loss of privileges, suspension, expulsion, community service and/or other sanctions as deemed appropriate. The sanctions mentioned above apply to the crime of rape whether the act is consummated by force or without force.

Note, too, that following an alleged sexual assault incident, students will receive assistance in changing their academic situation if such changes are reasonably available.

## **COLLEGE RESOURCES**

Listed below are offices on each of the campuses and community resources which provide information and support to victims of rape, sexual assault, and sexual harassment.

### **Ammerman Campus/Sayville Center**

Counseling Center – Ammerman Building, Room 209M – (631) 451-4053

Associate Dean of Student Services – Ammerman Building, Room 200 – (631) 451-4043

Health Services – Kreiling Hall, Room 25 – (631) 451-4047

### **Eastern Campus**

Counseling Center – Peconic Building, Room 122 – (631) 548-2524/2527

Associate Dean of Student Services – Peconic Building, Room 224 – (631) 548-2514

Health Services – Peconic Building, Room 115 – (631) 548-2510

### **Michael J. Grant Campus**

Counseling Center – Caumsett Hall, Room H20 – (631) 851-6250

Associate Dean of Student Services – Caumsett Hall, Room 106A – (631) 851-6521

Health Services – Captree Commons, Room 105 – (631) 851-6709

Similar services are provided for eligible employees and their immediate families by the Employee Assistance Program (EAP), 235 Brookside Drive, Hauppauge, Telephone (631) 366-EAP3.

Efforts to seek such help will not jeopardize any employee's position with the College and will not be noted in any personnel record. Employees may contact the College Sexual Harassment Committee through the Office of the President, located in the NFL Building on the Ammerman Campus in Selden (631) 451-4117. (Other sources for assistance and counseling are available. The College lists the following agencies but makes no recommendation concerning them.)

## **COMMUNITY RESOURCES**

**Response** (a crisis hotline) provides 24-hour crisis information services: (631) 751-7500

**Middle Earth Switchboard** (crisis counseling): (631) 679-1111

**Victims Information Bureau of Suffolk** (VIBS) provides counseling, advocacy, and referral services:

515 Route 111, Hauppauge, New York 11788

**Rape Hotline** (631) 360-3606

**For Appointment** (631) 360-3730

**Counseling:** VIBS professional staff have experience and specific training in family violence, incest, and sexual assault. Short-term individual and group counseling is available for victims of family violence, for adult and adolescent male and female incest survivors and parents of incest survivors, for male and female rape and sexual assault victims, for children who witness domestic violence and children who are victims of incest and sexual assault, and persons over 60 who are victims of elder abuse.

**Client Advocacy:** VIBS advocates assist victims directly with police, probation, family and criminal court, and the District Attorney's office.

**Men's Program:** Participants attend sessions of highly structured, intense group process which focus on the elimination of abusive behavior.

**Emergency Room Companion Program:** Emergency Room Companions assist victims of rape, sexual assault, and domestic violence at a hospital emergency room. This service is available 24 hours a day, seven days a week. Along with pregnancy testing, VD detection, and preventive treatments performed by the hospital staff, an ERC volunteer offers emotional support and referrals, and can clarify medical and legal procedures which pertain to the crime.

*We gratefully acknowledge that portions of brochure were adapted from material provided by the American College Health Association, SUNY at Stony Brook, St. John's University, and the Victims Information Bureau of Suffolk.*

## ALCOHOL AND DRUG EDUCATION

### ALCOHOL AND DRUG EDUCATION PROGRAM

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 require Suffolk County Community College, as an institution of higher education receiving federal funds, to certify that it has adopted and implemented an anti-drug and alcohol abuse program for its students and employees. Accordingly, the College adopts the following policy:

Suffolk County Community College prohibits the manufacture, consumption, possession, use, or distribution of illegal drugs and/or alcoholic beverages on College premises or at College-sponsored activities. If consumption of alcoholic beverages is approved by the College Board of Trustees, any excessive use of such beverages resulting in disruptive behavior is prohibited. This policy applies to all full-time and part-time students, and all full-time and part-time permanent and temporary employees, including faculty, administration, staff, and student employees and interns.

Students who violate this policy may be subject to appropriate disciplinary action, consistent with local, state, and federal law, which may include counseling, a reprimand and warning, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution.

Employees who violate this policy may be subject to appropriate disciplinary action, consistent with local, state, and federal law and appropriate collective bargaining agreements, which may include counseling, participation in an appropriate rehabilitation program, a warning, probation, unpaid suspension from employment, termination of employment, and/or referral to the proper law enforcement authorities for prosecution.

All disciplinary procedures and appeals presently applicable to students and employees will continue to be available for violations of this policy.

It is the intent of the College to provide a workplace and campus environment that discourages the unauthorized or illegal use of drugs and alcohol by students and employees. The following information is important for each student and employee to read and understand regarding the legal penalties and the health risks that are associated with the use of alcohol and drugs.

### APPLICABLE LAWS

The following is a brief overview of local, state, and federal laws governing the possession, use, and distribution of illicit drugs and alcohol. It is not intended to be an exhaustive or definitive statement of various laws, but rather is designed to indicate the types of conduct that are illegal and the range of legal sanctions that can be imposed for such conduct.

#### New York State Laws

**New York Alcoholic Beverage Control Law** prohibits persons from selling or giving any alcoholic beverage to a minor (under age 21) or to a person who is already intoxicated. It is also an offense punishable by a fine of up to \$200 and/or imprisonment for up to five days to misrepresent the age of a minor for the purpose of inducing the sale of an alcoholic beverage. Any minor who uses false identification or the identification of another person to purchase an alcoholic beverage can be convicted and fined up to \$100 and/or sentenced to probation for up to one year. In addition, a minor can be arrested and fined up to \$50 for possessing an alcoholic beverage with the intent to consume it.

**New York Vehicle and Traffic Law** provides that it is a misdemeanor punishable by a fine of at least \$350 and/or imprisonment for up to one year (as well as suspension and/or revocation of your driver's license) to operate a motor vehicle with a blood alcohol content of one-eighth of one percent or higher. Multiple convictions can result in more serious penalties. For example, a second DWI conviction in 10 years is a felony punishable by up to four years in a state penitentiary. Such penalties also apply to driving a motor vehicle while a person's ability is impaired by the use of a drug.

