



**Clarkson**<sup>TM</sup>

CAMPUS SAFETY & SECURITY

# **2024 Annual Security & Fire Safety Report**

Contains information for calendar years 2021, 2022, and 2023

**Clarkson University**  
Collins Hill Campus  
8 Clarkson Avenue,  
Potsdam, NY 13699

Office of Campus Safety & Security  
1200 Educational Resource Center  
Phone: 315-268-6666

## **A Message from the Director of Campus Safety & Security**

Greetings from Clarkson University!

The quality of life, including the safety and well-being, of our students and employees is a high priority for our university. Best practices to maintain a safer campus include a robust yet reasonable and fair security presence; an alert community; resilient town-gown relations; common sense prevention; easily accessed resources; and being effective bystanders for fellow campus members who are at risk. First responders and campus members must meet these challenges together to successfully maintain a caring, safe, and productive environment that results in a superlative learning experience and a great university community.

The primary mission of the Office of Campus Safety & Security (CSS) is to promote a safe campus environment. To be successful, we need every campus member to be alert and report situations that require the attention of CSS.

Students, staff, and faculty can familiarize themselves with the University's online student regulations at <https://www.clarkson.edu/sites/default/files/2024-08/2024-2025-Student%20Regulations.pdf>.

Services provided by CSS are located at <https://www.clarkson.edu/student-life/student-support-services/safety-security>.

The University rapidly notifies the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate or ongoing threat to the health or safety of students, staff or faculty on campus unless first responders determine that a delay is needed to avoid compromising the safety of involved parties or other critical efforts to contain the emergency. Campus members and the public can access our campus crime statistics at <https://www.clarkson.edu/student-life/student-support-services/safety-security/annual-security-reports>.

According to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act)*, institutions must disclose statistics regarding certain criminal offenses that occur on or adjacent to campus and which are reported to local law enforcement agencies or any university official defined as a 'Campus Security Authority' (CSA). A CSA is anyone who has significant responsibility for students, campus activities, discipline, residence life and student housing, student co-curricular activities, athletics, or student teams/clubs/organizations. CSAs also include all faculty advisors for student groups and, depending on certain criteria, most or all faculty members.

Crime statistics include: murder, sexual assault (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, dating/domestic violence, stalking, motor vehicle theft, arson, weapon law violations, drug related violations, and liquor law violations. Per Clery, information on fire and related safety measures must also be publicized.

CSS and Environmental Health & Safety (EHS) respectively prepare the Annual Safety & Security and Fire Safety reports. This information, including awareness and prevention programs and services, is gathered from local law enforcement, CSS officers, EHS, and other CSAs at Clarkson University and its satellite branches.

Data is based upon the number of incidents *reported* during the calendar years of 2021, 2022, and 2023. Reported crimes may not fully reflect all crimes that *occurred* during this time. For various reasons, individuals may choose not to report. Since report information excludes personal identifications, we encourage all victims, survivors, and witnesses to come forward.

I encourage you to be an active member of the Clarkson University community. If you have any questions about any of the information in these reports, or if you would like to receive an electronic or hard copy, please contact CSS Director Wesley Hissong at (315) 268-6666, [whissong@clarkson.edu](mailto:whissong@clarkson.edu), or [safetyandsecurity@clarkson.edu](mailto:safetyandsecurity@clarkson.edu).

Sincerely,

Wesley Hissong  
Director of Campus Safety & Security  
Clarkson University

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## IMPORTANT PHONE NUMBERS

### REPORTING OF CRIMES OR OTHER EMERGENCIES OCCURRING ON CAMPUS

To report a crime or emergency occurring on Clarkson University property to the Campus Safety & Security Department, dial x6666 from a University network phone or 315-268-6666 from a non–University network phone or cell phone. The Campus Safety & Security Department urges University students, faculty, and staff to report criminal offenses described in the law, as detailed in this report, which may have occurred, for the purpose of determining the need for making timely warning reports and for inclusion in the annual statistical disclosure

**To report crimes, fires or emergencies (NOT confidential):** *\*available 24/7 year round*

- Campus Safety & Security (not confidential, but can be private):
  - From a campus phone, dial 6666, from cell phones, dial 315-268-6666
  - From an emergency assistance Blue Light Phone or Yellow Call Box
- Potsdam Village Police: 315-256-2121 or 911
- Potsdam Fire & Rescue: 911
- New York State Police: 315-379-0012 or 911
- New York State Police Sexual Assault Hotline: 844-845-7269
- KnightWatch (online reporting tool - anonymous or self-identify - your choice):  
<https://www.clarkson.edu/campus-safety-and-security/knightwatch>
  - Note: KnightWatch can be used 24/7 to file concerns, but it is NOT monitored 24/7. Therefore, do NOT use this for emergency purposes or anything that requires immediate attention.

### **Additional on-campus resources to report incidents or seek help**

**(NOT confidential but private):** *\*only available during business hours (8:00 am – 4:30 pm)*

- Dean of Students: 315-268-6620
- Residence Life: 315-268-6642 (or contact your AC or RA)
- Student Life: 315-268-2345
- Office of Accessibility Services: 315-268-7643

- Human Resources: 315-268-6497

### **Confidential Reporting**

It is important to note that some victims may not want to report crimes to the Campus Safety & Department or local law enforcement agencies and instead prefer to report crimes via confidential or anonymous methods. In either case, all of the reported crimes that fall under the Clery Act are included in this annual crime statistics report.

### **On-campus resources to report crimes/incidents or seek help (CONFIDENTIAL):**

*\*only available during business hours (8:00 am – 4:30 pm)*

- Regarding sexual discrimination or misconduct:
  - Title IX Coordinator, Jen Ball: 315-268-4208
  - Deputy Coordinator, Athletics, Caroline LaMarche: 315-268-4448
  - Deputy Coordinator, Human Resources, Amy McGaheran: 315-268-3788
  
- Regarding racial, religious & other discrimination or misconduct: 315-268-3788
  - Chief Inclusion Officer, Jen Ball: 315-268-4448
  - Deputy Chief Inclusion Officer, Amy McGaheran: 315-268-3788
  
- Health Services & Counseling Center: 315-368-6633
  
- If urgent and after business hours, call CSS (315-268-6666) and request to contact any of the following resources:
  - Medical staff (CU EMS and/or Potsdam Rescue)
  - Mental health counselors
  - Title IX Coordinator
  - Chief Inclusion Officer

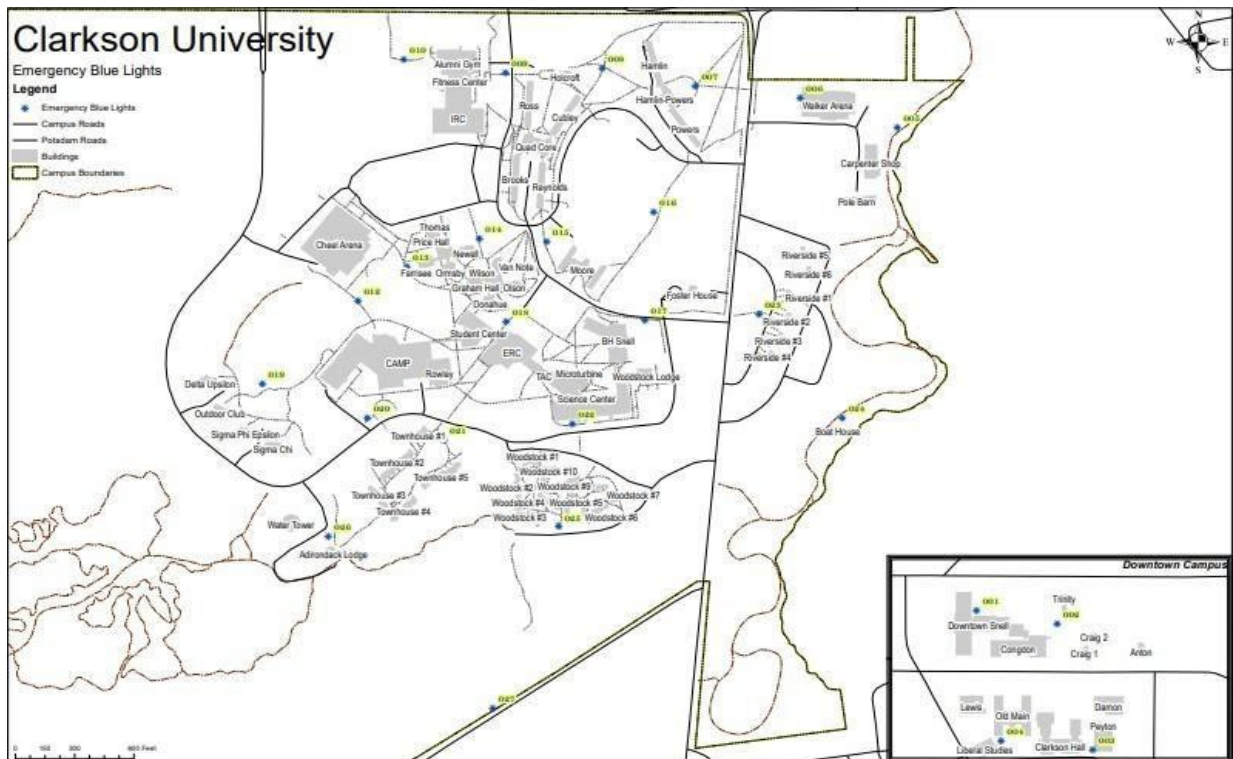
### **Off-campus resources to report crimes/incidents or seek help (CONFIDENTIAL):**

*\*available 24/7 year round, unless otherwise noted*

- Canton-Potsdam Hospital Emergency Room: 315-265-3300
- Crisis Hotline - Reachout of St. Lawrence County: 315-265-2422
- New York State Office of Victim Svcs 800-247-8035, <https://ovs.ny.gov>
- National Domestic (or dating) Violence Hotline: 800-799-SAFE (7233) (English and Spanish) (TTY 800-787-3224)

- National Domestic/Dating Violence Hotline: Love Is Respect: 866-331-9474
- National Sexual Assault Hotline, RAINN: 800-656-HOPE (4673) or chat at <https://hotline.rainn.org/online>
- National Suicide and Crisis Lifeline: (simply dial) 988
- Renewal House (for sexual assault, dating/domestic abuse, stalking): 315-379-9845
- SAMHSA (Substance Abuse and Mental Health Services Administration): Mental and/or substance use disorders – Disaster Distress Helpline: 800-662-HELP (4357)
  - Emotional support or other mental health concerns related to natural or human-caused disaster in the U.S. or its territories – Disaster Distress Hotline: 800-985-5990 (press “2” for Spanish) (for TTY, 771-1-800-985-5990)
- For stress brought on by COVID-19 – NY Project Hope Emotional Support Helpline, 8 am – 10 pm, 7 days/week: 844-863-9314 or <https://nyprojecthope.org>
- For LGBTQA+ - PFLAG:
  - The Trevor Project: 866-488-7386
  - GLBT National Hotline: 888-843-4564
  - Pride Institute (mental health, chemical dependency): 800-547-7433
  - Trans Lifeline: 877-565-8860
  - True Colors United (homelessness): 212-461-4401
  - Crisis Text Line: Text START to 741-741
  - SAFE (Self-Abuse Finally Ends): <https://selfinjury.com/> (website with info and phone numbers)
- For veterans and other DoD (military) members:
  - SAFE Helpline (sexual assault victims/survivors): 877-995-5247
  - Veterans Crisis Line (veterans and their loved ones): simply dial 988 or text 838255
- For temporarily destitute U.S. citizens in need of help:
  - Contact nearest U.S. embassy or consulate
  - U.S. Dept of State, Overseas Citizens Services:
    - If stranded and temporarily destitute abroad: 888-407-4747
    - If stranded, temporarily destitute, and calling from abroad: 1-202-501-4444

**Emergency Assistance Blue Light Phones & Yellow Call Box Phones Locations:**







Blue Light emergency assistance phones provide direct two-way communication with the Campus Safety & Security dispatcher. To activate a Blue Light phone:

1. Simply press the red button on the front of the phone.
2. A blue light will flash at the phone and a CSS dispatcher will answer.
3. CSS will dispatch an officer to respond to your location if necessary.



To activate the yellow call box:

1. Press the black "ON" button.

2. Then dial the extension listed on the front door of the box.

## **Safety on Campus**

### **Overview of Campus Safety & Security (CSS)**

The Office of Campus Safety & Security (CSS) is operational, 24/7, year-round, including evenings, weekends, holidays, and occasions when the University is closed. CSS is located on the first floor of the Education Research Center (ERC), Suite 1200.

Clarkson University's CSS Department is a well-trained team of a director, assistant to the director, assistant director, eight full-time security officers, and four per-diem officers. The director of Campus Safety & Security is in charge of the department. Officers assist with dispatching at the Communications Center in the office. If no one is physically present in the office, a sign will be posted on the door with the cellphone number of the on-duty officer, who is likely patrolling or on a call.

Clarkson's CSS Officers have all submitted to a background check and are New York State-licensed security guards empowered by the University to enforce the institution's rules and regulations. Our officers are non-sworn and, therefore, do not possess any law enforcement arrest powers. They do have the authority, however, to make citizen's arrests, if warranted. Campus safety officers do not carry sidearms or any other protective arms. CSS Officers cannot act outside the authority of a NYS-licensed security guard. If a situation arises where an officer witnesses a crime being committed or the victim of a crime desires criminal prosecution, the officer must contact a law enforcement agency having jurisdiction in order to start a criminal prosecution process and have the subject(s) arrested. The law enforcement agency makes the final decision to arrest or not arrest based upon the available information.

CSS Officers receive training that includes, but is not limited to, NYS Security Guard Course, effective communication, Clery Act, Title IX, investigations, CPR/AED and first aid, defensive tactics, fire safety, domestic violence, sexual assaults, stalking, cultural diversity, and drug recognition.

CSS provides continuous patrols of campus properties and grounds, inside and outside, and responds to emergency and non-emergency calls for service by foot, vehicle and

bicycle.

Services provided by CSS include, but are not limited to:

- Enforcement of institution rules and regulations
- Response to civil and criminal complaints
- Medical emergency responses (injuries, illnesses, mental and emotional health)
- Accident investigations
- Crime investigations
- Initial response to fire alarms
- Fire safety responses, fire drills, and system testing
- Access control system responses, checks and inspections
- University photo identification card issue/ replacement
- Campus card access management
- Lost and found program management
- Motorist assistance (waivers required for access and jumpstarts)
- Parking and bicycle registration (permanent and temporary)
- Parking and traffic enforcement
- Severe weather monitoring and notifications to key university officials
- Safety escorts and welfare checks
- Pro-active identification of crime prevention needs (lighting, etc.)

CSS also partners closely with local police, fire, and emergency medical services for response on campus. CSS has excellent working relationships with the Potsdam Police Department, SUNY Potsdam University Police, St. Lawrence County Sheriff's Department, NY State Police Troop B, Potsdam Fire Department, Potsdam Rescue Squad, and CUEMS (Clarkson University Emergency Medical Services). The Potsdam Police periodically patrols our campus roadways and perimeter. Officers can assist Potsdam Police within the parameters of Clarkson's MOU (Memo of Understanding) with the Village of Potsdam (see Appendix B). CUEMS is a student organization whose members are certified EMTs and basic medical aides. They are on call for basic emergency medical services on campus and work well with local rescue squads.

