

**MUNSON-WILLIAMS-PROCTOR ARTS INSTITUTE (MWP AI)*
AND
PrattMWP SECURITY POLICY**

2014 ANNUAL SECURITY AND FIRE SAFETY REPORT

Contacting Security

The MWP AI Security Department is a service unit dedicated to the protection of life and property and providing a safe campus environment. The Security Department is staffed 365 days per year and 24 hours per day. The main Security Office is located at 1208 State Street. The on campus emergency phone number is extension 4444. This four digit extension must be dialed from an on campus phone. The non-emergency/business phone number for security is extension 2175. To contact security from off campus dial 315-797-0000 and at the prompt enter extension 2175 or 4444 (for an Emergency). Security also has a direct line at 315-724-2670. Campus phones are available in the Student Apartment vestibules, classrooms and hallways. Emergency phones are located on each floor of the residence halls.

The Security Department has New York State Licensed Security officers patrolling the campus, parking lots and campus perimeter as well as making campus building inspections 24 hours a day. From 4:00PM until 8:00AM some of the Security officers are police-trained canine officers that patrol with guard dogs. In addition to the above, the Security Department monitors a network of closed-circuit television cameras which are strategically located throughout the campus.

Canine Patrol

The Institute Security Department has two police-trained K-9s and two K-9 handlers on staff. The K-9s are trained to protect their handler while they perform their security duties for the Institute. As they are working police dogs it is necessary that they not be treated as pets. Institute staff and students are not to pet, give treats to or approach the dogs. This is to insure they do not lose their edge and that staff or students do not inadvertently put themselves in a situation the K-9 could interpret as hostile. The dogs and their handlers work at night.

- Do not approach the handler and dog from the rear without indicating your presence.
- Do not run toward or in the vicinity of the dog or handler. The dog may interpret this as a threat.
- Do not throw anything near the dog or approach the dog/handler in an aggressive manner.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Security and Safety Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and postings at all campus building entrances. Depending on the particular circumstances of the crime, the notice may be sent to all subscribers to the Campus emergency alert system. The Security Department also operates external public address speakers located throughout the campus for Emergency notification.

Anyone with information warranting a timely warning should report the circumstances to the Security Department at 315-797-0000 Extension 4444 or in person at the Security Office Dispatch desk, 1208 State St. at the corner of State and Henry.

**-MWP AI -used for Institute wide policies. PrattMWP - used for Pratt specific policies.*

Disclosure of Crime Statistics

The Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.mwpai.edu/student-life/campus-security/>. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus the Student Life Office. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the MWPAI Security Department designated campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations and local law enforcement agencies. Counseling and Health Services staff inform their clients of the procedures to report crime to the MWPAI Security Department on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session. Each year, an e-mail notification is made to all enrolled students with the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the MWPAI Security Department located at 1208 State St. or by calling (315) 797-0000 Extension 2175.

2013 CRIME DATA PRATTMWP

CRIME	ON-CAMPUS			OFF-CAMPUS			STUDENT APTS.			PUBLIC PROP.		
	11	12	13	11	12	13	11	12	13	10	11	13
MURDER	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL OFFENSE	1	1	0	0	0	0	1	1	0	1	0	1
ROBBERY	0	0	0	0	0	0	0	0	0	2	2	6
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	5	8	1
BURGLARY	0	0	0	0	0	0	0	2	0	2	4	10
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	2	3
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS												
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	1	2	1
DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	17	23	20
WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0	2	2	3
CAMPUS DISCIPLINE												
LIQUOR LAW VIOLATIONS	26	13	9	0	0	0	26	13	9	0	0	0
DRUG ABUSE VIOLATIONS	1	1	7	0	0	0	1	1	5	0	0	0
WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0	0	0	0

1. The Student apartment sex-offenses were both non-forcible sex offenses.
2. New York State Level 3 Sex Offender information available at:
http://www.criminaljustice.state.ny.us/SomsSUBDirectory/search_index.jsp
3. No Hate crimes reported for Calendar years 2011, 2012 or 2013.