**New York Public Health Law** states that it is a violation of the Public Health Law in New York for a person to sell or possess a hypodermic needle without a doctor's written prescription, to grow marijuana or knowingly allow it to be grown without destroying it (misdemeanor punishable by up to one year in a local penitentiary), and to manufacture, sell, or possess with intent to sell, an imitation controlled substance (misdemeanor; second offense in five years is a felony punishable by a minimum of one year and a maximum of four years in state prison). Any private vehicle, boat, or plane that has been or is being used to transport a controlled substance can be seized by the police and forfeited under the law.

**New York Penal Law** states that it is a crime to loiter with the intent to use drugs, appear in public under the influence of drugs, use or possess drug paraphernalia, and sell or possess actual controlled substances. Persons convicted of a drug offense may be sentenced to any one of the following: community service, probation, shock probation which is a combination of imprisonment time and probation, intermittent imprisonment which may include weekends and/or Saturdays, or imprisonment for life.

**Suffolk County Local Law, Section 242.5**, prohibits the distribution, display, or posting of any sign, banner, poster, or advertisement of a commercial nature (e.g., bar ads) without the authorization and approval of the College Board of Trustees. Section 3 provides for penalties of \$1,000 and/or up to one year imprisonment for each violation of this law.

#### Federal Laws

Federal law provides that a drug offense committed within 1,000 feet of school property, including colleges, is punishable by a term of imprisonment and a fine of up to twice the amount authorized for the same offense committed away from school property. It also provides that a person age 18 or older who distributes a controlled substance to a person under 21 years of age may be sentenced to a term of imprisonment and/or a fine of up to twice the amount authorized for distribution to a person over the age of 21.

Students convicted of any drug related activities while enrolled at the College, could forfeit their eligibility for Federal aid to include grants and student loans for a period of one year. Students convicted of the distribution of a controlled substance while enrolled at the College, could forfeit their eligibility for Federal aid for up to five years.

## Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b>  Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	<b>First Offense:</b>  Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

## Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture  more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

**COMMON DRUGS: SYMPTOMS OF ABUSE**

Type of Drug	Drug Name	Street Names	Methods of Use	Symptoms of Use	Hazards of Use
<b>Marijuana Hashish</b>		Pot, Grass, Reefer, Weed, Columbian, Hash, Hash Oil, Sinsemilla, Joint, Chiba, Herb, Spliff	Most often smoked, can also be swallowed in solid form	Sweet, burnt odor; neglect of appearance, loss of interest, motivation, possible weight change	Impaired memory perception, interference with psychological maturation; possible damage to lungs, heart, and reproduction and immune systems; psychological dependence
<b>Cocaine</b>		Coke, Snow, Toot, White Lady, Blow, Rock, CRACK	Most often smoked or inhaled; also injected or swallowed in powder; pill or rock form	Restlessness, anxiety, intense, short-term high followed by depression	Intense psychological dependence, sleeplessness, anxiety, nasal passage damage, lung damage, death from overdose
<b>Stimulants</b> Drugs that stimulate the central nervous system	Amphetamines* Dextroamphetamine Methamphetamine	Speed, Uppers, Pep Pills, Bennies, Dexies, Moth, Crystal, Black Beauties	Swallowed in pill or capsule form or injected into veins	Excess activity, irritability, nervousness, mood swings, needle marks	Loss of appetite, hallucinations, paranoia, convulsions, coma, brain damage, death from overdose
	Nicotine	Coffin Nail, Butt, Smoke	Found in cigarettes, cigars, pipe and chewing tobacco	Smell of tobacco, high carbon monoxide levels, stained teeth, yellow fingers	Cancers of the lung, throat, mouth, esophagus, heart disease, emphysema
<b>Depressants</b> Drugs that slow down the central nervous system	Barbiturates: Pentobarbital Secobarbital Amobarbital	Barbs, Downers: Yellow Jackets  Red Devils  Blue Devils	Swallowed in pill form or injected into veins	Drowsiness, confusion, impaired judgment, slurred speech, needle marks, constricted pupils	Infection, addiction with severe withdrawal symptoms, loss of appetite, death from overdose, nausea
	Quaalude, Sopor	Ludes, Soapers	Swallowed in pill form	Impaired judgment and performance, drowsiness, slurred speech	Death from overdose, injury or death from car accident, severe interaction with alcohol
<b>Narcotics</b> Natural or synthetic drugs that contain or resemble opium	Dilaudid, Percodan, Demerol, Methadone	School Boy	Swallowed in pill or liquid form, injected	Drowsiness, lethargy	Addiction with severe withdrawal symptoms, loss of appetite, death from overdose
	Codeine		Swallowed in pill or liquid form		
	Morphine, Heroin		Injected into veins, smoked	Needle marks	
<b>Hallucinogens</b> Drugs that alter perceptions of reality	PCP (Phencyclidine)	Angel Dust, Killer Hog, Weed, Supergrass, PeaCee Pill	Most often smoked, can also be inhaled, (snorted), injected or swallowed in tablets	Slurred speech, blurred vision, incoordination, confusion, agitation, aggression	Anxiety, depression, impaired memory, perception, death from accidents, death from overdose
	LSD	Acid, Cubes, Purple Haze	Usually swallowed	Dilated pupils, illusions, hallucinations, mood swings	Breaks from reality, emotional breakdown, flashback
	Mescaline Psilocybin	Mesc. Cactus, Magic Mushrooms	Usually swallowed in their natural form		
<b>Alcohol</b>		Booze, Hooch, Juice, Brew	Swallowed in liquid form	Impaired muscle coordination, judgment	Heart and liver damage, death from overdose and accidents, addiction
<b>Inhalants</b> Substances abused by sniffing	Gasoline, Airplane Glue, Paint Thinner, Dry Cleaner Fluid		Inhaled or sniffed, often with use of paper or plastic bag or rag	Poor motor coordination, impaired vision, memory and thought	High risk of sudden death, drastic weight loss, brain, liver, and bone marrow damage
	Nitrous Oxide	Laughing Gas, Whippets	Inhaled or sniffed by mask or balloons	Abusive, violent behavior; lightheadedness	Death by anoxia, neuropathy, muscle weakness
	Amyl Nitrite Butyl Nitrite	Poppers, Snappers; Rush, Locker Room	Inhaled or sniffed from gauze or ampules	Slowed thought, headache	Anemia, death by anoxia

**Note:** Taking drugs of any type during pregnancy can be hazardous to the fetus. Adapted from "Children and Drugs," distributed by Blue Cross and Blue Shield Plans of Vermont and New Hampshire.