Community engagement, visibility, and programming is also expected of officers. The CSS Director often initiates and schedules programming but encourages officers to participate in information fairs, become community liaisons, assist with forums, and create or collaborate on programs with departments and organizations.

CSS is always available to make presentations to student clubs, campus organizations, employees, parents, and academic classes. CSS presents campus security overviews at freshman orientations, residence hall floor meetings, and new employee orientations. These presentations include, but are not limited to, Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, personal safety, crime prevention, fire safety, department structure, crime reporting procedures, and programming offered by CSS.

## **Timely Warning Procedures**

Under the Clery Act, every institution is required to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a timely warning regarding a criminal incident(s) is to enable people to protect themselves. This means that a warning will be issued as soon as pertinent information is available.

The CSS Director or a designee will issue a timely warning to the Clarkson University community regarding serious incidents or crimes that occur on campus or within Clery geography and when it is determined that the incident may pose an ongoing threat to the campus community. These notifications will be distributed if the incident is reported either to CSS directly or indirectly through a Campus Security Authority (as defined under Clery), Responsible Employee (as defined under Title IX), or Potsdam Village Police Department.

Timely warnings to the University community will be sent out primarily through RAVE ALERT (CU ALERT) as a text message (if a cell phone has been provided in PeopleSoft) and/or an email to your Clarkson email address. Updates to the University community also may be distributed electronically via RAVE ALERT, campus email, and/or the University website.

Additional means of communicating a timely warning to the campus community, includes, but is not limited to:

- Postings on Clarkson University web page, Facebook pages, and CU Twitter
- Emails through the campus email system
- Voice messages through the campus voicemail system

- Broadcast via the Public Address Systems on CSS patrol vehicles
- Digital displays across campus
- Paper postings in lobbies/entrance areas of affected building(s)

**Timely Warning Procedure:**

1. The amount and type of information that the campus discloses in a timely warning report will vary depending on the circumstances of each case including:
  - The nature of the crime
  - The length of time between occurrence of the crime and the time reported
  - Continuing danger to the campus community
  - Possible risk of compromising law enforcement efforts
2. Whenever a Clery Act crime is committed within the Clarkson University Clery geography, and is reported to a CSA or local law enforcement and is determined by the Director of Campus Safety & Security or designee to represent a serious or ongoing threat to the safety of students and employees, the institution, via the Campus Safety & Security Department, must issue a warning as soon as pertinent information is available.
3. The warnings should include the following details of the crime:
  - A description of the incident.
  - A physical description of the suspect, including gender and race.
  - A composite drawing of the suspect, if available.
  - Apparent connection to previous incidents, if applicable.
  - Race of the victim, but only if there was an apparent bias motive.
  - Sex of the victim, if relevant.
  - Injury sustained by the victim, if one occurred.
4. The warnings are normally created by the Director of Campus Safety & Security and, provided it will not prevent timely release of the warning, reviewed by the Vice President for Marketing & External Relations, Vice President for Student Affairs and/or the Director of Human Resources.
5. The warnings may be sent by Campus Safety & Security or the Marketing & External Relations office.

Several efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related problems. These efforts include:

- **Annual Report:** A comprehensive annual report of crime-related information is compiled, published, and widely distributed. This report is also available at the Campus Safety & Security Office.
- **Campus Safety Alerts:** When circumstances warrant, Campus Safety Alerts are prepared and distributed throughout the campus using the RAVE ALERT (CU ALERT) email and/or text distribution. If the email system is not operational, flyers are posted on all residential buildings by Residence Life staff and on all other buildings by CSS staff.
- **Daily Crime Log:** CSS updates a daily crime log, which includes all crimes reported to the department. The crime log is available online on the Campus

Safety & Security website.

## Emergency Preparedness & Response

### Emergency Response Team

Clarkson's Emergency Management Manager, along with the Emergency Response Team, provides leadership, strategic direction, and professional expertise for the University's emergency management program. Clarkson uses the Incident Command System (ICS) for incident management. ICS is a standardized, scalable, flexible, all-hazard approach to incident management. Clarkson University is committed to continuously evaluating and improving its emergency management program through training, exercises, incident debriefs and emergency response plan procedure assessments and evaluations using the emergency response preparedness cycle.

Clarkson University's Emergency Response Team members include:

**President:**

David Heacock, 315-268-3864

**Emergency Coordinator:**

Campus Safety & Security, 315-268-6666

**Vice President for Student Affairs:**

Brian Grant, 315-268- 6463

Alternate: Kelsey Pearson, 315-268- 6620

**Dean of Students:**

Kelsey Pearson, 315-268- 6620

Alternate: Troy Lassial, 315-268-6620

**Director of Campus Safety & Security:**

Wesley Hissong, 315-268-6666

Alternate: Christopher Naccari, 315-268-6666

**Vice President for People Resources:**

Amy McGaheran, 315-268-3788

Alternate: Patrick Smalling, 315-268-6476

**Vice President of Financial Affairs:**

Jeffrey Ives, 315/268-6689

Michael Tremper, 315-268- 6789

**Vice President for External Relations:**

Kelly Chezum, 315-268-4483

Alternate: Jacob Newman, 315-268-6764

**Vice President for Information**

**Technology:**

Josh Fiske, 315-268-6718

Alternate: Brian Huntley, 315-268-6723

**Health & Safety Officer:**

Erica Arnold, 315-268-6640

Alternate: Alan Rossner, 315-268-6470

**Director of Risk Management:**

Debra Drescher, 518-631-9847

Alternate: Diane Filette, 518-631-9834

**Director of Facilities and Construction:**

Michael Tremper, 315-268-6789

Additional persons may be added as needed.

## **Campus Emergency Notification Procedures**

Under the Clery Act, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An “immediate” threat as used here includes an imminent or impending threat, such as an active shooter, approaching forest fire, or a fire currently raging in one of our buildings.

To confirm an emergency or immediate threat to the health and safety of the university community, the Director of CSS communicates with the Emergency Management Manager, Vice President for Marketing & External Relations, Vice President for Student Affairs, Dean of Students, other members of Clarkson’s Emergency Response Team, on-duty security personnel, and/or the Potsdam Village Police official as available. In the absence of time or availability of others for consultation, the CSS Director may independently confirm the emergency or immediate threat to the health and safety of the university community.

Once a significant emergency or dangerous situation involving an immediate threat to the health or safety of University community members is confirmed, the University’s Emergency Response Team will be activated via RAVE Alert and enact the appropriate emergency response procedures based on the situation at hand.

The University’s main method for communicating to the entire campus community during an emergency situation is through RAVE Alert, a suite of mass notification system products capable of messaging via text, email and voicemail. The University will, without delay, and considering the safety of the campus community, determine the content of the notification and initiate the CU RAVE Alert system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The CSS Director, Media Relations Department, or a designee will issue emergency notifications to the Clarkson University community primarily through RAVE ALERT (CU ALERT) as a text message (if a cellphone has been provided in PeopleSoft) and/or an email to your Clarkson email address. Updates to the University community also may be distributed electronically via RAVE ALERT, campus email, and/or the University website. Below are examples of terms that may be used in an emergency campus alert and their meanings.

**Active shooter:** A person believed to be armed and firing a weapon.

**Active situation:** A dangerous situation that our Safety & Security staff is dealing with right now.

**Evacuation:** Leave the building immediately and gather in a designated space so authorities can account for your safety.

**Shelter in place:** Stay where you are. If possible, get to a small, interior room with no or few windows and stay there, away from doors or windows, until further notice.

**Perpetrator:** A person committing a crime.

**Lockdown:** An emergency protocol aimed at keeping people safe by protecting them inside a facility. If you are in a room, staying in place may be the safest thing to do. Stay in place if authorities advise it. If you are in a hallway area or outside, go inside as quickly as possible and stay there until further notice.

**Suspect:** A person who is suspected of committing a crime.

**Weather Advisory:** Bad weather could occur; take care when outdoors or while driving.

**Weather Watch:** Risk of bad weather has increased, but still uncertain. Watches indicate that conditions are favorable for storms to develop.

**Weather Warning:** Bad weather event is imminent or is already occurring. Act immediately.

**Severe thunderstorm:** A thunderstorm with damaging winds and/or large hail.

Additional means of communication that may be used when an emergency poses danger to the campus community, includes, but is not limited to:

- Postings on Clarkson University main web page ([www.clarkson.edu](http://www.clarkson.edu)), Facebook pages, and CU Twitter
- Emails through the campus email system
- Voice messages through the campus voicemail system
- WSLU radio (89.5 FM), the designated countywide emergency radio station
- Broadcast via the Public Address Systems on CSS patrol vehicles
- Digital displays across campus
- Paper postings in lobbies/entrance areas of affected building(s)

All external communications will be managed by the Media Relations Department, in consultation with the Emergency Response Team.

## **Declaration of State of Emergency**



Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President or designee, working closely with the Emergency Management Manager and the Emergency Response Team, can declare a state of emergency.

During the period of any campus major emergency, CSS shall immediately conduct the appropriate procedures necessary to handle the emergency, safeguard persons and property, and maintain educational facilities. In consultation with the Emergency Response Team, the President declares a campus state of emergency.

A campus state of emergency means:

- Only registered students (if classes are in session), faculty, and staff are authorized to be on campus. As safety permits, visitors and guests will be asked to leave.
- The President may dismiss employees or may declare the campus closed in advance of the normal opening of the workday. Wage compensation will be adjusted according to contractual agreements.
- Only faculty or staff members with emergency resource duties will be allowed to enter the immediate disaster site, if such a site exists.
- Employees with emergency resource duties will be asked to report to campus, or remain on campus, to fulfill responsibilities. Accommodations and meals will be provided to emergency personnel if necessary.

In the case of an emergency, the Emergency Coordinator (typically CSS or the Emergency Manager) will immediately call the President and the Emergency Response Team together.

After consultation with the Emergency Response Team, the President or designee will declare a state of emergency. The Emergency Coordinator and the Emergency Response Team will recommend to the President what actions to take. The President or designee will be advised of action already taken and will approve further plans and recommendations.

When this declaration is made, only registered students, faculty, staff, and external emergency providers are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other ID) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Emergency Coordinator's Office will be allowed to enter the immediate disaster site.

## **Emergency Preparedness & Response Instructions for Faculty, Staff and Students**

Emergencies, disasters, accidents, injuries, and crime can occur at any time without warning. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

The information provided on these pages is to minimize the negative effects resulting from an emergency. Please read this guide thoroughly before an emergency occurs and become acquainted with its contents. The online guide is provided for reference and printed copies are available from our office. If you do not already have a printed copy of this manual, you may obtain one from the Department of Campus Safety & Security. Keep it in an accessible place in your office or room for immediate reference. When you are familiar with the information, you will be better prepared to protect yourself and others. Do not count on the web pages to be available during emergencies, as natural disasters and power outages may disable the network.

If you have questions about a unique situation that is not covered in this reference or need additional emergency information call the Department of Campus Safety & Security at 315-268-6666, or the Dean of Students office at 315-268-6620.

For more detailed information regarding Emergency Response, Notification and Evacuation please refer to the Emergency Response – Notification Guidelines on the University's website.

### **Emergency Phone Numbers:**

Campus Safety & Security (CSS): 315-268-6666

Potsdam Village Police: 315-265-2121

Potsdam Fire and Rescue Department: 911

Public Information: 315-268-6400

### **What You Can Do Now to Prepare**

Emergency preparedness is the most important step in minimizing effects of an emergency. Our recommendations are as follows:

- Keep enough emergency supplies in your office, room or car (medication, flashlight, comfortable shoes, bottled water, food, batteries, and portable radio) for up to seventy-two hours in case of a serious emergency.
- Post this emergency procedures information in a visible location.
- Become familiar with the quickest exit routes from your building.
- Locate the nearest fire extinguisher and pull station, and register for a fire-extinguisher training course.
- Register for cardiopulmonary resuscitation, AED, first-aid, crime prevention, or other safety training courses.
- Prepare a plan for yourself and your family specifying what to do, where to go, and how to cope until you are all able to get home. Designate an out-of-state relative or friend to act as a contact for separated family members.

## Evacuation Procedures

### Building Evacuation Procedure

1. All building evacuations will occur when a fire alarm inside the building sounds and/or notification is given by CSS.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Assist persons with exiting the building, especially those with physical challenge. If elevators exist in a building, they are reserved for persons with physical challenges. **DO NOT USE THE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.**
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points
5. **DO NOT** return to an evacuated building unless told to do so by CSS.

### Campus Evacuation Procedure

1. Evacuation of all or part of the campus grounds will be announced by CSS.
2. All persons are to immediately vacate the area of campus in question and relocate to another part of the campus grounds as directed.

### Relocation of Persons with Disabilities

In the event of an emergency, individuals who use wheelchairs and other individuals with disabilities should observe the following procedures:

- Move toward the marked exit.
- If there is an earthquake – or if there is an obstruction in the pathway – request assistance from others in the area.
- If assistance is not immediately available, stay in the exit corridor or the

stairway landing. Continue to call for help until rescued. Individuals who cannot speak loudly should carry a whistle or have other means for attracting the attention of others.

- Rescue personnel, Public Safety, Emergency Response Teams, Fire and Police Departments will first check all exit corridors and exit stairwells for trapped persons.
- If you use a wheelchair, or have any other mobility impairments, please file a class schedule with CSS.
- It is suggested that an individual who uses a wheelchair or has mobility impairment prepare for an emergency ahead of time by instructing faculty, staff, and/or classmates on how to assist him/her in an emergency.

## **Security of and Access to Campus Facilities**

The security of and access to our residential buildings is controlled by our “Card Access” system. This includes all residence halls and theme houses. In addition, some of our administrative buildings, academic buildings and athletic complexes are also controlled by our “Card Access” system.

Depending on the building, the system may be on a set schedule that regulates the open and closed times of the building. Access authorization for students, faculty, and staff is according to each individual’s card settings. The Campus Safety & Security Department manages the “Card Access” system and sets the security authorizations for the campus. Cards reported as lost, stolen or defective can be replaced at CSS upon request or report. Also, each evening, the Campus Safety & Security Department secures all nonresidential facility buildings that have manual locks.

The Access Control System is monitored by CSS. The system will display alarms when a door is propped open; the components are tampered with; forced entry occurs; and/or if unauthorized person(s) attempt to access with an invalid access card. When an alarm is displayed on the terminal monitor, the dispatcher/officer will acknowledge the alarm and report the incident to either on-duty Residence Life Staff or CSS officers on patrol. The RAs/patrol officers will respond to the location of the alarm and investigate the cause.

## **Residence Hall Safety**

Each night CSS officers perform foot and/or vehicle patrols in and around the residence halls as well as other campus buildings. Each night, resident advisors (RAs) also make rounds, especially to help ensure exterior doors are secured.

CSS officers also work closely with residence hall staff to prevent problems before they occur. Students are instructed:

- Letting someone else use your access card and/or propping doors open compromises the safety of other students in the residence hall. These actions are violations of university policy, which may result in a fine or judicial board action.
- Keep doors and windows to your room locked at all times.
- Never sleep in an unlocked room.
- Don't put your name and address on your key ring.
- Don't study in poorly lighted or secluded areas of a building.
- Should you receive a harassing phone call or calls with no one on the line, hang up and immediately notify CSS.
- If you discover your room has been entered, don't go inside. Notify CSS immediately. If you are inside, do not touch anything until an officer arrives. Otherwise, you may inadvertently disturb, taint, or damage valuable evidence.
- Avoid having large amounts of cash or other valuables in your room.
- Check with your family insurance agent to determine if your property is covered under their homeowner's insurance. If not, you should strongly consider purchasing insurance.