Public Property areas for the MWPAI/PrattMWP campus are as follows:

300 Block Westside of Genesee St (Cottage to Plant)	500 Block Henry Street (State to Hart)
1100 and 1200 Blocks of State Street (Cottage to Plant)	500 Block Kirkland Street (State to Hart)
1100 and 1200 Blocks of Hart Street (Cottage to Plant)	500 Block Plant St (State to Hart)
Cottage Pl. from Genesee to Hart St. (10's, 500, 600)	500 Block William Street (State to Hart)
600 Block Tracy St.	

- (1) Crimes that must be reported.
- (i) Criminal homicide:
 - (A) Murder and non-negligent manslaughter.
 - (B) Negligent manslaughter.
 - (ii) Sex offenses:
 - (A) Forcible sex offenses.
 - (B) Non-forcible sex offenses.
 - (iii) Robbery.
 - (iv) Aggravated assault.
 - (v) Burglary.
 - (vi) Motor vehicle theft.
 - (vii) Arson.
 - (viii) (A) Arrests for liquor law violations, drug law violations, and illegal weapons possession.

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the *Uniform Crime Reporting Handbook*. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-4)

VAWA Statistics-2013

Crime	On Campus	Off Campus	Student Apartments	Public Property
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Sexual Assault	0	0	0	1
Stalking	0	0	0	0

Definitions:

Domestic Violence

A felony or misdemeanor crime of violence committed by –

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- 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”

Sexual Assault – as defined by New York State Penal Law Article 130. Section 130.00-130.96

Dating Violence

Violence committed by a person-

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on the consideration of the following factors:

- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to -fear for his or her safety or the safety of others; or -suffer substantial emotional distress.

How to Report Criminal Offenses

Contact MWPAI Security Department at 797-0000 Extension -2175 (non-emergencies), or extension 4444 (emergencies only), or by using the Red Emergency telephones located in the Residential Halls. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to the MWPAI Security Department. In addition you may report a crime to the following areas:

1. **Dean of Enrollment Management and Student Affairs**
315-797-0000 ext 2183. Administration Building Second Floor
2. **Dean of Academic Affairs**
315-797-0000 ext 2284. Administration Building Second Floor
3. **Counseling and Psychological Services**
315-797-0000 ext 2012, Meeting House, 1124 State St, Second Floor
4. **Student Health Center**
315-797-0000 ext 2230 Student Health Center Lower Level Student Center
5. **Human Resources Manager**
315-797-0000 ext 2108, 1212 State St. First Floor
6. **Student Life Director**
315-797-0000 ext.2183, Meeting House, 1124 State St, Second Floor
7. **Residential Life Coordinator**
315-797-0000 ext.2221, Meeting House, 1124 State St, Second Floor

For off-campus Emergencies call 911.

Off-Campus Conduct

PrattMWP reserves the right to regulate conduct which affects its particular interests as an academic community. Ordinarily, PrattMWP will not pursue off-campus violations unless such violations are deemed to adversely affect the safety and security of the campus, campus property or individual members of the Institute community, or if such violations occur at an Institute-sponsored activity, or the offense calls into serious question the offender's membership in the educational community

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the PrattMWP Judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of the Security Department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Institute can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

PrattMWP College of Art & Design

SEXUAL MISCONDUCT AND HARASSMENT POLICY

The Institute's mission is to educate men and women to become creative, responsible professionals who will contribute fully to society. The Institute upholds values and standards that support that mission and maintains high expectations regarding the conduct of its students, faculty, staff, and administrators. Therefore, the Institute is committed to providing a learning and working environment in which all interpersonal relationships are based upon respect and dignity and are free from sexual harassment, which includes sexual violence. In accordance with Title IX of the Education Amendments of 1972 (Title IX), it is the Institute's policy that sexual harassment in any form will not be tolerated. Administrators, staff, faculty, and students are all responsible for taking reasonable and necessary action to prevent and eliminate sexual harassment. This policy applies to all members of MWP/PAI community, who are encouraged to promptly report conduct that could be in violation of this policy. Persons found in violation of this sexual harassment policy shall be subject to appropriate disciplinary action up to and including termination of employment of employees and suspension or expulsion of students.