\*Includes look-a-like drugs that contain caffeine, phenylpropanolamine.

## HEALTH RISKS

Drugs and alcohol are toxic to the human body and if abused can have catastrophic health consequences. Some drugs, such as crack, are so toxic that even one experimental use can be fatal.

The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs; it is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse.

### Alcohol Use and Abuse

Low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts and dangerous risk-taking behavior. Moderate to high doses of alcohol severely alter a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal. Approximately 50 percent of all youthful deaths from drowning, fires, suicide, and homicide are alcohol-related.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome (irreversible physical abnormalities and mental retardation).

Dependent persons who suddenly stop drinking are likely to suffer withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions.

### Use of Illicit Drugs

“**Designer-Drugs**” are produced by underground chemists who attempt to avoid legal definitions of controlled substances by altering their molecular structure. These drugs can be several hundred times stronger than the drugs they are designed to imitate. As little as one dose can cause severe neurochemical brain damage and symptoms such as those in Parkinson's disease (uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.) Inhalants, solvents, and aerosol sprays decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

**Anabolic steroid** use in males can cause withered testicles, sterility, and impotence; in females, irreversible masculine traits can develop along with breast reduction and sterility. Physical effects in both sexes include jaundice, purple, or red spots on the body, swelling of feet or lower legs, trembling, unexplained darkening of the skin, and persistent unpleasant breath odor. While some side effects appear quickly, others, such as heart attacks, liver cancer and strokes, may not show up for years. Drugs distort perception and this can lead users to harm themselves or others. For the specific health risks associated with particular types of drugs, refer to the chart “Common Drugs: Symptoms of Abuse”.

## COUNSELING AND DRUG TREATMENT PROGRAMS

Suffolk County Community College's Counseling Offices provide students with professional help and referral in resolving personal problems and concerns, including those associated with alcohol and substance abuse. They can be contacted at:

Ammerman/Sayville: (631) 451-4053

Eastern: (631) 548-2524

Michael J. Grant: (631) 851-6250

Similar services are provided for eligible employees and immediate families by the Employee Assistance Program (EAP), 235 Brookside Dr. Hauppauge, NY, Telephone (631) 366-EAP3. Efforts to seek such help will not jeopardize any employee's position with the college and will not be noted in any personnel record.

Other sources for assistance and counseling are available. The college lists the following agencies but makes no recommendation concerning these agencies.



## COMMUNITY-BASED DRUG TREATMENT AND PREVENTION/EDUCATION PROGRAMS

**Access/Accesso**  
452 Suffolk Avenue  
Brentwood, NY 11717  
631-436-6065

401 Main Street  
Islip, NY 11751  
631-224-5330

**Al-Anon**  
PO Box 490  
Farmingville, NY 11738  
631-669-2827

**Alcoholics Anonymous**  
113-8Bay Avenue  
Patchogue, NY 11772  
631-669-1124

**Alternatives Counseling Center**  
291 Hampton Road  
Southampton, NY 11968  
631-238-4440

**Catholic Charities**  
**Chemical Dependency Services**  
PO Box 758  
31 East Montauk Highway  
Hampton Bays, NY 11946  
631-723-3362

155 Indian Head Road  
Commack, NY 11725  
631-543-6200

**Concepts for Narcotics Prevention**  
324 Main Street  
Northport, NY 11768  
631-261-2670

**Family Service League**  
1490 William Floyd Parkway  
E. Yaphank, NY 11967  
631-924-3741

**Hampton Council of Churches**  
**The Family Counseling Service**  
40 Main Street Beinecke Building  
PO Box 1348  
Westhampton Beach, NY 11978  
631-288-1954

**Phoenix House**  
2191 3<sup>rd</sup> Avenue  
New York, NY 10035  
1(800) COCAINE or  
1(800) DRUG-HELP  
(Admissions for Phoenix House)  
212-831-1555 ext 7500

**Town of Babylon Division of Drug  
and Alcohol Control**  
400 Broadway  
Amityville, NY 11701  
631-789-3700

**YMCA of Long Island, Inc.**  
2545 Middle Country Road  
Centereach, NY 11720  
631-580-7777

**Suffolk County Department of  
Health**  
**Division of Alcohol and Substance  
Abuse**  
**Hauppauge Clinic**  
200 Wireless Blvd.  
Hauppauge, NY 11788  
631-853-7373

**Narcotics Anonymous**  
**Nassau/Suffolk**  
700 Health Sciences Drive  
Stony Brook, NY 11790  
631-689-6262

**Pederson-Krag Centers**  
**Drug, Alcohol and Mental Health**  
11 Route 111  
Smithtown, NY 11787  
631-920-8300

240 Long Island Avenue  
Wyandanch, NY 11798  
631-920-8250

55 Horizon Drive  
Huntington, NY 11743  
631-920-8000

3600 Route 112  
Coram, NY 11727  
631-920-8500

**South Brookhaven Health Center**  
**Alcoholism Services – East**  
550 Montauk Highway  
Shirley, NY 11967  
631-852-1000

**Alcoholism Services – West**  
365 East Main Street, Section 5  
Patchogue, NY 11772  
631-854-1222 (Out Patient)  
631-447-3048 (Hospital)

**South Oaks Hospital**  
400 Sunrise Highway  
Amityville, NY 11701  
631-608-5610

**Talbot House**  
**Crisis Center**  
30- C Carlough Road  
Bohemia, NY 11716  
631-589-4144

**Veterans Medical Center**  
79 Middleville Road  
Northport, NY 11768  
631-261-4400 ext 5780 & 5791

## **GRANT RECIPIENTS**

### **Grant-Funded Employees**

In addition to the policies and information stated above, employees who are directly engaged in the performance of work pursuant to the provisions of a federal grant of any amount, or a federal contract of \$25,000 or more, are required to report to Suffolk County Community College if they are convicted of a criminal alcohol and/or drug-related offense, which occurs either on or off college premises while conducting college business, no later than five days after the conviction. An employee so convicted is also subject to appropriate disciplinary action by the College. The College will notify the contracting or granting federal agency within ten days after receiving notice of such conviction.

### **Pell Grant Recipients**

The Anti-Drug Abuse Act of 1988 requires all student applicants for Pell Grants to certify that, as a condition of the Pell Grant, they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by the Pell Grant. In addition, the statute provides that if an individual is convicted of drug distribution or possession, the court may suspend his or her eligibility for federal benefits, including federal student financial aid. If an individual is convicted three or more times for drug distribution, he or she may become permanently ineligible to receive Title IV financial aid.