## Campus ID Cards

Students will receive their Campus ID Card when they arrive on campus for orientation. Your card is the official Clarkson University identification card as required by Clarkson University. While on campus, you should carry it at all times for identification purposes and present it to university officials upon request.

Information on the front of the Campus ID Card includes name, photograph, and identification number. The magnetic stripe for "KnightCard" and barcode for meals are on the back side.

Developed with the goal of improving access to various campus services for the safety and convenience of the university community, this "One Card" system provides individual access to university residence halls. Embedded in the Campus ID Card is the coding necessary for access to all university residence halls. The access control system is monitored by CSS. If a door is propped or forced open, an alarm alerts CSS, and an officer or resident assistant (RA) is dispatched to that location. Emergency call boxes are available outside campus buildings in the event you need to contact CSS for access assistance.

## Awareness and Prevention Education Programs and Training

Clarkson University provides numerous education programs and training to increase awareness and prevention on various topics. Examples include:

- The Title IX Coordinator/Chief Inclusion Officer and her staff conduct presentations to freshmen and new transfer students on sexual assault and bystander intervention during “First Year Seminar”.
- The CSS director and his staff conduct security awareness presentations and forums for students, staff, faculty, and parents at new student and new employee orientations, new student Residence Life floor meetings at the onset of the semester, upper-class students in residence halls, and academic classes as requested.
- By request, CSS also conducts information tables and programs for campus members and/or prospective students and their parents on various security related topics, such as personal safety, self-defense, active shooter awareness, safety escorts and other CSS services, general safety tips, dating app safety, alcohol awareness driving/walking courses, etc.
- To encourage good fire safety habits, Environmental Health & Safety annually invites the Potsdam Fire Department to use a model of a single dorm room in order to demonstrate how easily fires can start and how quickly they cause loss of property and lives.
- Our Advocates Program provides informational programs and maintains a web page for students.
- In collaboration with student organizations, the Student Activities Department provides the following campus wide programs each semester for students, staff and faculty on personal safety, sexual assault, dating/domestic violence, bystander intervention, stalking and self-defense training.
- Resident advisors (RAs) must complete extensive training on a variety of topics, including safety and security, sexual misconduct, etc.
- The Title IX Office conducts “Enough Is Enough” and Campus SAVE (Campus Sexual Violence Elimination) trainings.
- Title IX and 129-B trainings are provided to all new students (student organizations, athletes, graduate students, first-year and new transfer students, international and exchange students)

- Bystander intervention training takes place at orientation for all first-year and new transfer students.
- “Take Back the Night”, “Denim Day”, and other events on awareness of sexual assault/dating abuse/stalking as well as victim/survivor support are conducted often by multidisciplinary employees and students.
- Personal safety and safe sex awareness and related training are conducted by SHAC (Student Health and Counseling) at “First Year Seminar”.
- All first-year and new transfer students are mandated to complete online awareness trainings (one on alcohol abuse and another on sexual assault prevention) during onboarding.
- “Diversity & Inclusion” training is conducted during “First Year Seminar”.
- In person and online training is mandated for Title IX investigators and adjudicators.
- Via mandated Human Resources (HR) online training, all employees must complete online and in person training regarding their roles and responsibilities as CSAs (Campus Security Authorities under the Clery Act) and Responsible Employees (under Title IX).
- Employees are required to complete online training regarding workplace harassment and bullying in the workplace.
- “Drug Free Schools and Communities” information is distributed via campus email.
- “Your Right to Know” information is available for distribution.
- CU EMS instructors offer certified training to campus members on CPR, AEDs, and Stop the Bleed.
- The Counseling Center offers two-day Mental Health First Aid training to employees and student workers across campus.
- Before any campus member can drive a fleet vehicle or borrow a golf cart, they must complete online driving safety courses and familiarize themselves with related university policies.

## **Community Involvement**

Community involvement is essential to the prevention of crime on campus. Disinterest and complacency are the prime contributors to the success of criminals. The burden of crime prevention rests not only with CSS but with each member of the Clarkson University Community. As in any community -- whether on a campus or as a municipality -- neither CSS nor police officers can be everywhere at once. Therefore, we at Clarkson depend on you to recognize and report suspicious and criminal activity. The extent of your cooperation greatly influences CSS' effectiveness in preserving a safe campus environment.

When reporting an incident, please provide as much information as possible related to the nature of the incident. This includes:

- When the incident occurred
- Where the incident occurred
- Who was involved (names, gender, race, age, height, weight or build, glasses, clothing, etc.)
- Direction and mode of travel
- Vehicles involved, type and description (including state and number on the license plate)
- Description of stolen property

## Protection of Persons or Property

### General:

1. Whether staying in one place or walking/commuting between two points, stay aware of your surroundings.
2. Immediately report all suspicious persons, vehicles, and activities to CSS by using an emergency Blue Light phone or by calling **315-268-6666**.
3. Stay in groups of three or more when walking, bicycling, or traveling. Never walk alone!
4. Use and always maintain the "buddy system" when attending parties or while in unfamiliar or uncommon locations/activities. Never leave your buddy alone or behind!
5. Whether in your residence hall or workplace, watch out for your neighbor/co-worker. If you see someone being victimized, notify CSS immediately.

### Walking:

1. Avoid walking alone after dark. Utilize CSS' Safety Escort Service by calling x6666 or (315) 268-6666 at any time of day or night or by using one of the 35 emergency phones located throughout campus.
2. Walk in well-lighted, regularly traveled walks or pathways. Avoid shortcuts. Stay



away (more than an arm's length) from shrubbery, heavy foliage, alleys, building corners, and other areas where assailants may be lurking.

3. Avoid walking too close to parked or slow-moving vehicles.
4. No matter how short the distance, do not hitchhike or accept rides from strangers.
5. Report lights that are out and any other hazardous conditions to CSS.
6. When walking to your vehicle, keep your keys in your hand and ready to use.
7. If you think or feel as though you are being followed, cross the street and/or start walking in the opposite direction. If necessary, keep crossing back and forth.
8. If you are pursued, draw attention to yourself by loudly yelling and run to a lighted, populated building or residence hall. If necessary, consider breaking a window or pulling a fire alarm to draw attention to your situation. In this type of situation, yelling "FIRE" may be more effective than yelling help.

### **Safety Escorts**

1. CSS provides safe walks from any university affiliated or owned property to another university affiliated or owned property.
2. Safe Walks consists of a personal escort by a CSS Officer.
3. To request a safety escort at any time of the day or night, simply call x6666 from a campus phone or 315-268-6666 from an outside line or cell phone, or use any of the 35 emergency blue light assistance phones on campus.

### **Athletic Facilities**

Use the "buddy system" when working out or using the pool. Walk to and from the gym and/or parking lot together.

1. Immediately report all criminal incidents, including indecent exposure and voyeurism (often serial rapists start at these levels), to CSS.
2. Avoid bringing cash, wallets, or other valuables to the gym.
3. Most thefts in athletic facilities take place in the locker rooms and from unlocked lockers. Keep your locker locked whenever unattended. This includes when you are briefly in the shower.
4. Do not leave shoes, clothing, or other personal belongings unattended in the lobby or other public places for any length of time. It takes literally only seconds for items to disappear, and often people nearby do not notice.

### **Bicycles**

Students, staff, and faculty are strongly urged to register their bicycles with CSS. Registration is FREE, and it greatly increases the chance of recovery if stolen.

The Institute for Sustainable Environment (ISE) manages the "Knight Rider" bike rental program and is located on the first floor of the TAC.

1. Bicycles should be locked around the frame and through both wheels to a bike rack.
2. Invest in a good bike lock, preferably a U-bolt lock. Some U-bolt companies will guarantee their product (and sometimes even your bike) if your bike is stolen while properly secured.
3. Most security cables can be easily cut with bolt cutters (a common tool used by bike thieves) and thus are not reliable.
4. Consider some newer bike theft alarms and trackers (some alert you via text and/or alarm if your bike is removed from its place). Yes, they are more expensive than a U-bolt lock ... but how valuable is your bike and is it your main means of transportation?
5. Whenever possible, keep your bike inside at areas designated by Residence Life.
6. Find out if your bike is covered under your parents' insurance policy. If not, it is advisable to insure it – often only costing a few dollars a month.
7. Bicycles must not be left in hallways or stairwells or rooms since the personal safety of others may be jeopardized.
8. When school is not in session, secure your bike in your room (and do NOT leave your curtains/shades open for thieves' eyes) or take it home with you.

During the fall, an announcement is made about where various bicycle storage areas on campus. Any bicycles stored or locked in hallways and stairwells are moved to approved storage areas. If bikes are moved by university personnel, the owner is responsible for any damages to chains or locks.

## **Student Use of Motor Vehicles**

Clarkson University requires all undergraduate and graduate students to register motor vehicles they intend to operate on campus and in and around Potsdam during the school year. The use of a motor vehicle on campus is considered a privilege and should, therefore, be considered in a serious and responsible manner.

The following regulations apply to ALL students utilizing motor vehicles on campus.

### **1. Registration:**

All motor vehicles owned or operated by students at Clarkson University must be registered each year with CSS. Vehicles operated or parked on University property without a valid Clarkson University registration sticker may be towed or otherwise rendered inaccessible at the owner's expense.

- a. A numbered sticker will be provided. Place it on the back of the rearview mirror so your sticker number is facing your windshield. If unsure of where and how to adhere it properly, go by the CSS Office, where you can see a sticker placement model.



- b. The persons to whom registration stickers are issued will be held responsible for violations regardless of the actual driver of the vehicle. When vehicles are disposed of, it is therefore important to remove stickers.

Accessibility parking stickers are issued at the Village Police Department. A proof of disability will be required to receive an accessibility parking permit. This parking privilege is only for the use of the person to whom it is issued. All parking spaces for accessibility parking are clearly marked on campus. All other vehicles parked in accessibility spaces will be towed at the owner's expense.

## 2. Liability

Clarkson University cannot assume responsibility for any motor vehicle or any contents contained therein while parked on the campus or its environs. The registration holder assumes all risk of accident and expressly agrees that Clarkson University shall not be liable under any circumstances for injury to persons or loss or damage to property. Those who want protection should acquire their own physical damage insurance.

## 3. Parking

Parking in all designated lots is on a first come, first served basis. All responsibility for locating a legal parking space rests with the vehicle operator. Vehicle registrants are responsible for all fines. **Lack of space in any lot does not justify parking illegally.**

Each academic year, CSS provides a listing of all lot designations and where campus community members and guests can park. All members of the campus community are asked to familiarize themselves with and abide by these regulations. Additional copies can be obtained from CSS at ERC 1200.

## 4. Speeding

The speed limit on campus is 15 m.p.h. except for the access road behind CAMP, which is 30 m.p.h. With so many pedestrians and, especially in the summer, small children on campus, the utmost care should be observed everywhere on and around campus.

## 5. Abandoned Vehicles

Vehicles found abandoned or unregistered on university property will be towed at the owner's expense.

## 6. Repair to Vehicles

Motor vehicle repairs should be conducted off campus by a qualified repair shop.

7. Parking or driving on lawns, sidewalks or other pedestrian paths is prohibited and can result in costly citations.

8. **Recreational vehicles** (snowmobiles, ATVs, unregistered dirt bikes, etc.) are not allowed on Clarkson University's property at any time. Use of mechanized vehicles on university ski trails is prohibited.

Students are expected to abide by all state laws, ordinances of the Village of Potsdam, and University regulations pursuant to the operation of vehicles. **Any violation** of Clarkson's posted or written regulations regarding the student's use of motor vehicles will result in fines levied against the student's account (fine amounts are subject to change). As determined by the Dean of Students, the offender may also be subject to disciplinary action, such as on-campus driving privileges being revoked.

● Parking in restricted area	\$35.00
● Parking/driving on lawns or sidewalks	\$35.00
● Vehicle not registered	\$50.00
● Parking in disabled	\$75.00
● Parking in fire Lane	\$50.00
● Parking in service area/drive	\$35.00
● Failure to Stop	\$35.00
● Reckless Driving	\$100.00
● DMV Fee	\$20.00
This applies to those who fail to register their vehicles and when CSS must utilize state and other resources to identify the owner.	
● Tow Charge	\$125.00

Ticket fines may be paid at the S.A.S. Office. CSS cannot accept fine payments. Unpaid fines will be charged to the student's account.

## Lost and Found

Keys or valuable items found unattended on campus should be turned over to CSS. Items found in the residence halls should be turned over to the residential coordinator, who will then give the items to CSS. Containers, such as bags, wallets, purses, etc., are subject to being searched for the purpose of discovering ownership of the property.

Unclaimed items will be donated to an appropriate charity or otherwise disposed of after

one semester has passed.

## Theft Prevention and Reporting

Theft, or a suspicion of theft, should be reported immediately to the RA, RD, AC, house manager, and/or CSS. In addition to reporting to CSS, the victim of a theft has the right to report the theft to the local police or refer the matter to the Student Judiciary Board.

Where theft against the institution is involved, the university agent with responsibility for the area in which the theft occurred chooses the appropriate course of action.

Any student found guilty of theft will be considered for immediate suspension from the university.

**The university is not liable for personal property lost, stolen, or damaged.** It is highly recommended that you protect your belongings with insurance through your family's homeowner or other insurance policy. Often for only a few dollars a month, insurance coverage is often well worth the effort if your damaged or stolen laptop, TV, or other electronic device can be replaced by that coverage.

It is further recommended that you:

- keep doors locked AT ALL TIMES (no matter how short a time you are away)
- avoid keeping large sums of money, expensive jewelry, and other valuables in your room
- immediately report any suspicious persons or behavior to residence staff and CSS (it only takes a few seconds – not minutes – for a thief to find and steal an item from a room and then quickly disappear)

## Equal Opportunity Harassment and Nondiscrimination Policy

Clarkson University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, veteran status, predisposing genetic characteristics, domestic violence victim status, marital status, parental status, ancestry, source of income, or other classes protected by law in provision of educational opportunity or employment opportunities.

Clarkson University does not discriminate on the basis of sex or disability in its educational programs and activities, pursuant to the requirements of Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1990 respectively. To review the entire Equal Opportunity Harassment and Nondiscrimination Policy, please refer to Appendix B in this document. This policy extends to employment by and admission to the University.

Inquiries concerning Section 504 and the American with Disabilities Act of 1990 should be directed to [ADA504@clarkson.edu](mailto:ADA504@clarkson.edu)

Inquiries concerning Title IX, the Age Discrimination Act, or other discrimination concerns should be directed to the Human Resources /Affirmative Action Officer at (315) 268-6497, Room 104 Graham Hall, Clarkson University, Box 5542, Potsdam, NY 13699-5542 and/or the Chief Inclusion Officer, 1003 Educational Resource Center, Clarkson University, Box 5750, Potsdam, NY 13699-5750; or telephone (315) 268-4208.

## **Title IX Information**

Under federal law any school receiving federal funds must designate a Title IX Coordinator to review, update and implement current Title IX policies, to coordinate appropriate training and resources, and ensure effective and timely responses to complaints of sexual violence, misconduct, discrimination or harassment.

The protections of Title IX extend to sexual harassment and sexual assault or violence that impairs or interferes with access to equitable educational and employment opportunities. Title IX is applicable to all members of the campus community, individuals doing business with the campus, those utilizing campus facilities, those who engage in volunteer activities or work activities in connection with or for Clarkson University. It is also applicable to incidents involving these parties both on and off campus.

For further information, explore the links on this page or contact the Title IX Coordinator, [TitleIXCoordinator@clarkson.edu](mailto:TitleIXCoordinator@clarkson.edu).

## **Policies & Procedures**

Under the law, all institutions receiving federal funds must have policies and procedures that prohibit sexual discrimination, offer a grievance procedure with both a formal and informal process, and designate a Title IX Coordinator to oversee the enforcement of these policies and procedures in a timely and equitable manner.

The general process works as follows:

An individual reports a Title IX complaint to a University employee, the Title IX Coordinator or a deputy Coordinator.

The individual is made aware of their options. They will be informed about appropriate support services, complaint filing options, and available interim remedies. These will vary based on the status of the individuals involved in the incident, e.g. student to student, staff to student, staff to staff.

All complainants are entitled to use either a formal or informal grievance process and can switch from one to the other. Mediation is not allowed in the event of sexual violence and parties do not have to be in the same room to allow for grievance

proceedings.

The Title IX Coordinator and deputies are charged with ensuring the following protections:

- All parties will be treated equally and fairly
- Retaliation is prohibited (against any participants in the process—accused, victim, witnesses, reporting individuals)
- Alternative arrangements during hearings
- Prompt investigations, published timelines
- Notice of outcome

## Reporting Information

### Emergency Situations

If it is an emergency situation we urge you to contact Campus Safety, 315-268-6666 or Potsdam Police, 911, directly. Campus Safety can accept anonymous reports. Campus Safety is required to report all Title IX related cases to the Title IX Coordinator.

### Retaliation

It is against federal law for any member of the university community to retaliate against a complainant or a witness in a complaint.

### What to Report

You should report any incident of sexual discrimination, including sexual assault, sexual harassment, sexual misconduct, relationship violence, and stalking that you experience, witness or have reported to you. In addition, you should report if school officials, students, employees, guests or contractors fail to prevent or remediate the above incidents. In addition, any retaliation by school officials, students, employees, guests or contractors is prohibited. All such incidents should be reported to the Title IX Coordinator.

If you are a victim/survivor of interpersonal violence (including but not limited to: sexual assault, sexual harassment, sexual misconduct, relationship violence, and stalking) or know about an incident that occurred to someone else and are thinking of reporting it to campus officials, we know it can be confusing to know who the best person on campus is to tell.

This page hopes to make that process easier for you by providing a quick and easy list of appropriate contacts who are all trained to help you navigate the College's process. You may also ask the Title IX Coordinator or a Deputy Coordinator to explain the process to you.

How to Report  
I am...

**A Student**

Dean of Students, 315-268-6620  
Resident Hall Staff  
Campus Safety, 315-268-6666  
Title IX Coordinator or a Deputy Coordinator

**A Staff/Faculty Member**

Human Resources  
Campus Safety, 315-268-6666  
Title IX Coordinator or a Deputy Coordinator

**A University Guest or Contractor**

Guests of students - Dean of Students, 315-268-6620  
Non-Students or Contractors – Human Resources  
Campus Safety, 315-268-6666  
Title IX Coordinator or a Deputy Coordinator

Title IX Contacts

**Title IX Coordinator**

Jennifer L. Ball, Ph.D  
Professor of History &  
Social Documentation / VP  
Diversity, Equity, Inclusion  
& Access  
ERC 1003  
315-268-4208  
Jball@clarkson.edu  
Box 5750

**Deputy Coordinator,  
Athletics**

Caroline LaMarche  
Head Volleyball Coach  
204 Alumni Gym  
Box 5830  
315/265-4448  
clamarch@clarkson.edu



## **Deputy Coordinator, Human Resources**

Amy McGaheran  
Vice President for People Resources  
& Deputy Chief Inclusion Officer  
103 Graham Hall  
Box 8734  
Phone: 315/268-3788  
E-mail: [amcgaher@clarkson.edu](mailto:amcgaher@clarkson.edu)

## **Missing Student Policy**

**To report a missing student, call CSS at 315-268-6666 immediately.**

In compliance with the Higher Education Opportunity Act, it is the policy of Clarkson University to actively investigate any report of a missing resident who is enrolled at Clarkson University and residing in university owned housing. Each resident will be notified of the Missing Student Notification Policy and Procedures through the Student Handbook.

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Each resident is required to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the resident is reported missing. The contact information provided by the student will be kept confidential. The Dean of Students will immediately notify the student’s primary contact as provided by the student. In the event the student is under the age of 18 and is not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian and they will be contacted immediately should the student be reported missing.

If a member of the University community has reason to believe that a student is missing, CSS should immediately be notified at x6666 or 315-268-6666. CSS and/or Residence Life will make reasonable efforts to locate the student to determine his or her state of health and well-being. The student’s cell phone or campus phone will be the first contact. Additional efforts may include checking the resident’s room, access control card history and campus wide account usage, class schedule, on campus vehicle, friends, coaches, and parents.

If all the above attempts to locate or establish contact with the missing student are unsuccessful, the University will contact the Village of Potsdam Police Department immediately and report the student as a missing person. The Dean of Students would then advise the President.

Student residents planning to be absent from the campus for an extended period of time should be sure to notify friends and family with information about their whereabouts. Student residents are also cautioned to regularly check their on-campus mailbox as uncollected mail, in conjunction with other information, may cause concern that a student is missing.

## **Weapons Policy**

As of August 2022, the New York State Legislature is attempting to amend old laws and pass new ones regarding firearms. The new bills are in the midst of reviewed in court, and legislators are working on newer bills to replace some of the ones being reviewed. If passed, no bill includes any changes in banning firearms from school campuses, including universities.

Currently New York State laws include the following regarding firearms on campus:

*Section 265.01(3): “Any person who knowingly has in his possession a rifle, shotgun or firearm in or upon a building or the grounds, used for educational purposes, of any school, college or university without the written authorization of such educational institution, is guilty of a Class A Misdemeanor, and is guilty of a Class D Felony if he has previously been convicted of any crime.”*

*Section 265.06: “It shall be unlawful for any person age sixteen or older to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or co2 cartridge in or upon a building or grounds, used for educational purposes, of any school, college or university, without the written authorization of such educational institution.*

The following policy is from Clarkson University’s 2023-2024 Student Regulations:

### **Weapons on Campus**

New York State penal code (Subdivision three of sections 265.01 & 265.06) states that persons who knowingly have in their possession a rifle, shotgun, or firearm – whether loaded or unloaded – in or upon a building or the grounds that is used for educational purposes of any school, college, or university without the written authorization of such educational institution, are guilty of a class A misdemeanor, and are guilty of a class D felony if they have previously been convicted of a crime. It shall be unlawful for any person age 16 or older to knowingly possess any air-gun, spring-gun, or other

instrument or weapon in which the propelling force is a spring, air, piston, or CO2 cartridge in or upon a building or grounds, used for educational purposes, of any school, college, or university, without the written authorization of such educational institution. Unlawful possession of a weapon on school grounds is a violation of both state law and university policy.

Unless otherwise stated in this policy, authorization to possess, carry, store, use, or otherwise have a firearm, explosive, sword, martial arts throwing stars and nun chucks, or other device ordinarily defined by law or policy as a weapon, must be obtained in writing from the Director of the Office of Campus Safety and Security or the Dean of Students. Such authorization must be obtained in advance of bringing a weapon on University property.

If a weapon is brought onto Clarkson University campus (including, but not limited to, handguns, rifles, BB/pellet guns, paintball or similar air propelled guns, bows, hunting knives, explosives, chemicals, and other dangerous hunting equipment) or is stored in a residence facility or a vehicle on campus, the responsible individual is in violation of this policy and would be subject to immediate and permanent removal from the Clarkson University community.

Nerf guns and other air-propelled foam dart guns are only permitted on campus for clubs/events registered on Knight Life. Paintball guns (markers) are not to be used on campus, but may be stored or transported on campus only for clubs/club events registered on Knight Life. The Office of Student Life will maintain written authorization forms for paintball, Nerf, and other air-propelled foam dart guns. Each individual with a paintball, Nerf, or other air-propelled foam dart gun must fill out an authorization form at the start of the fall semester. In the interest of public safety, paintball guns must be stored and transported inside carrying bags or cases at all times.

## **Weapons**

Possession of weapons or firearms of any kind is strictly prohibited. Prohibited items include but are not limited to: firearms, explosive devices/materials, chemicals, bows, arrows, single bladed knives, other dangerous hunting equipment, hunting knife, buck knife, utility knife, military style knife, tactical folding knife, BB and pellet guns, air rifles, paintball guns, and all other air or spring propelled missiles, slingshots, fireworks, bullwhips, nun chucks and martial arts weapons, etc.

Individuals who bring weapons to campus or residence facilities are subject to disciplinary sanction that could include suspension from campus housing, suspension from the University and/or referral for prosecution.

Acceptable knives are a kitchen knife for preparing food or a multi tool with a knife blade no more than three inches in length. Examples of such multi tools would be a "Swiss Army Knife" or "Leatherman" brand tool.

## **Drug Policy**

The Drug-Free Workplace Act of 1988 requires recipients of federally funded grants to advise employees of penalties or employment sanctions that may be imposed on employees convicted of drug-related violations in the workplace.

Clarkson University and the individuals within it are subject to federal and state law. The University must recognize the legitimate responsibilities of law enforcement agencies. Therefore, Clarkson cannot condone any illegal act involving possession, manufacture, use, or sale of controlled substances (drugs) on its campus. Any violation of applicable law in the sale, use or possession of a controlled substance will result in disciplinary action by the University and/or prosecution by local, state or federal authorities. Further, a referral for a drug evaluation may result from one's actions associated with the sale, use or possession of a controlled substance.

It is recognized that students who have used or are using controlled substances may need and wish to seek counseling. Counseling staff members are available for such help. Conferences with these persons will be treated confidentially.

Although the State of New York has legalized marijuana, Clarkson University and all other institutions that receive federal funding must abide by federal law, which still classifies marijuana as illegal. Therefore, no one may possess, use, grow/manufacture, store, or otherwise have marijuana or any related paraphernalia anywhere on campus – not in any buildings, grounds, vehicles, or any other place on campus.

If found, students will be referred to the Dean of Students for small amounts or paraphernalia, which violates the Student Code of Conduct. Fines will also be levied by either CSS or Environmental Health & Safety for fire and life safety violations. Particularly if students are under the age 21 (the legal age in New York), they should expect the items will not be returned but will instead be properly disposed of.

The following policy is from Clarkson University's 2023-2024 Student Regulations:

### **Drug Policy (from Student Regulations)**

- A. Clarkson University and the individuals within it are subject to federal and state law. As the University accepts federal funding, it must comply with federal laws regarding marijuana and other substances regardless of changing state laws. The University must recognize the legitimate responsibilities of law enforcement agencies.

Therefore, Clarkson cannot condone any illegal act involving possession, manufacture, use, or sale of controlled substances (drugs) on its campus. Any violation of applicable law in the sale, use, or possession of a controlled substance will result in disciplinary action by the University and/or prosecution by local, state, or federal authorities. Further, a referral for a drug evaluation may result from one's actions associated with the sale, use, or possession of a controlled substance.

- B. It is recognized that students who have used or are using controlled substances may

need and wish to seek counseling. Counseling staff members are available for such help. Conferences with these persons will be treated confidentially.

## **Residence Regulations ...**

### **Drugs**

The University does not condone any illegal act involving the possession, manufacture, use (except when properly authorized by a physician) or sale of controlled substances (drugs) on campus. For additional information, refer to IX-B Drug Policy.

Regarding employees:

### **Employment Sanctions Relating to Drug Abuse in the Workplace**

The use, consumption, possession, distribution, or sale of controlled substances (illegal drugs) and/or unauthorized alcohol in University workplaces is prohibited. Use of alcohol or illegal drugs prior to reporting for work that results in unsafe work performance or erratic conduct in the workplace is also prohibited.

Employees convicted of drug related criminal statute violations in Clarkson workplaces are subject to employment sanctions that may range from reprimand to dismissal as recommended by the departmental supervisor to the Human Resources Office.

Employees convicted of drug related criminal statute violations in Clarkson workplaces may, as an alternative to or in conjunction with employment sanctions, be requested to participate in a drug/alcohol rehabilitation program as deemed appropriate under the circumstances. This option will usually be reserved for first-time offenders only. Refusal to participate in a drug/alcohol rehabilitation program will necessitate the immediate imposition of the appropriate employment sanction.

### **Testing**

In compliance with The Department of Transportation (DOT) alcohol testing rules, Clarkson University requires employees who hold safety sensitive positions to be tested for drugs and alcohol upon hiring (all offers of employment are conditional on passing a drug or alcohol test). Employees holding safety sensitive positions will be randomly tested quarterly. Any positive drug or alcohol test is a violation of the University's drug and alcohol policy.

In 2018, then-University President Anthony Collins issued the following to the entire University Community:

**CLARKSON UNIVERSITY**

## Memorandum

September 2018

TO: University Community

FROM: Anthony Collins, President

SUBJECT: Drug-Free Schools and Communities Act

The Drug-Free Schools and Communities Act, Public Law 101-226, requires that our University implements a program to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In part, the law requires that all students and employees annually receive a description of University policies and possible sanctions for violation of drug or alcohol laws, possible health risks associated with use of drugs or alcohol, and counseling or rehabilitation services available to you. This is a most important topic. Please take the opportunity to reflect on potential problems associated with drug use. Consider, in particular, alcohol, its role in our lives, and its possible negative impacts.

### **Clarkson policies and possible sanctions**

Clarkson prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol on its property or as part of its activities. Employees are referred to the Operations Manual 3.1.7. Students are referred to the Clarkson Regulations IX and X. Sanctions for violation of these policies will range from written warning to dismissal or expulsion, depending on the circumstances of the violation. Possible sanctions include referral for counseling, fines or rehabilitation. Students can refer to attached Table 1 for more details on possible sanctions. The University has the right to refer individuals to governmental authorities for prosecution if deemed appropriate.

Finally, any legal usage of alcohol in public areas on campus must be approved by Clarkson's ARC (Alcohol Review Committee).

### **Legal sanctions**

It is widely known that selling illegal drugs can result in criminal conviction leading to large fines or imprisonment. However, simple possession of illegal drugs can lead to severe penalties as well. The federal and state laws that determine those penalties are complicated, but it is important that they be understood.

For your information, Table 2 is attached to summarize penalties for alcohol-related offenses in New York State. These laws make it illegal to drive while intoxicated; serve alcohol to persons under 21; misrepresent one's identity to purchase alcohol; or for a person under 21, to possess alcohol with the intent to consume it. Also, anyone under 21 driving a motor vehicle after having consumed any alcohol will be fined and will lose driving privileges.

In addition, Tables 3-6 summarizing federal and state penalties for drug possession and trafficking are attached.

Finally, the Village of Potsdam municipal code (Sec. 124-7) makes it a violation to consume alcohol or to possess an open container containing alcohol on public land without special permission from the Village. The ordinance applies to anyone in a vehicle as well.

Violation can result in a fine of up to \$250 or 15 days in jail.

This memo, and the attached tables, cannot present a comprehensive summary of drug and alcohol laws. The laws are complicated and details frequently change. However, it is designed to alert you to the consequences of illegal behavior associated with drugs and alcohol. You should also be aware that New York laws make it illegal to possess certain types of drug paraphernalia, to grow marijuana, to make or sell imitations of illegal drugs, to operate a motor vehicle while impaired by a drug, or even to be in public while under the influence of a drug. These, and other similar types of offenses, can bring penalties ranging from fines less than \$100 to seizure of property used in transporting drugs, to imprisonment. Federal law also allows the doubling of fines or prison terms for anyone selling drugs to a minor or near a school, including any university.