## **BIAS CRIMES**

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity 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 federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from the Office of Public Safety.

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 College disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, Suffolk County Community College's Office of Public Safety also assists in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents, are defined as acts of bigotry, harassment, or intimidation directed at a member or a group within the College community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status and could be addressed through the College Student Code of Conduct. Bias incidents should be reported to the Office of Public Safety as well as to the Office of the Executive Assistant to the President (631-451-4118).

If you are a victim of, or witness to, a hate/bias crime on campus, report it to the Suffolk County Police by calling 911 in an emergency, using a Blue Light phone or calling the Campus Public Safety telephone numbers as is listed on page 4.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus counseling centers as listed on page 6.

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes is available from the Office of Public Safety (631-451-4212).

## **CREDIT CARD ABUSE**

NY State enacted legislation in 2005 ( Article 129-A of the Education Law, Chapters 694 and 713, section 6437) which requires the College to address the issue of credit card abuse. Students need to understand the consequences and realities which are involved with the use of credit cards. Unpaid balances can cause the student to be responsible for significant interest charges, and the possibility of obtaining a poor credit rating. As such, the College prohibits the advertising, marketing , or merchandising of credit cards on our campus to students, except pursuant to an official College credit card marketing policy. The College shall inform students about good credit management practices through programs which may include workshops, seminars, discussion groups and film presentations.

## Appendix I

### SEXUAL HARASSMENT

#### **Sexual Harassment Policy and Grievance Procedure for Student Claims of Harassment by a Faculty Member, Administrator, Employee<sup>1</sup>, Guest or Contractor**

##### **Introduction**

As an institution of higher learning, Suffolk County Community College is dedicated to providing an environment conducive to intellectual and personal growth. Members of the college community are encouraged to participate in all aspects of academic life. For the college, this means a firm institutional commitment to academic freedom as well as a commitment to the highest standards of professional and interpersonal behavior and respect among members of the community. Thus, there is zero tolerance for any form of sexual harassment.

##### **Sexual Harassment Policy**

Sexual harassment is a form of discrimination prohibited by both state and federal law. The College will not tolerate sexual harassment under any circumstances. Whenever an alleged violation of this policy is brought to the college's attention, an investigation will be undertaken and, if a violation is found, prompt corrective action will be taken. All members of the College community should contact the appropriate college office, as set forth below, if they believe a violation of this policy has occurred.

##### **Harassment complaint of a student, visitor, faculty member, administrator or employee by a student:**

Complaints should be submitted to the Associate Dean of Student Services for the campus at which the alleged harassment occurred. All complaints will be forwarded to the College Associate Dean of Students for investigation.

##### **Harassment complaint of a student by a faculty member, administrator, employee, guest or contractor:**

Complaints should be submitted to the Associate Dean of Student Services for the campus at which the alleged harassment occurred.

##### **Harassment complaint of a faculty member, administrator or employee by a contractor, guest, faculty member, administrator or employee:**

Complaints should be submitted to the Office of the Compliance Officer or the Human Resources Department.

#### **A. Sexual Harassment Prohibited**

The College abides by the principle that its students, faculty, staff and administrators have a right to be free from sex discrimination in the form of sexual harassment by any member of the College community. The highest standards of professional conduct pertain to all members of the college community in their dealings with one another; the relationships between and among students, faculty, administrators, and members of the staff at all levels should be governed by these standards. No member of the College community should tolerate sexual harassment from a faculty member, administrator, colleague, employee, supervisor, student or other member of the college community.

Behavior on the part of any member of the College community that inappropriately introduces any form of sexual harassment, as defined below, into a teaching, learning or working relationship, or into any other relationship arising from College activities will not be tolerated. The College also will not tolerate conduct by a non-employee who sexually harasses any member of the College community on College premises or at any other location where the non-employee and the member of the College community are together because of assigned or College-sanctioned activities.

Individuals who believe they are victims of sexual harassment are required to seek redress through the appropriate sexual harassment complaint procedure. This policy and procedure applies to any student who alleges that he or she has been sexually harassed by a faculty member, an administrator, an employee, a guest or a contractor of the College. Sexual harassment of a student by another student or sexual harassment of a College faculty member, guest, administrator or employee by a student is governed by the Student Code of Conduct. Sexual harassment of a College employee by another college/county employee, contractor, or guest is governed by the Sexual Harassment Policy and Grievance Procedure for Employee Claims of Harassment by Another Employee, Guest or Contractor.

Complaints about sexual harassment will be responded to promptly and equitably in accordance with the procedures set out under the applicable policy. The confidentiality of all members of the College community will be respected in each step of the complaint procedure, insofar as that is reasonably practicable. In addition, each policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment or for participating in investigations of sexual harassment. Similarly, each policy prohibits retaliatory conduct against an individual simply because he or she has been accused of sexual harassment. An individual found to have engaged in sexual harassment or retaliation in violation of this policy will be subject to disciplinary action. If the individual is a bargaining unit member, such disciplinary action will be pursuant to the appropriate collective bargaining agreement. Conversely, if a complaint of sexual harassment is made in bad faith, then the complainant may be subject to disciplinary action.

#### **B. Definition of Sexual Harassment**

Generally, sexual harassment is (1) a person's use of power or authority to elicit sexual submission (*quid pro quo* harassment) or (2) unwelcome sexual conduct or conduct directed at a person because of his or her sex that creates an intimidating, hostile or offensive environment for working or learning (hostile environment harassment). Sexual harassment can include a wide range of behaviors, from the actual coercing of sexual relations, or the attempt thereof, to the unwelcome emphasizing of sexual identity. Repeated suggestions or comments may constitute sexual harassment if these create an intimidating, hostile or offensive working or learning environment. The definition of sexual harassment, discussed more fully below, will be interpreted and applied consistent with applicable legal standards.

<sup>1</sup> "Employee" includes all full-time and part-time college employees, faculty members, administrators, and trustees.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other expressive or physical conduct of a sexual nature or conduct directed at a person because of his or her sex, including, but not limited to, when

- submission to such conduct is explicitly or implicitly made a term or condition of employment or status in a course, program or activity, or
- submission to or rejection of such conduct is used as a basis for an academic or employment decision affecting the individual, or for a decision regarding an individual's status in a course, program or activity, or
- such conduct has the purpose or effect, when judged from the perspective of a reasonable person in the position of the complaining individual, of substantially interfering with an individual's academic or work performance, or
- such conduct has the purpose or effect, when judged from the perspective of a reasonable person in the position of the complaining individual, of creating an intimidating, hostile or offensive environment for working or learning.