### **Health risks**

Alcohol is widely used in our society. Its health risks can easily be overlooked. Effects of use can range from immediate impairment in judgment and muscle coordination, to increased risk-taking behavior and violence. Moderate to high doses of alcohol can result in respiratory failure and death. The danger of receiving a fatal dose is greatly increased when alcohol is combined with other depressants such as barbiturates. High levels of alcohol usage increase the risks of breast cancer. Consumption of alcohol during pregnancy may result in physical or mental abnormalities in infants. Dependence, both psychological and physical, can result from continued usage. Should one, who is dependent, attempt to stop using alcohol suddenly, and without medical help, life threatening withdrawal symptoms can appear.

Health risks of other common drugs are summarized in Table 7. Though a table cannot cover this important information in a comprehensive way, it is intended to alert you to the many possible dangers in the use of illicit drugs. Three types of drugs not covered in the table include deliriums, designer drugs and anabolic steroids. Deliriums such as solvents, aerosols and anesthetics can have a variety of effects such as impaired judgment, hyperactivity, confusion, headache, nausea, respiratory depression, unconsciousness and even death. Designer drugs are often manufactured in an attempt to avoid technical definitions of illegal drugs. Their effects vary depending on the drug they are intended to imitate. Many are much stronger than the original and can be many times as dangerous. Among the possibilities are permanent central nervous system damage or death. Anabolic steroids are often taken to enhance muscularity and strength. They can have negative effects such as cardiovascular disease, high blood pressure, sterility, increased aggressiveness and stunted growth in adolescents.

### **Where to get help**

The preceding information is designed to raise awareness of possible dangers in alcohol and drug use. It is hoped problems can be prevented in our University community. However, if you or someone you know needs help for a problem related to drugs or alcohol, the following are some of the sources of counseling or referral available.

For employees:

- Human Resources (315-268-6497, Graham Hall – Center Core) will make appropriate referrals to counseling, treatment or rehabilitation services.
- St. Lawrence County Alcohol and Substance Abuse Services (315-386-2189).
- Canton-Potsdam Hospital Detoxification Unit (315-261- 5969, ext. 3402) and Rehabilitation Unit (315-261-5954, ext. 2304).

For students:

- Counseling Center (315-268-2327, ERC Building- 1<sup>st</sup> floor) will provide confidential counseling and appropriate referral for treatment or rehabilitation.

For everyone:

- NCA (National Council on Alcoholism & Dependence) Information line



(1-800-NCA-CALL) will provide referral for drug or alcohol problems.  
Seaway Valley Prevention Council 315.713.4861

- NIDA (National Institute on Drug Abuse) (1-800-662-HELP) will provide confidential information and referral.
- OASAS (New York State Office of Alcoholism and Substance Abuse Services) Information line (1-800- 522-5353) will provide confidential information and referral.
- Reachout (315-265-2422) is a local 24- hour crisis hotline that will provide confidential information and referral.
- “Affordable Colleges on –line”:  
Substance Abuse in College  
Recognizing, understanding and combatting alcohol  
and drug abuse on campus

## Alcohol Policy

### **The following Alcohol Policy is from Clarkson University's 2023-2024 Student Regulations:**

Clarkson University is committed to maintaining safe conditions for all members of the campus community. Faculty, staff, students, and guests must comply with local, state, and federal laws and this policy with regard to sale, serving, possession, and consumption of alcohol. This policy is designed to provide a framework for the responsible use of alcohol. Abstinence is always considered a responsible strategy. Those who choose to consume alcoholic beverages are expected to do so in moderation and within the guidelines of this policy. Violators of this policy are subject to University action, including sanctions as described in VI. Disciplinary Proceedings and may be subject to appropriate legal action.

This policy is designed to comply with the Drug Free Schools and Communities Act. Therefore, the University will annually distribute in writing to each member of the academic community:

- This policy (which includes a review of possible sanctions and a description of pertinent laws)
- A description of health risks associated with alcohol abuse
- A description of counseling services for employees and students.

#### Underage/Serving Minors

Serving alcoholic beverages to individuals under the age of 21 is a violation of this policy and is a crime under New York State Law. Public possession and consumption of alcoholic beverages by individuals under the age of 21 is a violation of this policy and New York State Law.

#### Drinking Contests and Open Bars

Drinking contests or games are prohibited. Open bar, "all you can drink," or similar events are prohibited. Alcoholic beverages must not be provided as free awards.

#### **On campus**

##### 1. Private use

Only those individuals 21 years of age and older may possess and/or consume alcoholic beverages within the privacy of residence hall rooms or apartments. Possession and consumption of alcoholic beverages by individuals under the age of 21 is a violation of this policy and New York State Law. Individuals 21 and over are responsible for monitoring their possession of alcoholic substances to ensure those under 21 do not have access to alcohol. Individuals are responsible for their actions while under the influence of alcohol. Being under the influence of alcoholic

beverages is not a valid excuse for exhibiting behavior considered to be in violation of the Code of Student Conduct.

## 2. Public use

Individuals 21 years of age and older have the privilege of possessing and/or consuming alcoholic beverages in public, only at events registered with and approved by the University. Public areas are defined as any room, lounge, classroom, multipurpose space, common area outside a residence hall room, apartment, or office (i.e. hallways, stairwells, floor lounges, etc.), any outdoor area, and all campus grounds. Public possession and consumption of alcoholic beverages by individuals 21 years of age and older without University approval is a violation of this policy.

## Student Events (on and off campus)

### 1. Event registration

Student events must have a designated chair that has the overall responsibility for compliance with the law and this policy at the event. The event chair is responsible for registering the event with the University by submitting the Event Registration for Events with Alcohol form on KnightLife.

### 2. Risk management

- a. Event planners should carefully examine the risks of serving alcohol. The method for serving alcoholic beverages at the event must be outlined in detail, including a responsible effective means of ID check. A “self- service” bar is not appropriate for an event that includes any underage guests. Event planners are encouraged to consider employing the University food service vendor or other third-party vendors as the server of alcoholic beverages.
- b. Event chairs and recognized organizations hosting the event are responsible for the behavior of all guests at the event and will be held accountable for inappropriate behavior displayed by guests.
- c. Individuals 21 and over are responsible for monitoring their possession of alcoholic substances to ensure those under 21 do not have access to alcohol.
- d. The quantity of alcohol will be determined by using the following formula:  
number of servings = number of legal drinkers in attendance x hours of event.
- e. The serving of alcohol must cease at least one-half hour before the scheduled end of the event.
- f. Students over 21 are permitted to bring their own beverage (BYOB) to an approved event with alcohol for their own consumption, only. BYOB is defined as one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers or (1) six-pack of spiked seltzer.
- g. Student events may not provide any shared sources of alcohol including kegs, fish bowls, jugs, beer balls, wine boxes, etc. Hard liquor is also prohibited.

- h. Non-alcoholic beverages and food must be provided for the duration of the event.
- i. Guests have the right to abstain from consuming alcohol and should not be pressured into consuming alcohol. Guests who choose to consume alcoholic beverages will be held accountable for their behavior. It is expected that guests will practice legal, low-risk behaviors which do not result in harm to themselves or others.
- j. The following events require the use of the University's food service vendor:
  - On campus events involving the sale of alcoholic beverages. It is a violation of New York State Law and this policy for anyone other than the University's food service vendor to sell alcoholic beverages on the campus. This includes requiring a "cover charge" for admission to an event at which alcoholic beverages are being served. It also includes "passing the hat" or any such contribution.
  - Public consumption using University facilities (excluding Theme Houses).

### **Advertising**

- Promotion materials must neither encourage any form of alcohol abuse nor make reference to the amount of alcoholic beverage (such as the number of beer kegs available or expressions like "all you can drink").
- Event advertisements must not portray drinking as a solution to personal or academic problems of students or as necessary to social successes.
- All events and corresponding advertisements sponsored by on campus entities involving alcohol need approval for posting from the Office of Student Life and must go through the poster policy listed in the Undergraduate Regulations.

### **Off-campus**

It is a violation of New York State Law for individuals under the age of 21 to possess or consume alcoholic beverages. It is a crime in New York State to serve or sell alcoholic beverages to an individual under the age of 21 and for an individual under the age of 21 to use fraudulent means to obtain alcoholic beverages. Those convicted of a crime for selling, serving, or using fraudulent means to obtain alcohol are subject to disciplinary follow up and sanction by the University.

### **Sanctions**

Individuals found responsible for violating this policy, are subject to sanctions as described in VI-E. Sanctions, ranging from disciplinary reprimand to expulsion, based on the severity of the incident as well as prior conduct history.

### **Laws**

New York State Penal Law: Unlawfully dealing with a child in the first degree

- A person is guilty of unlawfully dealing with a child in the first degree when they give or sell or cause to be given or sold any alcoholic beverage to a person less than 21 years old. Unlawfully dealing with a child in the first degree is a class A misdemeanor.

Alcoholic Beverage Control Law: Prohibited sales

- No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverage to:
  - Any person, actually or apparently, under the age of 21 years;
  - Any visibly intoxicated person.
  - Procuring alcoholic beverages for persons under the age of 21 years.
- Any person who misrepresents the age of a person for the purpose of inducing the sale of any alcoholic beverage to such person is guilty of an offense that shall be punished by a fine of not more than two hundred dollars, or by imprisonment for not more than five days, or by both such fine and imprisonment.
- Offense for one under 21 years to purchase or attempt to purchase an alcoholic beverage through fraudulent means.
- No person under the age of 21 years shall present or offer to any licensee under this chapter, or to the agent or employee of such licensee, any written evidence of age which is false, fraudulent or not actually their own for the purpose of purchasing or attempting to purchase any alcoholic beverage.
- Unlawful possession of an alcoholic beverage with intent to consume by persons under the age of 21 years: No person under the age of 21 years may possess any alcoholic beverage with intent to consume such beverage.

**Residence Regulations - Alcohol**

Students 21 years of age or older may possess and/or consume alcoholic beverages in campus housing. Students of age are expected to exercise moderation and responsibility. Kegs are not permitted.

Alcohol containers of any kind, full or empty, found in an underage student's room will be considered a violation of the Alcohol Policy, refer to IX-A.

Possession of alcohol in public residential areas, i.e. hallways or lounges, is prohibited unless the event is registered and has been approved by the Office of Student Life.

For additional information, refer to IX-A Alcohol Policy.

**New York State Penal Law Guidelines**

- Legal Minimum Age: No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverages to any person, actually or apparently, under the legal age of purchase (21 years old). This is a Class B Misdemeanor. Anyone under 21 is prohibited from possessing

alcohol if they intend to consume it.

- **Selling or Giving Alcohol to an Intoxicated Person:** No person shall sell, deliver, give away, permit, or procure to be sold, delivered or given away, any alcoholic beverages to any intoxicated person or any person under the influence of alcohol. Violators may be faced with a fine or a jail sentence, or both.
- **Dram Shop Liability:** Any person who shall be injured in person, property, means of support, or otherwise by an intoxicated person, or by reason of the intoxication of any person, whether resulting in his death or not, shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for such intoxicated person, have caused or contributed to such intoxication; and in any such action such person shall have a right to recover actual and exemplary damages.
- **Social Host Liability:** Creates civil liability for anyone who knowingly furnishes alcoholic beverages to any intoxicated person under the legal age of purchase if the intoxication results in injury or damages to a third party.
- **Using or Possession of False Identification (ID):** Any person under the legal age of purchase who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase alcoholic beverages may be assigned probation for a period of one year and assessed a substantial fine.
- **New York State Alcoholic Beverage Control Board:** In accordance with New York State law, it is illegal to sell alcoholic beverages or to accept donations at any event where alcoholic beverages are served without obtaining the appropriate license through the New York State Alcoholic Beverage Control Board.

## **Village of Potsdam, NY, Ordinances on Alcoholic Beverages**

### **Village of Potsdam N.Y.**

#### **Chapter 124 Peace and Good Order Article III Alcoholic Beverages**

1. For the purpose of this Article, the following shall have the meanings ascribed to them. All other words shall have the meanings normally ascribed to them in regular usage. ALCOHOLIC BEVERAGE

Includes alcohol, spirits, liquor, wine, beer, cider and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer and capable of being consumed by a human being.

#### CONTAINER

Any bottle, can, glass or other receptacle suitable for or used to hold any liquid.

## PUBLIC LANDS

Any highway, street, alley, sidewalk, park or playground, public parking lot or public building.

## VILLAGE

The Village of Potsdam, New York.

### **§ 124-7 Consumption or possession of open containers.**

It shall be a violation of this Article for any person to:

- A.** Consume any alcoholic beverage on any public land within the village.
- B.** Have in his possession any open container containing any alcoholic beverage on any public lands within the village.
- C.** Have within his possession for the purposes of consumption on public lands, by either himself or another person, any open container containing an alcoholic beverage on any public lands within the village.

### **§ 124-8 Presumption.**

An open container containing an alcoholic beverage in any vehicle shall be presumptive evidence that the same is in possession of all occupants thereof and in violation of this Article.

### **§ 124-9 Exceptions.**

- A.** The foregoing prohibition shall not apply in the event of a fair, picnic or other community gathering for which special permission for an exception under this section has been granted by the Board of Trustees.
- B.** The foregoing provisions shall not apply to the transportation of an unsealed but not open container across public lands of the village from one point to another, with no intent to consume the contents of such open container while upon public lands.

### **§ 124-10 Applicability.**

This Article shall apply to all persons on public lands in the village except as provided in § 124-9 above and shall not apply to any person drinking an alcoholic beverage while operating a motor vehicle upon a public highway within the village in violation of § 1227 of the Vehicle and Traffic Law of the State of New York.[1]

[1] Editor's Note: Former Sec. 7, Penalties, which immediately followed this section, was deleted at time of adoption of Code; see Ch. 1, General Provisions, Art. I.

## **Campus Security Authorities (CSAs)**

In accordance with the Clery Act, Clarkson University discloses statistics concerning the occurrence of certain criminal offenses reported to Campus Safety & Security, local law enforcement agencies, and any official of the institution identified as a "Campus Security Authority." The law defines a Campus Security Authority (CSA) as "an official of an institution who has significant responsibility for student and campus activities,

including, but not limited to, student housing, student discipline, and campus judicial proceedings.” The Title IX Coordinator and the CSS Director identify Campus Security Authorities by their functions and responsibilities. CSAs are notified / reminded by the Director of Safety & Security, in writing annually by sending a letter of description of their CSA role and crime reporting form directly to each CSA. In addition, the letter of description and crime reporting form are an attempt to collect crime reports that they may have received in the past or to collect reports that they may receive in the future.

### **Clarkson University Campus Security Authorities/Responsible Employees**

Clarkson University employees have been designated as "campus security authorities/responsible employees" for the purposes of Title IX compliance and required crime reporting under the Clery Act. They have an obligation to report to the University if they hear about or are told of sexual misconduct as defined under Title IX or specified Clery Act crimes.

If a CSA receives information about a Clery crime (whether minor or more serious) and believes it was given in good faith, the CSA must notify CSS. The reason for this is in case CSS determines that a timely warning or emergency notification must be issued (without including personally identifying information).