In determining whether sexual conduct creates an intimidating, hostile or offensive environment or substantially interferes with an individual's academic or work performance, the College recognizes that unless the conduct is egregious, a single incident or isolated incidents of offensive sexual conduct or remarks generally do not create an intimidating, hostile or offensive environment. Further, if such conduct or remarks take place in the teaching context, to conclude that they create an intimidating, hostile or offensive environment, the individual who made the complaint must prove that the conduct or remarks are not, in any substantial and direct way, relevant or germane to the subject matter or discussion of the course or activity in which such conduct or remarks took place.

The College further recognizes that academic freedom protects the faculty's right to teach and the student's right to learn. The academic setting is distinct from the workplace in that academic freedom requires wide latitude for professional judgment in determining the appropriate content and presentation of academic material. Accordingly, a "hostile environment" in the classroom requires an establishment of a pattern of hostile, intimidating or offensive conduct not legitimately related to the subject matter of the course. However, a single egregious incident of harassment may be sufficient to constitute a violation of this policy; the more egregious the harassment, the less need to show a repetitive series of incidents. This is particularly so when the harassment is physical.

Examples of inappropriate conduct covered by this policy (subject to the above conditions) include, but are not limited to the following:

- unwanted flirtation, advances or propositions of a sexual nature;
- insults, humor, jokes or anecdotes that belittle or demean an individual's or a group's sex or sexuality;
- unwelcome comments of a sexual nature about an individual's body or clothing;
- unwarranted displays of sexually suggestive objects or pictures;
- unwelcome touching, such as patting, pinching, hugging or brushing against an individual's body;
- explicit or implied suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments or status, salary, academic standing, grades, participation in programs or activities, athletic opportunities, receipt of financial aid, grants, leaves of absence, letters of recommendation, or other work or study related matters; or
- sexual assault

### **C. Confidentiality**

Generally it is the policy of the College to protect the confidentiality of members of the College community who may be involved in sexual harassment complaint procedures, insofar as that is reasonably practicable. Specifically, the identity of the individual making the complaint (complainant), the identity of the accused (respondent) and information relating to the sexual harassment complaint will be disseminated only to those individuals who have a legitimate need to know, or as reasonably necessary for the purpose of investigating or resolving the complaint. Any person who is the custodian of confidential information shall maintain a log of the dissemination and review of such information.

Complainants should understand that upon their advising the Associate Dean of Students of a sexual harassment complaint, the college is legally required to investigate that complaint. Therefore, complainants should understand that the complaint may be disclosed, as necessary, to persons on a "need to know" basis.

Although the College will endeavor to maintain the confidentiality of sexual harassment complaints and proceedings in accordance with this policy, it cannot absolutely guarantee against the further dissemination of information by individuals to whom such information was reasonably disclosed in the course of a sexual harassment investigation. All complaints will be fully investigated and the appropriate remedial action will be taken against alleged harassers found to have violated the College's sexual harassment policy.

Any information acquired during the investigation will be kept in a confidential file in the Human Resources Department and retained by the college for at least the statutorily required period.

### **Waiver of Confidentiality**

A complainant or a respondent may be deemed to have waived, directly or indirectly, the confidentiality provisions of this policy by voluntarily disclosing information about the complaint or the complaint proceedings to parties within or outside the College community who are not directly involved in the investigation or complaint process. For instance, if a complainant or a respondent makes any public statement tending to impute negligence, misconduct, unfairness or incompetence to the college in conducting a sexual harassment investigation or complaint proceeding, the College shall have the right to disclose whatever information that is reasonably required to rebut or refute the allegations.

## **D. Retaliation**

No individual shall be retaliated against in any way by a member of the College community for his or her participation in this complaint procedure. No complainant or witness shall be retaliated against in any way by a member of the College community for his or her nonparticipation in this complaint procedure. Every effort should be made to protect members of the College community so that they may use or participate in the sexual harassment complaint procedure without fear of reprisal or retaliatory action. Threats, other forms of intimidation, and retaliation against the complainant, or any other individual implementing or using the College's sexual harassment complaint procedure are violations of this policy and, thus, may be grounds for disciplinary action.

If an employee is found to have made a malicious or false statement, he or she may be subject to disciplinary action under the applicable collective bargaining agreement. If a student is found to have made a malicious or false statement, he or she may be referred to the Student Conduct Board for appropriate action. Individuals who believe they have been retaliated against in violation of this policy must follow the complaint procedures outlined herein and such complaints will be processed in accordance with these procedures.

## **SEXUAL HARASSMENT COMPLAINT PROCEDURE**

### **A. Informal Stage: Reasonable Cause Determination**

#### **Whom to Contact**

Students who believe that they have been subjected to sexual harassment should contact the Office of the College Associate Dean of Student Services<sup>2</sup> for the campus at which the alleged harassment occurred. The College Associate Dean of Students is the designated official responsible for the investigation of sexual harassment complaints made by students and for determining if there is sufficient cause for an investigatory hearing to be held to determine whether sexual harassment has taken place.

The College Associate Dean of Students shall notify the Compliance Officer and the Administrative Director of Human Resources that a complaint has been made. In addition, as documents are received or created by the Associate Dean of Students during the course of the investigation, copies shall be forwarded to the Human Resources Department, where they shall be maintained in a confidential file.

#### **Timing of Complaint**

A complaint of sexual harassment must be made within one year of the most recent occurrence of alleged sexual harassment. The College Associate Dean of Students is authorized to waive this timeliness requirement in extenuating circumstances including but not limited to circumstances wherein the complainant was subject to duress, or otherwise coerced or threatened by the respondent from filing the complaint.

#### **Initial Discussion; Preparation of Written Complaint; Respondent's Answer**

The initial discussion between the complainant and the Associate Dean of Students should be kept confidential to the extent possible. The Associate Dean of Students shall attempt to informally resolve the matter through discussion with the complainant and the respondent within five (5) days<sup>3</sup> of receiving the complaint. The complainant will prepare and sign a written complaint when he or she first meets with the Associate Dean of Students. Within his or her discretion, the Associate Dean of Students shall deliver to the respondent by hand delivery or by certified mail, return receipt requested, either a copy of the written complaint or a summary prepared by him or her of the allegations contained in the complaint. The respondent shall also be given a copy of this Sexual Harassment Policy and Grievance Procedure.

The respondent shall have the right to submit a written response to the allegations, accompanied by any relevant documents or other materials he or she may wish to include (including a witness list) within five (5) days of receiving a copy of the allegations. The answer shall be either hand delivered to the Associate Dean of Students or sent certified mail, return receipt requested. Within the discretion of the Associate Dean of Students, the complainant will receive a copy of the respondent's answer or a summary prepared by the Associate Dean of Students of the contents of the answer.

If the complainant fails or refuses to submit a written complaint or otherwise cooperate with the investigation, or if the Associate Dean of Students learns of alleged sexual harassment from a person other than the alleged victim, the Associate Dean of Students shall conduct an investigation based on the information available to him or her. Despite the absence of a written complaint, the respondent is still expected to cooperate in the investigation.

If the respondent refuses to participate in an investigation, the Associate Dean of Students will have to come to a determination based on available information. In such a case, absent any contradictory evidence, the Associate Dean of Students will assume that the complaint is truthful.

#### **Investigation and Sufficient Cause Determination**

If the complaint is not informally resolved, the Associate Dean of Students will have fourteen (14) days after the conclusion of the five day informal resolution period to complete an investigation of the allegations. If not previously provided, the complainant and the respondent shall receive copies of the written answer and written complaint, respectively. The investigation shall include but not limited to, review of the complaint and the answer, interviews of witnesses, examination of all pertinent personnel files and employment records and review of any other written statements,

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<sup>2</sup> In the event that Complainant believes that the College Associate Dean of Students may have a conflict of interest, or for other compelling reasons, he or she may report the complaint to the Campus Dean of his or her campus, who shall appoint a designee to conduct the informal stage of the complaint procedure.

<sup>3</sup> Unless otherwise noted, "days" means calendar days. Any deadline falling on a Saturday, Sunday or holiday shall be due on the next business day.

documents or other evidence. The complainant, the respondent and all potential witnesses are encouraged to cooperate with the sexual harassment investigation. If the complainant or the respondent refuses to submit an answer or cooperate with the Associate Dean of Students, the Associate Dean of Students will have to come to a determination on the basis of available information.

Once the Associate Dean of Students has completed the investigation, he or she will determine whether, based on a preponderance of the evidence, there is sufficient cause for an investigatory hearing to be held to determine whether sexual harassment has taken place. Complainant and respondent shall be promptly notified in writing (either personally delivered or sent certified mail, return receipt requested) of the determination of the Associate Dean of Students. If some other form of misconduct is uncovered, the Associate Dean of Students will notify complainant that the complaint has been forwarded to the proper forum.

If sufficient cause is found, then the Associate Dean of Students will forward the file to the Sexual Harassment Committee for an investigatory hearing. If respondent admits to the allegations made against him or her, no investigatory hearing shall be held. Instead, the Associate Dean of Students will forward the file to the Sexual Harassment Committee, which will make a recommendation to the Campus Dean as to appropriate sanctions. If no sufficient cause is found, then complainant shall have five (5) days from receipt of such notice in which to submit a written appeal of the finding to the College Chief Student Affairs Officer.

### **Appeal of a No Sufficient Cause Determination**

Upon receipt of a written appeal of a determination of no sufficient cause, the College Chief Student Affairs Officer shall review the file and, within five (5) days, render a decision on the appeal. If the College Chief Student Affairs Officer affirms the no sufficient cause determination, the complaint is dismissed. If the College Chief Student Affairs Officer overturns the no sufficient cause determination, then he or she will forward the file to the Sexual Harassment Committee for an investigatory hearing.

## **B. Formal Stage: Investigatory Hearing**

### **Sexual Harassment Committee Membership**

The Sexual Harassment Committee is comprised of nine members: one (1) member each of the tenured faculty elected for three (3) years by governing bodies of the Ammerman, Eastern, and Michael J. Grant campuses; one (1) student member selected by the College Chief Student Affairs Officer for one (1) year; two (2) members selected by the A.M.E. unit at the College for three (3) years, one (1) from the white collar unit and one (1) from the blue collar unit; one (1) individual selected by the President for one (1) year; the Compliance Officer, who is the Chair and a voting member of the Committee; and the Administrative Director of Human Resources, who is the Vice-Chair and a voting member of the Committee. College legal counsel shall be a non-voting advisory member of the Committee. The Board of Trustees shall be advised of all complaints that reach the Formal Stage.

### **Recusal**

Any Sexual Harassment Committee member shall be recused if he or she is a party in the complaint, an immediate supervisor of complainant or respondent or a witness to the allegations in the complaint. Committee members may also be recused for other reasons, including but not limited to, personal, business or financial conflicts of interest between the Committee member and either complainant or respondent. The Compliance Officer will determine whether a conflict of interest exists. If the Compliance Officer is directly involved in the complaint, the alternate Compliance Officer will determine whether a conflict exists.

### **Quorum and Voting**

A quorum of the Sexual Harassment Committee shall consist of five (5) or more voting members. Any member not present for the entire investigatory hearing may not vote at that hearing. All best efforts will be made to convene a quorum. However, if a quorum cannot be convened within the time limits allowed in this policy, then the Compliance Officer and the available committee members will proceed with the investigatory hearing. Findings of the Committee shall be based on a majority vote. In the event of a tie vote, the case will proceed.

### **Investigatory Hearing**

Within fourteen (14) days of receipt of the file from the Associate Dean of Students, the Sexual Harassment Committee shall review the file, conduct a hearing and make a written finding as to whether the Committee believes that sexual harassment has occurred or, if applicable, whether it believes some other type of misconduct has occurred. Under extenuating circumstances, the Committee may extend this time period for up to an additional Fourteen (14) days.

The hearing serves both an investigatory and an adjudicative function. Both parties shall be notified of their right to seek advice from counsel or a union representative and of their right to have their advisor present at the hearing. The power of examination and cross-examination is reserved exclusively to the Committee. However, before the hearing, the parties or their advisors may submit suggested questions or propose that particular witnesses be called. The Committee will make every effort to ask questions so submitted that go to the issue and to call proposed witnesses that have testimony relevant to the issue. The hearing shall be recorded by stenographic or other means and a transcript of the proceedings shall be held in the Human Resources Department. Complainant and respondent may review the transcript in that department.