The CSA is not expected to investigate or even substantiate the report. He/she also does not have to tell CSS the reporter's identity if that person requests that their identity not be revealed. However, the CSA should try to collect enough information to help CSS determine key basics so it can be determined if, when, and where a Clery crime was involved.

If a Responsible Employee receives a report of a Title IX violation, then by law, that information must be forwarded to the Title IX Coordinator.  
CSAs should know how to direct the reporter to appropriate resources.

At Clarkson University, CSAs/Responsible Employees include, but are not limited to:

- President and Cabinet members
- Title IX Coordinator and Deputy Coordinators
- Diversity Initiatives staff
- Risk Management staff
- Dean of Students and staff
- Office of Accessibility Services staff
- Clarkson School staff
- Student Life staff
- Residence Life staff
- Human Resources staff
- Financial Aid staff
- Admissions staff
- Academic Deans
- Athletic Director, Assistant Directors, and Coaches
- Academic, Greek, and other Student Organization/Club Advisors
- Career Center staff
- International Students/Center staff (for enrolled international students as well as those students who go abroad)



- Student Success Center managers
- Library staff
- Primary points of contact for
- Campus Safety & Security officers and staff

students attending Clarkson's satellite campuses

At Clarkson, the following categories of staff are not considered CSAs:

- Licensed mental health counselors
- Pastoral counselors or clergy
- Faculty members, who are not advisors of student groups (i.e. no responsibility for students or campus activities beyond the classroom)
- Clerical staff, maintenance and Facilities staff

### Clery Crime Statistics

Contains information for calendar years 2021, 2022, and 2023.

The following crime statistics for calendar years 2021, 2022, and 2023 were reported to Campus Safety & Security, other CSAs, University officials, or local law enforcement agencies. [Clery crime definitions](#) used in determining these crime statistics can be found following the crime statistics table below.

These statistics reflect crimes that occur not only on the main campus, but also at any non-campus property, public property, and specifically in campus residential housing facilities. The definitions for these geographic categories are Clery Act-specific and are the same for every institution regardless of its physical size or configuration. These definitions can be found below:

#### Clery Geographic Category Definitions

**On-campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

A map of the main campus can be found in [Appendix A](#).

**On-campus Student Housing Facility:** A subset of "on-campus" and includes

any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on- campus student housing facility.

**Non-campus building or property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Below is a summary of locations at Clarkson University that would fall under “non-campus building or property”.

<b>Clarkson University Non-Campus Buildings and Properties</b>	
Alpha Chi Rho (Fraternity)	77 Elm Street, Potsdam, NY 13676
Omicron Pi Omicron (Fraternity)	14 Leroy Street, Potsdam, NY 13676
Phi Kappa Sigma (Fraternity)	74 Elm Street, Potsdam, NY 13676
Tau Epsilon Phi (Fraternity)	209 Sissonville Road, Potsdam, NY 13676
Zeta Nu (Fraternity)	27 Main Street, Potsdam, NY 13676
Phi Sigma Sigma (Sorority)	91 Market Street, Potsdam, NY 13676
Theta Phi Alpha (Sorority)	31 Elm Street, Potsdam, NY 13676
Clarkson Reynolds Observatory	Hatch Road, Potsdam, NY 13676
Seven Springs	144 Crowley Rd, Colton, NY 13625
Boat House	28 Maple St, Norwood, NY 13668
Beacon Institute	199 Main Street & 199 Denning’s Avenue Beacon, NY 12598
Capital Region Campus	80 Nott Terrace Schenectady, NY 12308

**Public property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Clarkson University makes concerted campus wide efforts to ensure that campus members are aware of on- and off-campus resources and options relating to education and outreach, community coordination, prevention, and victim advocacy. Thanks to victim advocates on campus and in the local area, the Clarkson community is highly sensitive to the issues of sexual violence and other types of abuse that occur within our community.

Students, faculty and staff work together on educational events and other projects to raise awareness of the issues among their peers and fellow community members. Therefore, our statistics reflect the open and communicative culture that we encourage.

**Crime Statistics, 2021-2023**

Clery Crime Classifications	On-Campus Property (Including Student Housing)			Only On-Campus Student Housing			Public Property			Non-Campus Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	7	2	0	5	2	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

VAWA & Similar Clery Offenses	On-Campus Property (Including Student Housing)			Only On-Campus Student Housing			Public Property			Non-Campus Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Rape	0	0	2	0	0	2	0	0	0	0	0	0
Fondling	0	0	1	1	0	1	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	2	1	0	2	1	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	2	5	0	1	0	0	0	0	0	0	0	0

	On-Campus Property (Including Student Housing)			Only On-Campus Student Housing			Public Property			Non-Campus Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Liquor Law Violations</b>												
Referral	148	84	65	139	82	61	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	1

	On-Campus Property (Including Student Housing)			Only On-Campus Student Housing			Public Property			Non-Campus Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Drug Law Violations</b>												
Referral	38	12	14	26	12	13	0	0	0	0	0	0
Arrest	0	1	0	0	0	0	0	0	0	0	0	0

	On-Campus Property (Including Student Housing)			Only On-Campus Student Housing			Public Property			Non-Campus Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Weapons Law Violations</b>												
Referral	2	2	6	1	0	3	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	0

Violation Type	On-Campus Property (Including Student Housing)			Only On-Campus Student Housing			Public Property			Non-Campus Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Hate Crimes	0	1	1	0	1	1	0	0	0	0	0	0

**Unfounded Reports** – There were no reports that were unfounded in 2021, 2022, or 2023.

## Clery Crime Definitions

The following Clery crime definitions were obtained from the Department of Education's Handbook for Campus Safety and Security Reporting, 2016 Edition.

**Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Arson** - Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Burglary** - Burglary is the unlawful entry of a structure to commit a felony or a theft.

**Dating Violence** – Is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Criminal Homicide - Manslaughter by Negligence** - The killing of another person through gross negligence.

**Criminal Homicide - Murder and Non-negligent Manslaughter** - The willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

**Domestic Violence** – Is defined as a felony or misdemeanor crime of violence committed, by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Hate Crime** - A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, only the following eight (8) categories are reported:

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

whites).

2. **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
3. **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
4. **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
5. **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
6. **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
7. **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
8. **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny/Theft-** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle. This includes any self-propelled vehicle, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts, and motorized wheelchairs.

**Robbery** - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Stalking** – Engaging in a course of conduct directed at a specific person that cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

**Vandalism of Property Destruction/Damage** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Weapon Law Violations** - Defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations** - Defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations** - Defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.



**Sexual Assault (Sex Offenses)** – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. In the Clery Act statistics, there are four types of sexual assaults included:

1. **Rape** - The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
2. **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.
3. **Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

### **New York State Crime Definitions**

The Violence Against Women Act (VAWA) and its proposed regulations require the inclusion of certain New York State definitions in a campus' Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students.

Below includes definitions for affirmative consent, dating violence, domestic violence, sexual assault, and stalking.

**Consent:** A knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. Consent may be initially given but withdrawn at any time.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

**Dating Violence:** New York State does not specifically define dating violence. However, dating violence would include the crimes listed elsewhere in this document when

committed by a person in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or threat of abuse. It does not include acts covered under the definition of domestic violence.

**Domestic Violence:** An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

**Sexual Assault:** New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

**Rape:** Non-consensual sexual intercourse committed against the victim through physical force or some other duress (including threats or use of drugs).

**Fondling (or Forcible Touching):** When a person intentionally, and for no legitimate purpose:

1. forcibly touches 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; or
2. subjects another person to sexual contact for the purpose of gratifying the actor's sexual desire and with intent to degrade or abuse such other person while such other person is a passenger on a bus, train, or subway car operated by any transit agency, authority or company, public or private, whose operation is authorized by New York state or any of its political subdivisions.

Forcible touching includes squeezing, grabbing or pinching.

**Incest:** A relationship between persons whom they know to be related to each other either through marriage or blood, as an ancestor, descendant, brother or sister either by full blood or half blood, are an aunt, uncle, niece or nephew.

**Statutory Rape:** Statutory rape, while seemingly consensual, occurs when someone over the age of consent has intercourse with a minor. In New York state, a person less than 17 years old is deemed "incapable of consent" for purposes of the laws regarding criminal sex offenses.

**Stalking:** Repeatedly following someone or communicating with someone in a manner that causes that person to feel threatened. Stalking can be accomplished by following someone in a traditional manner by foot, by car, or, by somehow regularly being present at places where the victim is also present. It can also be accomplished by tracking another person using technology such as GPS. Constantly calling, emailing or texting another person after that person has asked you to stop is another form of stalking. In addition, putting someone's job, business or career at risk by showing up at that person's place of employment or communicating with that person at work is also a form of stalking.

## **Annual Fire Safety Report**

Contains information for calendar years 2021, 2022, and 2023.

The Higher Education Opportunity Act includes various provisions related to fire safety and requires institutions with on-campus housing to publish annually a fire safety report that provides fire statistics and certain information on fire safety, fire prevention and detection systems, and fire safety policies and procedures specific to residential student housing. The report must detail such information as the number of fires, deaths, injuries, fire drills, fire-related property damage, and the type of fire detection systems in each building. In addition, the law requires each institute must maintain a log of all campus student housing fires, including the nature, date, time, and general location of each fire. The following information is made available in accordance with regulatory requirements under the Clery Act.

### **Fire Safety Overview**

Clarkson University provides a comprehensive program to ensure fire prevention and

fire safety across campus. This program includes fire detection systems, fire prevention activities, training, and practice drills. The fire prevention activities are directed by the Environmental Health & Safety department but are only possible through a campus-wide collaboration and commitment from faculty, staff, and students.

In order to be prepared for an emergency, please follow these tips:

- Program the Campus Safety & Security number (315-268-6666) into your cell phone, if you have one.
- Be familiar with multiple exit paths from residential building and other campus buildings that you frequently occupy. In an emergency, the main exit path may be blocked or off limits.
- Read and adhere to the fire prevention policies (listed below). These precautions were created for your protection and are based on incidents from around the county.
- Be familiar with the location and operation of emergency equipment, such as pull stations and fire extinguishers.
- If you see anything out of the ordinary, immediately report it to Campus Safety & Security.

If you have any questions or concerns related to fire safety at Clarkson University, please contact the Office of Environmental Health & Safety at 315-268-6640.

### **On-Campus Student Housing and Life Safety Systems**

Clarkson University has 23 on-campus student-housing facilities. Each facility is equipped with addressable fire detection systems, including smoke and/or heat detectors, carbon monoxide detectors (when carbon monoxide sources are present in the building), fire alarm pull stations, and alerting devices (horns, strobes, speakers). Each building's fire alarm system is automatically activated upon a fire or smoke situation and is continuously monitored by Campus Safety & Security for response when in trouble or alarm. Each building's fire alarm system is also directly connected to the local fire department to ensure a quick and coordinated response when a building is in alarm.

Information specific to fire detection systems and sprinkler systems for on-campus residential housing facilities is as follows:

- **Smoke/heat detectors** must be free to monitor ambient air conditions without obstruction. They should never be touched or tampered with, in a fashion that impairs their monitoring capabilities. Be careful when generating dusts (like

vacuuming) or mists (like using hairspray or taking long showers) since detectors may interpret fine aerosols as smoke. If you believe there is a malfunction with the smoke detector, it is your responsibility to report this immediately to your Area Coordinator (AC), house manager, or Campus Safety & Security.

- **Audible and visual alarms** must not be obstructed in any way. Evacuate whenever the alarm system is initiated.
- **Fire alarm pull stations** are generally located near buildings exits and stairwells. These devices must not be obstructed in any fashion. Use the pull station if you see or suspect that there is a fire or fire condition. This will automatically activate the building’s fire alarm system.
- **Portable fire extinguishers** are provided throughout all campus buildings. The type of extinguisher is matched to the hazards present at that location. These devices must not be obstructed in any fashion. Further, these devices should only be used by properly trained personnel, and are only intended to respond to “incipient” fires, not full scale firefighting.
- **Fire doors** are integrated into the building design to slow the spread of fire. Fire doors are normally on self-closing devices, and may or may not have magnetic hold opening devices that keep the doors open during non-emergency conditions. You can also tell if your door is a fire door by a small metal template on the inside door jamb. Never prop or obstruct a fire door, thereby impairing its ability to close during a fire.
- Some buildings on campus are further protected by active sprinkler systems. As buildings are extensively renovated or remodeled, sprinkler systems are added, if not already present, per NYS Fire Code. Sprinkler systems, including sprinkler heads and associated piping, must not be obstructed in any fashion (such as by hanging objects on them). Further, nothing should be stored (such as boxes/papers on shelving) within 18” of a sprinkler head.

A description of specific systems by residential building can be found in the Fire Detection and Suppression Equipment table below.

#### Campus Residential Student Housing Fire Detection & Suppression Equipment

Residential Building	Sprinklers	Smoke Detectors	Fire Extinguishers	Central Monitoring by Clarkson	Evacuation Plans Posted
Brooks House	Yes	Yes	Yes	Yes	Yes
Cubley House	Yes	Yes	Yes	Yes	Yes
Donahue House	Yes	Yes	Yes	Yes	Yes

Farrisee House	Yes	Yes	Yes	Yes	Yes
Hamlin House	Yes	Yes	Yes	Yes	Yes
Moore House	Yes	Yes	Yes	Yes	Yes
Newell House	No	Yes	Yes	Yes	Yes
Olson House	No	Yes	Yes	Yes	Yes
Ormsby House	Yes	Yes	Yes	Yes	Yes
Powers House	Yes	Yes	Yes	Yes	Yes
Reynolds House	Yes	Yes	Yes	Yes	Yes
Riverside Apts.	Yes	Yes	Yes	Yes	Yes
Ross House	Yes	Yes	Yes	Yes	Yes
Theme House 2	Yes	Yes	Yes	Yes	Yes
Theme House 3	Yes	Yes	Yes	Yes	Yes
Theme House 4	Yes	Yes	Yes	Yes	Yes
Theme House 5	Yes	Yes	Yes	Yes	Yes
Thomas House	Yes	Yes	Yes	Yes	Yes
Townhouse Apts.	No	Yes	Yes	Yes	Yes
VanNote House	No	Yes	Yes	Yes	Yes
Weston's Apts.	No	Yes	Yes	Yes	Yes
Wilson House	No	Yes	Yes	Yes	Yes
Woodstock Apts.	Yes	Yes	Yes	Yes	Yes

The various aspects of our campus fire protection systems are frequently tested and inspected to verify that they will function as designed. Inspection, testing and maintenance of our fire protection systems are compliant with New York State Fire Code (NYSFC) and National Fire Protection Agency (NFPA) requirements including, but is not limited to:

- Comprehensive fire safety inspection of the entire campus by the New York State Office of Fire Prevention and Control on an annual basis;
- All smoke detectors, heat detectors, strobes, and horns inspected and tested annually for functionality by an outside contractor;
- All sprinkler systems tested and inspected quarterly by an outside contractor;
- Fire extinguishers are inspected monthly and serviced annually by Environmental Health & Safety, who are certified by the Office of Fire Prevention & Control (OFPC) to do so; and
- Daily general building inspections performed to identify fire safety concerns.

To protect the lives and safety of those living in the residence facilities, the use of fire extinguishers and all other fire-fighting equipment is to be limited to valid emergencies only. Anyone caught tampering with fire equipment, including, but not limited to, fire extinguishers, covering smoke detectors or fire sprinklers, will be fined \$100 and be

subject to disciplinary sanction. Additionally, intentional fire alarm activation endangers the lives of others and is a federal offense. This act will result in a \$250 fine and disciplinary sanction.