The hearing shall include, to the extent possible, the following:

- Examination of complainant, respondent and any witnesses who may be of assistance in resolving the complaint; and
- Review of any documents and other information submitted by the parties or witnesses; and
- Review of any other documents or information the Committee deems relevant.

The hearing shall be closed and may only be attended by complainant (and his or her advisor), respondent (and his or her advisor), the Committee members, the alternate Compliance Officer, College legal counsel, testifying witnesses, and personnel necessary for the administration of the hearing. The parties and their advisors have the right to be present throughout the hearing. Testifying witnesses may only be present for their own testimony.

The Committee shall not be bound by technical rules of evidence, but may consider any relevant material and reliable evidence that it finds probative. The Committee shall determine the admissibility, relevance and weight of the evidence before it.

The Committee is to investigate sexual harassment complaints and is expressly authorized to investigate, consider and report findings regarding other misconduct related to the alleged sexual harassment that may be revealed during the course of the sexual harassment investigation. If the Committee finds misconduct that does not constitute sexual harassment, the Committee shall notify complainant that the Committee has forwarded the complaint to the proper forum.

#### **Review by the Campus Dean**

Within five (5) days after the conclusion of the investigatory hearing, the Committee will forward a copy of its written findings to the Campus Dean of the campus where the alleged harassment occurred and to the Human Resources Department, where it shall be maintained in a confidential file. If applicable, the findings should include any recommended remedial action (which could include disciplinary action up to and including termination) to be taken. If the Campus Dean is a party to the complaint, then a designee or neutral party, appointed by the Committee, shall conduct the review. The Campus Dean or the designee shall review the record as a whole and make a decision based on the totality of the circumstances. The review shall be completed within seven (7) days of receipt of the Committee's findings.

Where the charge is sustained, the Campus Dean or designee shall make a final determination as to the action to be taken and give to complainant, respondent and the Committee written notice of it. If the charge is not sustained, the Campus Dean or designee shall render a written decision detailing the compelling reasons for the determination and send it to complainant, respondent and the Committee. If the Campus Dean or designee decides that there is need for further investigation, then the Committee shall be so notified, in writing, that it must continue its investigation, in a timely manner, until a final decision can be rendered by the Campus Dean or designee. A copy of the Campus Dean's determination shall be forwarded to the Human Resources Department, where it shall be maintained in a confidential file.

If either complainant or respondent chooses to appeal the Campus Dean's determination, he or she shall have five (5) days from receipt of the determination in which to submit a written appeal of the determination to the President. A copy of the written appeal shall be forwarded to the Human Resources Department, where it shall be maintained in a confidential file.

#### **Appeal to the President**

Upon receipt of a written appeal of the Campus Dean's determination, the President shall review the investigatory file, the written findings of the Sexual Harassment Committee and the written decision of the Campus Dean and, within ten (10) days, render a written decision on appeal. A copy of the written decision shall be forwarded to the Human Resources Department, where it shall be maintained in a confidential file. If the President agrees with the Campus Dean's decision, then the Campus Dean's determination as to the action to be taken shall be followed. If the President disagrees with the Campus Dean's decision, then the President shall determine the appropriate action to be taken. Such determination shall be based solely on the President's review of the investigatory file, the written findings of the Sexual Harassment Committee and the written decision of the Campus Dean; the President shall make no independent findings of fact. The President's decision is final. If the final decision is to discipline the respondent, the applicable contractual provisions shall be followed.

Upon completion of all stages of the Sexual Harassment Complaint Procedure, the original file and all copies will be maintained in the Human Resources Department for at least the statutorily required time. No copies of the file will be maintained in any other Office or Department.

## Appendix II

### CRIME STATISTICS

In preparing the Suffolk County Community College Crime Statistics Summary, located at the end of this report, all reported incidents are reviewed by the Office of Public Safety. Any incident reports meeting the definition of those crimes that are required to be reported are counted. In addition, the Student Affairs office collects information concerning reported crimes and disciplinary referrals for alcohol, drug and weapons law violations. The report also includes statistics from the Suffolk County and Southampton Police Departments for reportable crimes on campus and on public property immediately adjacent to the College. A hard copy of the report is available upon request from the Office of Public Safety located on each campus. In addition, copies are also available to prospective employees at the Office of Human Resources on the Ammerman Campus and for prospective students at the Associate Dean of Student Services offices on each campus. Copies are also available for review on the College Web site at the following Web location:

[www.sunysuffolk.edu/safety](http://www.sunysuffolk.edu/safety)



## CRIME STATISTICS – AMMERMAN CAMPUS

Reported in accordance with the Federal Bureau of Investigation's Uniform Crime reporting procedures and  
The Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act.

(Includes All Crimes Reported to the Office of Public Safety, Campus Authorities and SCPD)

CRIME CATEGORY (Includes Attempts)	ON CAMPUS			PUBLIC PROPERTY			TOTAL CRIME		
	2010	2009	2008	2010	2009	2008	2010	2009	2008
<b>Criminal Homicide</b>	0	0	0	0	0	0	0	0	0
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES</b>									
<b>Forcible Sex Offenses</b>	0	0	1	0	0	0	0	0	1
<b>Non-Forcible Sex Offenses</b>	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	1	0	0	0	0	0	1	0
<b>Aggravated Assault</b>	0	2	1	0	0	0	0	2	1
<b>Burglary</b>	0	3	8	0	0	0	0	3	8
<b>Motor Vehicle Theft</b>	6	0	0	0	0	0	6	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES (By Prejudice)</b>									
<b>Race</b>	0	1	0	0	0	0	0	1	0
<b>Gender</b>	0	0	0	0	0	0	0	0	0
<b>Religion</b>	0	0	0	0	0	0	0	0	0
<b>Sexual Orientation</b>	0	0	0	0	0	0	0	0	0
<b>Ethnicity</b>	0	0	0	0	0	0	0	0	0
<b>Disability</b>	0	0	0	0	0	0	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>									
<b>Arrest</b>	0	0	0	0	0	0	0	0	0
<b>Referred for Campus Discipline</b>	0	1	0	0	0	0	0	1	0
<b>DRUG LAW VIOLATIONS</b>									
<b>Arrest</b>	0	1	12	0	1	0	0	2	12
<b>Referred for Campus Discipline</b>	0	2	0	0	0	0	0	2	0
<b>ILLEGAL WEAPONS POSSESSION</b>									
<b>Arrest</b>	0	0	0	0	0	0	0	0	0
<b>Referred for Campus Discipline</b>	0	0	0	0	0	0	0	0	0

Suffolk County Community College is a commuter college with no residential dormitories or non-campus buildings, for that reason statistics required for those categories have been omitted. The above crime statistics are those crimes that are required to be disclosed by the 1990 Jeanne Clery Act. The crime statistics include crimes reported to the SCPD. The Clery Act definition of "burglaries" includes criminal acts that the local police define as "larcenies," thus resulting in an increased number of burglaries in this report

## CRIME STATISTICS – EASTERN CAMPUS

Reported in accordance with the Federal Bureau of Investigation's Uniform Crime reporting procedures and  
The Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act.