### **Reporting a Fire**

If you see a fire or smoke conditions, immediately notify Campus Safety & Security - x6666 by on-campus phone, 315-268-6666 by cell phone – and activate a nearby fire alarm pull station if one is accessible. If you encounter evidence of a fire that has been extinguished and you are uncertain if Campus Safety & Security is aware of the incident, you should immediately notify Campus Safety & Security to investigate and document the incident for disclosure in the University's annual fire statistics.

### **Building Evacuation Procedures**

When the fire alarm is activated, law requires a complete and immediate building evacuation. This includes fire drills and actual emergencies. Failure to properly evacuate a building will result in a \$250 fine and disciplinary sanction.

If a fire alarm is activated, immediately follow these steps:

- Alert your roommate(s), suitemate(s), or officemate(s) to the emergency.
- Without opening the door, feel the surface of the door.
- If the door is hot, do not open it.
- If the door is cool, open it slowly. If there is little or no smoke, proceed out of the building using the stairs (the elevators will be unavailable for use) to your closest exit.
- If you cannot exit the building due to physical limitations, stay in your room with the door closed and immediately contact Campus Safety & Security to advise them of your situation; otherwise, activate your security escort alarm. Campus Safety & Security or other emergency personnel will come to you. In order to prepare for an emergency, discuss your specific needs with Accessibility Services and Campus Safety & Security in advance.
- Once you have evacuated a building due to a fire alarm activation, do not re-enter the building until you have been given the "all clear" from the responding fire department or Campus Safety & Security.

If the door is hot or you are unable to leave a room because of fire, heat, or smoke, remain calm and follow these procedures:

- Keep your door closed but unlocked.
- Place wet towels (if available) at the bottom of the door to prevent smoke from entering the room.

- If you are on the first floor, remember that windows are potential exits during an emergency.
- If possible, contact Campus Safety & Security and advise them of your location and any special needs.
- Go to the window and signal to the fire department that someone is in the room (possibly with a towel or bed sheet).

To familiarize yourself with the evacuation routes out of your residential building, refer to the evacuation map posted on the back of your residential door.

### Fire Evacuation Drills

In accordance with New York State Office of Fire Prevention and Control (OFPC) regulatory requirements summarized in the table below, Clarkson conducts four (4) fire evacuation drills per calendar year in each on-campus student residential facility and three (3) fire evacuation drills per calendar year in all other non-residential university facilities.

#### FIRE DRILLS:

*Reference: NYSFC 405.1 and Table 405.2 & New York State Education Law, Article 17, Part 807*

ITEM	ACTIVITY	FREQUENCY
Group R2: Campus Residential Units	4 Drills per year	<ul style="list-style-type: none"> <li>● One must be conducted between Sept. 1st and Dec. 1st,</li> <li>● One must utilize fire escapes <i>(when present)</i></li> <li>● One during the hours after sunset or before sunrise</li> <li>● Where summer sessions conducted, One during the first week</li> </ul>
Group B: Academic Buildings/Administrative Buildings	3 drills per year	<ul style="list-style-type: none"> <li>● One must be conducted between Sept. 1st and Dec. 1st,</li> <li>● One must utilize fire escapes <i>(when present)</i></li> <li>● In buildings where summer sessions are conducted, one of the required drills must be held during the first week of such summer session</li> </ul>
Group A: College and University Buildings	3 drills per year	<ul style="list-style-type: none"> <li>● One must be conducted between Sept. 1st and Dec. 1st,</li> <li>● One must utilize fire escapes <i>(when present)</i></li> </ul>

Fire drills are intended to educate building occupants of our fire evacuation procedures and emergency exit locations, practice evacuations, and identify any potential issues with the building's means of egress or fire safety systems. All building occupants must comply with fire alarms and evacuate when the alarm sounds. Failure to do so may



result in disciplinary action.

Fire evacuation drills are conducted by Campus Safety & Security, Environmental Health & Safety, and Facilities & Services in accordance with state and local fire codes, and the results are documented on a fire drill/alarm report. The fire evacuation drills are unannounced and conducted by activating each individual fire alarm system in each on-campus student housing facility as well as each non-residential university facility. This may be done by pulling a random pull station, activating a smoke detector, or activating the fire alarm system's drill button.

### Campus Residential Student Housing Fire Drill Report, 2021-2023

Student Housing Facility	Street Address	# of Fire Drills		
		2021	2022	2023
Brooks House	61 Foothills Lane	4	4	4
Cubley House	61 Foothills Lane	4	4	4
Donahue House	54 Wahta Drive	4	4	4
Farrisee House	53 Goldenrod Drive	4	4	4
Hamlin House	11 Foothills Lane	4	4	4
Moore House	45 Wahta Drive	4	4	4
Newell House	53 Goldenrod Drive	4	4	4
Olson House	54 Wahta Drive	4	4	4
Ormsby House	53 Goldenrod Drive	4	4	4
Powers House	11 Foothills Lane	4	4	4
Reynolds House	61 Foothills Lane	4	4	4
Riverside Apartments	27 Ona:ke Drive 33 Ona:ke Drve	4	4	4
Ross House	61 Foothills Lane	4	4	4
Theme House 2	144 Adirondack Trail	4	4	4
Theme House 3	140 Adirondack Trail	4	4	4
Theme House 4	122 Adirondack Trail	4	4	4
Theme House 5	120 Adirondack Trail	4	4	4
Thomas House	53 Goldenrod Drive	4	4	4
Townhouse Apartments	201-(1-5) Adirondack Trail	4	4	4
VanNote House	54 Wahta Drive	4	4	4
Weston's Apartments	43 ½ Market St	4	4	4
Wilson House	54 Wahta Drive	4	4	4
Woodstock Apartments	19-(1-10) Woodstock Rd	4	4	4

### Fire Safety Policies

It is Clarkson University's policy to provide faculty, staff, students and visitors with the

safest possible environment, free from potential fire hazards. To minimize the potential for fires in residential spaces on campus, residents are expected to comply with the Clarkson University student housing fire safety guidelines. Brochures are provided to all students in their residences at the start of the fall semester in addition to being available online in the Student Regulations located on the Student Life webpage (<https://intranet.clarkson.edu/student-life/dean-of-students/>) and Environmental Health & Safety webpage (<https://intranet.clarkson.edu/administrative/dehs/fire-safety/>).

Clarkson prohibits the following items in campus residential housing:

#### Prohibited Appliances

- Small cooking appliances such as personal sandwich makers, grills (George Foreman, etc.), waffle makers, and air fryers (except in spaces with a kitchen)
- Toasters and toaster ovens (except in spaces with a kitchen)
- Space heaters (unless issued by the University)
- Appliances with exposed heating elements
- Air conditioners
- Microwaves and refrigerators must be plugged directly into a wall outlet

#### Prohibited Decorations/Furnishings

- Curtains/window treatments that do not meet NFPA standards (the University has installed blinds in all resident spaces to ensure privacy)
- Halogen lamps (floor or desk)
- Candles – burned or unburned (candle warmers are acceptable) and incense
- Live greens, evergreen decorations
- String lights may not be in contact with combustible materials, mounted on doors or doorframes or placed over doorways, on ceilings, go through windows or wrapped around any sprinkler piping, furniture or other cloth items.
- Curtains, tapestries or other materials hanging from or within 24” from the ceiling
- Extension cords
- Excessive door or wall decorations – no more than 20% of a wall or door may be covered in combustible materials such as posters and decorations

#### **Fire Safety Education & Training Programs**

The Environmental Health & Safety Office provides fire safety education and prevention training throughout the year to various groups across campus. Training is specifically provided to Residence Life staff (Residence Assistants and Area Coordinators) at the start of each semester, to freshman during First Year Seminar, to employees upon hire at New Employee Orientation, to researchers during laboratory safety training, and upon request. Trainings address topics such as evacuation and emergency preparedness,

fire inspection program, fire extinguisher use, life safety systems, and fire safety rules and regulations.

The Environmental Health & Safety Department also works collaboratively with the Potsdam Fire Department and the New York State Office of Fire Prevention & Control to provide fire safety training to the entire campus by conducting a mock student room fire demonstration, hands-on fire extinguisher training, and an education presentation coinciding with the mock fire at the beginning of the fall semester.

### **Fire Safety Inspections for On-Campus Student Housing**

On-campus student housing fire inspections are conducted by the Environmental Health & Safety Department on a routine basis throughout the fall and spring semester to ensure the safety of the entire building. Students are made aware of prohibited items in residential facilities at the beginning of the Fall semester and are held accountable for compliance. Items found to be a fire safety hazard or not in compliance with University, state and/or federal regulations may be subject to a monetary fine, community service and/or referral to the Dean of Students.

The New York State Office of Fire Prevention and Control also conducts an inspection of all University buildings, open spaces, offices, and residence halls, including student rooms, on an annual basis. If violations are noted, they must be corrected within thirty days based on the violation's severity, which is set by the fire marshal and determined based on the fire probability and potential loss severity of the violation. Failure to satisfactorily abate violations may result in fines from New York State and can range from \$50 to \$500 per day based on severity. Violations occurring in student rooms for which the occupants are responsible for and result in fines will be billed to the occupant(s) of that room.

### **Student Housing Fire Statistics**

Federal law requires colleges and universities to disclose statistical data on all fires that occur in on-campus student housing annually. Clarkson University reports student housing had one (1) fire with no injuries in 2021, two (2) fires with no injuries in 2022, and three (3) fires with no injuries in 2023.

## **Campus Residential Student Housing Fire Report, 2021**

<b>Student Housing Facility</b>	<b>Fires</b>	<b>Fire Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Property Damage</b>
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Brooks House	0	-	0	0	\$0
Cubley House	0	-	0	0	\$0
Donahue House	0	-	0	0	\$0
Farrisee House	0	-	0	0	\$0
Hamlin House	0	-	0	0	\$0
Moore House	0	-	0	0	\$0
Newell House	0	-	0	0	\$0
Olson House	0	-	0	0	\$0
Ormsby House	0	-	0	0	\$0
Powers House	0	-	0	0	\$0
Reynolds House	0	-	0	0	\$0
Riverside Apartments	0		0	0	\$0
Ross House	0	-	0	0	\$0
Theme House 2	0	-	0	0	\$0
Theme House 3	0		0	0	\$0
Theme House 4	0	-	0	0	\$0
Theme House 5	0	-	0	0	\$0
Thomas House	0	-	0	0	\$0
Townhouse Apartments	0	-	0	0	\$0
VanNote House	0	-	0	0	\$0
Weston's Apartments	0	-	0	0	\$0
Wilson House	0	-	0	0	\$0
Woodstock Village Apartments	1	Dumpster fire (7/3/21)	0	0	\$1500

**Campus Residential Student Housing Fire Report, 2022**

Student Housing Facility	Fires	Fire Cause	Injuries	Deaths	Property Damage
Brooks House	0	-	0	0	\$0
Cubley House	0	-	0	0	\$0
Donahue House	0	-	0	0	\$0
Farrisee House	0	-	0	0	\$0
Hamlin House	0	-	0	0	\$0
Moore House	0	-	0	0	\$0
Newell House	0	-	0	0	\$0
Olson House	0	-	0	0	\$0
Ormsby House	0	-	0	0	\$0
Powers House	0	-	0	0	\$0
Reynolds House	0	-	0	0	\$0
Riverside Apartments	0	-	0	0	\$0
Ross House	0	-	0	0	\$0
Theme House 2	0	-	0	0	\$0
Theme House 3	0	-	0	0	\$0

Theme House 4	0	-	0	0	\$0
Theme House 5	0	-	0	0	\$0
Thomas House	0	-	0	0	\$0
Townhouse Apartments	0	-	0	0	\$0
VanNote House	0	-	0	0	\$0
Weston's Apartments	0	-	0	0	\$0
Wilson House	0	-	0	0	\$0
Woodstock Village Apartments	2	Unintentional stove fires (4/13/22 and 10/16/22)	0	0	\$0

### Campus Residential Student Housing Fire Report, 2023

Student Housing Facility	Fires	Fire Cause	Injuries	Deaths	Property Damage
Brooks House	0	-	0	0	\$0
Cubley House	0	-	0	0	\$0
Donahue House	0	-	0	0	\$0
Farrisee House	0	-	0	0	\$0
Hamlin House	0	-	0	0	\$0
Moore House	0	-	0	0	\$0
Newell House	0	-	0	0	\$0
Olson House	0	-	0	0	\$0
Ormsby House	0	-	0	0	\$0
Powers House	0	-	0	0	\$0
Reynolds House	0	-	0	0	\$0
Riverside Apartments	0	-	0	0	\$0
Ross House	0	-	0	0	\$0
Theme House 2	0	-	0	0	\$0
Theme House 3	0	-	0	0	\$0
Theme House 4	0	-	0	0	\$0
Theme House 5	0	-	0	0	\$0
Thomas House	0	-	0	0	\$0
Townhouse Apartments	0	-	0	0	\$0
VanNote House	0	-	0	0	\$0
Weston's Apartments	0	-	0	0	\$0
Wilson House	1	Unintentional stove fire (09/12/23)	0	0	\$0
Woodstock Village Apartments	2	Unintentional microwave fire (03/24/23) Unintentional stove fire (11/04/23)	0	0	\$100

### **Plans for Future Development**

The fire safety and prevention program is constantly improving. Policies and procedures are updated based on guidelines from local, state and federal agencies, best practices, and response to on-campus events. Enhancements in diversifying and building on existing training opportunities and exercises for all members of the campus community (students, staff, and faculty) remain a primary focus.

### **Appendix A: Clery Core Campus Map**

The Clarkson University Potsdam Campus Map can be found at [https://  
www.clarkson.edu/sites/default/files/2024-09/Clarkson%20Campus%20Map%  
20Accessible.pdf](https://www.clarkson.edu/sites/default/files/2024-09/Clarkson%20Campus%20Map%20Accessible.pdf)

## **Appendix B: 2024-2025 Clarkson University Student Regulations Link**

The Clarkson University Student Regulations for Academic Year 2024-2025 can be found at <https://www.clarkson.edu/sites/default/files/2024-08/2024-2025-Student%20Regulations.pdf>





## **Appendix C: Memorandum of Understanding**

### **Memorandum of Understanding Between CLARKSON UNIVERSITY And THE VILLAGE OF POTSDAM**

**February 17, 2014**

This Memorandum of Understanding being entered into by and between CLARKSON UNIVERSITY, acting by and through its SAFETY & SECURITY DEPARTMENT, and the VILLAGE OF POTSDAM, acting by and through the POTSDAM VILLAGE POLICE DEPARTMENT, defines the respective duties and obligations with regard to law enforcement jurisdiction, safety and security jurisdiction, emergency responses, criminal investigations, traffic/pedestrian control, officer training, and mutual aid, within the Village of Potsdam.

WHEREAS, the parties have determined that as entities which have certain responsibilities for the safety of staff, students and visitors of Clarkson University, and the citizens of the Village of Potsdam, that the common good would be served by an agreement between the parties outlining responsibilities with respect to the buildings and grounds located on Clarkson University property.

NOW, THEREFORE, the parties agree as follows:

#### **I. PARTIES**

The parties to this Agreement are the VILLAGE of POTSDAM, acting by and through the POTSDAM VILLAGE POLICE DEPARTMENT and CLARKSON UNIVERSITY, acting by and through its SAFETY & SECURITY DEPARTMENT.

#### **II. PURPOSE**

The POTSDAM VILLAGE POLICE DEPARTMENT and the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT have certain responsibilities for the safety of the staff, students and visitors of Clarkson University. They recognize that cooperative and effective interaction is imperative to the successful accomplishment of their collective mission. This Agreement serves as an operational framework for their ongoing and cooperative public safety efforts. Where this Agreement indicates that the POTSDAM VILLAGE POLICE DEPARTMENT bears the responsibility to investigate and resolve a certain type of incident, this obligation includes any obligation to initiate a criminal prosecution and to report same to the office of the District Attorney of St. Lawrence County or other appropriate prosecutorial agency.

Where this Agreement indicates that the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT bears the responsibility to investigate and resolve a certain type of incident, this obligation includes an obligation to notify the POTSDAM VILLAGE POLICE DEPARTMENT in circumstances where a criminal prosecution is to occur, so as to enable the POTSDAM VILLAGE POLICE

DEPARTMENT to initiate the prosecution and to report same to the office of the District Attorney of St. Lawrence County or other appropriate prosecutorial agency.

## II. THE CAMPUS

For purposes of this Agreement, the Campus is generally defined as (A) property owned, leased, or controlled by Clarkson University within the Village of Potsdam, and (B) the residential living units owned by J.R. Weston, Inc. and located at 32 Market Street in the Village of Potsdam (but not the retail facilities located at that address).

## III. CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT

A. The CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT will have jurisdiction for handling certain events occurring within the Campus as provided as follows:

1. Minor property crimes, which are not Felonies, such as trespass, criminal mischief, and petit larceny, which result in a loss reasonably and diligently estimated by the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT to be less than \$1,000 and which appear to have been perpetrated solely from within the Campus Community, shall be investigated and resolved and/or closed by the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT, unless the victim requests that the case be handled by the POTSDAM VILLAGE POLICE DEPARTMENT. Cases which result in a loss reasonably and diligently estimated by the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT to be \$1,000 or more, or those which appear to have been perpetrated by suspects from outside the Campus Community, or crimes which appear to be part of a pattern of crime, and incidents the victim requests be investigated and resolved/or closed by the POTSDAM VILLAGE POLICE DEPARTMENT, will be timely referred to the POTSDAM VILLAGE POLICE DEPARTMENT for investigation and resolution. In each instance in which this Agreement requires the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT to make a referral or report on a "timely" basis, it is understood and agreed that the referral or report is to be made without a delay that would jeopardize the POTSDAM VILLAGE POLICE DEPARTMENT's ability to pursue a criminal investigation and/or prosecution.

2. Violations as defined in section 10.00 of the Penal Law of the State of New York, not Felonies or Misdemeanors, such as alcohol violations, unlawful possession of marijuana, disorderly conduct, and municipal code violations, such as noise violations occurring on the Campus, shall be investigated and resolved/or closed primarily by the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT. If it determines that an incident requires investigative expertise or operational resources beyond its abilities, CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT will notify the POTSDAM VILLAGE POLICE DEPARTMENT on a timely basis and request that it assume case responsibility. In such case, the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT staff will timely provide POTSDAM VILLAGE POLICE DEPARTMENT

staff all available information and detailed reports, including those relating to their observations and actions prior to referral. In addition, the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT will assist and support the POTSDAM VILLAGE POLICE DEPARTMENT with the investigation as reasonably requested.

3. All other Violations under Section IO of the Penal Law which are offenses against persons, such as harassment, which are not felonies or misdemeanors, committed on the Campus shall be investigated and resolved and/or closed primarily by the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT.

4. The CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT may perform traffic control and assist pedestrians crossing village roadways when Clarkson University is sponsoring campus functions such as but not limited to: athletic events, alumni/parents events, orientations, and commencement. The CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT agrees to notify the POTSDAM VILLAGE POLICE DEPARTMENT prior to any major event to coordinate traffic/pedestrian control and to determine additional staffing needs. Clarkson University agrees to accept all liability, and agrees to indemnify and hold harmless the Village of Potsdam from all liability, arising from its negligence in connection with any accident or injury that occurs during the course of the University's traffic/pedestrian control activities.

5. The CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT agrees to license, perform background checks, and provide training to all of its safety & security officers as specified by the New York State Division of Criminal Justice Services Security Guard Program, New York State Department of State Division of Licensing Services, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

B. Sexual offenses, Assaults and related offenses as set forth in Sections 130.00 to 130.90 and 120.00 and 120.60 of the Penal Law of the State of New York which are not perpetrated against a person under the age of 17 years old reported to the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT will be investigated and resolved in a manner consistent with the victim's wishes insofar as reporting to the POTSDAM VILLAGE POLICE DEPARTMENT is concerned. Should the victim wish not to make a formal police report, the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT will encourage the reporting of the incident to the POTSDAM VILLAGE POLICE DEPARTMENT, if only to advise the victim of his/ her rights, options and personal safety concerns and shall submit to the POTSDAM VILLAGE POLICE DEPARTMENT a declination of prosecution form bearing the signatures of the CLARKSON UNIVERSITY SAFETY SECURITY DEPARTMENT OFFICER who investigated the incident and the victim reflecting his/her unwillingness to cooperate with a criminal prosecution. Should the victim be unwilling to disclose his/her name and/or refuse to sign a declination of prosecution, CLARKSON UNIVERSITY

SAFETY & SECURITY DEPARTMENT shall file a written report with the POTSDAM VILLAGE POLICE DEPARTMENT so stating the refusal, which report shall provide pertinent facts but need not identify the victim unless the victim consents to such disclosure or the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT otherwise determines such disclosure to be appropriate.

#### POTSDAM VILLAGE POLICE DEPARTMENT

A The Police Department will have primary responsibility for handling police-related events occurring within the Campus as follows:

1. Subject to Section IV.B. above, crimes of violence, whether felonies or misdemeanors, resulting in serious physical injury or death, or attempts of such crimes, including actual and attempted homicides, rape, and sexual assaults, robberies, serious assaults, such as first degree assaults and those involving the use or implied use of a weapon, suicides, or suspicious or unattended deaths. Serious physical injuries are defined in section 10.0 of the Penal Law of the State of New York and include without limitation in-progress and late reported crimes. The CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT will timely refer any such crimes to the Police Department for investigation. In addition, as required by New York Education Law Section 6434- Investigation of violent felony offenses and missing student reports; CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT will report such crimes, as defined in NY Penal Section 70.02, and missing student reports to the POTSDAM VILLAGE POLICE DEPARTMENT promptly and support a coordinated investigation process between both departments. The POTSDAM VILLAGE POLICE DEPARTMENT has primary law enforcement jurisdiction of all property within the incorporated Village of Potsdam and will conduct investigations of reported crimes.

2. Missing person cases. The CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT will report missing person cases to the POTSDAM VILLAGE POLICE DEPARTMENT on a timely basis so that a POTSDAM VILLAGE POLICE DEPARTMENT officer may be dispatched to handle the investigation. In addition, as required by New York Education Law Section 6434 - Investigation of violent felony offenses and missing student reports; CLARKSON UNIVERSITY will support a coordinated investigation process between both departments.

3. All controlled substance violations as defined in sections 220.00 to 220.76 of the Penal Law of the State of New York. The CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT will refer such matters to the POTSDAM VILLAGE POLICE DEPARTMENT for investigation and/ or action.

4. All other crimes for which the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT has not assumed responsibility pursuant to Paragraph IV.

#### IV. ADDITIONAL CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT RESPONSIBILITIES

- A. Patterns of crime developing within the Campus Community will be reported by the Director of Campus Safety to the POTSDAM VILLAGE POLICE DEPARTMENT as soon as practical. Felonies that occur off-Campus but which may reasonably pose a serious or continuing threat to the Campus Community will be immediately reported to CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT by the on-duty POTSDAM VILLAGE POLICE DEPARTMENT supervisor or the supervisor's designee.
- B. If at any time an on-duty officer of the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT feels that a case or situation exceeds their ability to safely, effectively and appropriately handle or investigate a matter/case, it should be timely referred to the POTSDAM VILLAGE POLICE DEPARTMENT. Care should be taken to involve the POTSDAM VILLAGE POLICE DEPARTMENT at the earliest possible opportunity to reduce confusion and duplication of effort while maximizing the integrity of the crime scene and preliminary investigation. If this should occur, the on-duty CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT officer/ Director will ensure that all CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT staff members complete detailed reports to be provided to the POTSDAM VILLAGE POLICE DEPARTMENT investigator at the earliest possible opportunity.
- C. Crimes involving suspects from outside the Campus Community create unique challenges for CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT staff. Accordingly, cases potentially involving suspects from outside the Campus Community will timely be referred to the POTSDAM VILLAGE POLICE DEPARTMENT for investigation.

#### V. MUTUAL ASSISTANCE

The POTSDAM VILLAGE POLICE DEPARTMENT will provide any reasonable assistance when requested by the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT relating to matters of public safety, maintenance of order and the investigation of crimes. Requests for assistance will be approved based upon the ability of the POTSDAM VILLAGE POLICE DEPARTMENT to provide the requested assistance at the time of the request. Requests for assistance should be made as early as practical to optimize the ability of the POTSDAM VILLAGE POLICE DEPARTMENT to plan for and provide the requested assistance and resources.

#### VI. SPECIAL EVENTS

From time to time major events are planned on the Clarkson University Campus that may have an impact on the larger town community. Timely planning and coordination by CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT with the POTSDAM VILLAGE POLICE DEPARTMENT is important to ensure that the event is adequately staffed and that public safety is ensured. The Director of Safety & Security or the Director's

designee will contact the POTSDAM VILLAGE POLICE DEPARTMENT as early as practical to initiate the planning process and coordination process. The POTSDAM VILLAGE POLICE DEPARTMENT's principal point of contact is the Chief of Police or Chief's designee.

#### VII. ADDITIONAL POTSDAM VILLAGE POLICE DEPARTMENT RESPONSIBILITIES

- A. Where legally and operationally expedient, members of the POTSDAM VILLAGE POLICE DEPARTMENT initiating criminal or civil process (i.e., criminal investigations, drug investigations, arrests, service of arrest warrants, criminal summons, peace/protective orders and/or search warrants) on Campus will inform the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT in advance of their intended activity. When this is not possible or practical, all information which can be shared relating to the matter will be provided to the Director of Safety & Security or the Director's designee at the earliest practical opportunity following the activity.
- B. Annually on or before September 1<sup>st</sup> and otherwise as reasonably requested, the POTSDAM VILLAGE POLICE DEPARTMENT shall furnish to the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT statistical and other information with respect to reports of crimes and other occurrences on or around the Campus of such type and detail as are necessary to enable CLARKSON UNIVERSITY to comply with its reporting obligations under applicable law (including without limitation the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and New York Education Law Section 6433).

#### VIII. MUTUAL COOPERATION

- A. Members of the POTSDAM VILLAGE POLICE DEPARTMENT and the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT will conduct their interactions in a professional, collegial and respectful manner at all times. Problems or issues relating to this agreement or interaction between the party agencies and/or their members will be addressed in a timely manner at an appropriate level of supervision.
- B. Public safety information and criminal intelligence will be shared regularly and proactively between the POTSDAM VILLAGE POLICE DEPARTMENT and CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT. This will be accomplished in a manner consistent with all applicable laws.
- C. The Director of CLARKSON UNIVERSITY SAFETY & SECURITY and the Chief of the POTSDAM VILLAGE POLICE DEPARTMENT may enter into more specific and detailed operational procedures and guidelines, provided that such additional items are consistent with the provisions of this Agreement.

#### XI. INDEPENDENT RELATIONSHIP

Neither Party shall have the power or authority to create any obligation on behalf of the other, either express or implied. The POTSDAM VILLAGE POLICE DEPARTMENT is not responsible for the manner in which the CLARKSON UNIVERSITY SAFETY & SECURITY

DEPARTMENT conducts its operations and the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT, its officers, agents and representatives shall not be construed as employees, agents or representatives of the POTSDAM VILLAGE POLICE DEPARTMENT for any purpose. Similarly, CLARKSON UNIVERSITY is not responsible for the manner in which the POTSDAM VILLAGE POLICE DEPARTMENT conducts its operations and the POTSDAM VILLAGE POLICE DEPARTMENT, its officers, agents and representatives shall not be construed as employees, agents or representatives of CLARKSON UNIVERSITY for any purpose. CLARKSON UNIVERSITY agrees to accept all liability, and agrees to defend, indemnify and hold harmless the POTSDAM VILLAGE POLICE DEPARTMENT AND THE VILLAGE OF POTSDAM, from any and all liability arising from its negligence in connection with any cause of action or claim by anyone which occurs as a result of CLARKSON'S actions taken under this Agreement or any failure of CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT to act under the terms of this Agreement. [DRAFTING NOTE: VILLAGE ATTORNEY TO PROPOSE PARTIAL INDEMNITY] The VILLAGE OF POTSDAM AND VILLAGE OF POTSDAM POLICE DEPARTMENT agrees to accept all liability and agrees to defend, indemnify and hold harmless CLARKSON UNIVERSITY in connection with any cause of action or claim by anyone which occurs as a result of THE VILLAGE OF POTSDAM'S POLICE DEPARTMENT'S unlawful arrest, unlawful detention or malicious prosecution of any individual(s) for events occurring on the Campus.

## XII. PUBLIC PURPOSE

The parties to this Agreement hereby acknowledge that the acts performed in fulfillment of this Agreement by police officers or other officers, agents or employees of the POTSDAM VILLAGE POLICE DEPARTMENT shall be deemed conclusively for a public and governmental purpose and all of the immunities from liability enjoyed by public law enforcement agencies when acting through their police officers or other officers, agents or employees for a public or governmental purpose within their respective jurisdiction shall be enjoyed by the POTSDAM VILLAGE POLICE DEPARTMENT.

## XIII. ANNUAL REVIEW

This Agreement will be reviewed by the POTSDAM VILLAGE POLICE DEPARTMENT and the CLARKSON UNIVERSITY SAFETY & SECURITY DEPARTMENT on an annual basis during the month of June. Changes may be made at any time upon mutual agreement by the parties.



XIV. TERM OF AGREEMENT

This Agreement shall remain in effect unless and until modified pursuant to paragraph XIII or terminated pursuant to paragraph XVI.

XV. SEVERABILITY

If any provision of this Agreement shall be deemed invalid by a court of competent jurisdiction, the remainder of this Agreement, to the extent practicable, shall remain in full force and effect.

XVI. TERMINATION

Any party to this Agreement shall have the right to terminate it by providing 30 days written notice to the other.

XVII. BINDING EFFECT

The parties hereto agree that all covenants, stipulations, promises, agreements and provisions of this Agreement shall apply, to bind and be obligatory upon the parties hereto. This Agreement is not intended to benefit any third party, nor shall any person or entity who is not a party hereto be entitled to enforce any of the rights or obligations of a party under this Agreement.

XIII. DUPLICATE ORIGINALS

This Agreement is executed in two counterparts, each one of which shall be deemed an original for each party.

IN WITNESS OF WHICH THIS MEMORANDUM OF UNDERSTANDING has been executed on this 17<sup>th</sup> day of February 2014.

Clarkson University

Village of Potsdam

Anthony G. Collins  
President

Steven W. Yurgentis  
Mayor

[Signature]  
Signature

[Signature]  
Signature

David A. DeRiso  
Director of Security & Safety

Kevin A. Bates  
Chief of Police

[Signature]  
Signature

[Signature]  
Signature