(Includes All Crimes Reported to the Office of Public Safety, Campus Authorities and SCPD)

CRIME CATEGORY (Includes Attempts)	ON CAMPUS			PUBLIC PROPERTY			TOTAL CRIME		
	2010	2009	2008	2010	2009	2008	2010	2009	2008
<b>Criminal Homicide</b>	0	0	0	0	0	0	0	0	0
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES</b>									
<b>Forcible Sex Offenses</b>	0	0	0	0	0	0	0	0	0
<b>Non-Forcible Sex Offenses</b>	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	1	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES (By Prejudice)</b>									
<b>Race</b>	1	0	0	0	0	0	1	0	0
<b>Gender</b>	0	0	0	0	0	0	0	0	0
<b>Religion</b>	0	0	0	0	0	0	0	0	0
<b>Sexual Orientation</b>	0	0	0	0	0	0	0	0	0
<b>Ethnicity</b>	0	0	0	0	0	0	0	0	0
<b>Disability</b>	0	0	0	0	0	0	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>									
<b>Arrest</b>	0	0	0	0	0	0	0	0	0
<b>Referred for Campus Discipline</b>	0	1	0	0	0	0	0	1	0
<b>DRUG LAW VIOLATIONS</b>									
<b>Arrest</b>	0	0	0	0	0	0	0	0	0
<b>Referred for Campus Discipline</b>	0	0	0	0	0	0	0	0	0
<b>ILLEGAL WEAPONS POSSESSION</b>									
<b>Arrest</b>	0	0	0	0	0	0	0	0	0
<b>Referred for Campus Discipline</b>	0	0	0	0	0	0	0	0	0

Suffolk County Community College is a commuter college with no residential dormitories or non-campus buildings, for that reason statistics required for those categories have been omitted. The above crime statistics are those crimes that are required to be disclosed by the 1990 Jeanne Clery Act. The crime statistics include crimes reported to the Southampton Police Department.

The Clery Act definition of "burglaries" includes criminal acts that the local police define as "larcenies," thus resulting in an increased number of burglaries in this report.

## CRIME STATISTICS – Michael J. GRANT CAMPUS

Reported in accordance with the Federal Bureau of Investigation's Uniform Crime reporting procedures and  
The Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act.

(Includes All Crimes Reported to the Office of Public Safety, Campus Authorities and SCPD)

CRIME CATEGORY (Includes Attempts)	ON CAMPUS			PUBLIC PROPERTY			TOTAL CRIME		
	2010	2009	2008	2010	2009	2008	2010	2009	2008
<b>Criminal Homicide</b>	0	0	0	0	0	0	0	0	0
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES</b>									
<b>Forcible Sex Offenses</b>	0	0	1	0	0	1	0	0	2
<b>Non-Forcible Sex Offenses</b>	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	2	0	0	0	0	2	2	0	2
<b>Burglary</b>	0	2	15	0	0	2	0	2	17
<b>Motor Vehicle Theft</b>	5	1	0	0	0	0	5	1	0
<b>Arson</b>	0	0	0	0	0	1	0	0	1
<b>HATE CRIMES (By Prejudice)</b>									
<b>Race</b>	0	2	0	0	0	0	0	2	0
<b>Gender</b>	0	0	0	0	0	0	0	0	0
<b>Religion</b>	0	0	0	0	0	0	0	0	0
<b>Sexual Orientation</b>	0	0	0	0	0	0	0	0	0
<b>Ethnicity</b>	0	0	0	0	0	0	0	0	0
<b>Disability</b>	0	0	0	0	0	0	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>									
<b>Arrest</b>	0	0	0	0	0	0	0	0	0
<b>Referred for Campus Discipline</b>	1	0	0	0	0	0	1	0	0
<b>DRUG LAW VIOLATIONS</b>									
<b>Arrest</b>	0	0	0	0	3	9	0	3	9
<b>Referred for Campus Discipline</b>	0	1	0	0	0	0	0	1	0
<b>ILLEGAL WEAPONS POSSESSION</b>									
<b>Arrest</b>	1	1	0	0	0	0	1	1	0
<b>Referred for Campus Discipline</b>	1	1	0	0	0	0	1	1	0

Suffolk County Community College is a commuter college with no residential dormitories or non-campus buildings, for that reason statistics required for those categories have been omitted. The above crime statistics are those crimes that are required to be disclosed by the 1990 Jeanne Clery Act. The crime statistics include crimes reported to the SCPD. The Clery Act definition of "burglaries" includes criminal acts that the local police define as "larcenies," thus resulting in an increased number of burglaries in this report.

## CRIME STATISTICS – RIVERHEAD CULINARY ARTS CENTER

Reported in accordance with the Federal Bureau of Investigation's Uniform Crime reporting procedures and  
The Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act.  
(Includes All Crimes Reported to the Office of Public Safety, Campus Authorities and SCPD)

CRIME CATEGORY (Includes Attempts)	ON CAMPUS			PUBLIC PROPERTY			TOTAL CRIME		
	2010	2009	2008	2010	2009	2008	2010	2009	2008
Criminal Homicide	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES</b>									
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES (By Prejudice)</b>									
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>									
Arrest	0	0	0	0	0	0	0	0	0
Referred for Campus Discipline	0	0	0	0	0	0	0	0	0
<b>DRUG LAW VIOLATIONS</b>									
Arrest	0	0	0	0	0	0	0	0	0
Referred for Campus Discipline	0	0	0	0	0	0	0	0	0
<b>ILLEGAL WEAPONS POSSESSION</b>									
Arrest	0	0	0	0	0	0	0	0	0
Referred for Campus Discipline	0	0	0	0	0	0	0	0	0

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