Sexual assault can happen to anyone, male or female, at anytime and anywhere. Rape is a crime of violence, anger, and power. Date/acquaintance rape occurs when you are forced or manipulated into having sex against your will. There are other forms of sexual assault. The New York State Penal Code describes five types of sexual assault with up to three degrees of seriousness for each. The penal code changes from time to time and an updated copy is available in the Security office.

No one "shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights and responsibilities under this law."

©Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act".

DEFINITIONS

Sexual Misconduct - any act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent. Acts of sexual nature include, but are not limited to, touching or attempting touching of an unwilling person's breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly; and/or rape, forcible sodomy, or sexual penetration (however slight) of another person's oral, anal or genital opening with any object. Sexual misconduct also includes sexual exploitation or harassment, defined as taking non-consensual, unjust sexual advantage of another for one's benefit or the benefit of another party. These acts may or may not be accompanied by the use of coercion, intimidation, or through advantage gained by the use of alcohol or other drugs. The Institute has absolutely no tolerance for acts of sexual misconduct between any members of the campus community. Offenders may be prosecuted under Penal Law of the State of New York Article 130 Sex offenses

Much sexual misconduct includes nonconsensual sexual contact, but this is not a necessary component. For example, threatening speech that is sufficiently serious to constitute sexual harassment will constitute sexual misconduct. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

Forcible Sex offenses-any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent."

Non-forcible Sex offenses-"unlawful, non-forcible sexual intercourse."

Domestic Violence-a felony or misdemeanor crime committed by a current or former spouse of the victim; a person the victim has a child with; an individual who lives or has lived with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act “against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of the jurisdiction.”

Misdemeanor-An offense (other than a traffic infraction) for which a sentence for a term of imprisonment in excess of 15 days may be imposed, but for which a sentence to a term of imprisonment in excess of one year cannot be imposed.

Felony -An offense for which a sentence for a term of imprisonment in excess of one year may be imposed.

Dating Violence – violence committed by a person who is or has been in a relationship – of a social, romantic or intimate nature – with a victim. The existence of such a relationship is to be determined by the length and type of relationship and the frequency of interaction.

Stalking – engaging in conduct directed at an individual that would cause any reasonable person to fear for their safety or that of others, or that inflicts emotional distress.

Sexual Harassment Sexual harassment is a form of discrimination based on one’s sex and will not be tolerated. This type of harassment may be blatant but is often subtle. Unwelcome sexual advances, requests for sexual favors, and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
3. Such conduct has the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Students who believe they have been sexually harassed may seek assistance from the Office of Student Life

Sexual Consent- Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct.

Explanation of what constitutes Consent in a Sexual Encounter

A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity.

- The presence of consent involves explicit communication and mutual approval for the act in which parties are involved.
- Consent must be freely and affirmatively communicated between both (all) partners in order to participate in sexual activity.
- Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

- It is the responsibility of the person who wants to engage in sexual activity to ensure consent of their partner. Silence, lack of protest, or no resistance does not mean consent.
- Being in a current relationship or having had a past sexual relationship does not certify consent or entitlement to engage in sexual activity.
- Consent must be present throughout the sexual activity.
- Consent to some form of sexual activity does not automatically imply consent to other forms of sexual activity.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly, and all sexual activity must cease.
- If consent is not obtained prior to each act of sexual behavior (from kissing leading up to intercourse), a student risks being found responsible for violating The Institute's Sexual Assault Policy, and/or local and federal law.

A student found responsible for sexual assault is subject to institutional sanctions up to and including suspension and/or dismissal. A person convicted of rape in a New York court of law is subject to serving up to 25 years in prison.

Asking for and obtaining consent shows that you have respect for both yourself and your partner. It also:

- enhances communication, respect, and honesty, making sex and relationships better;
- gives you the ability to know and be able to communicate the type of sexual relationship you want;
- helps you protect yourself and your partner against sexually transmitted infections and pregnancy;
- provides an opportunity to acknowledge that you and your partner(s) have sexual needs and desires;
- allows you to identify your personal beliefs and values and respect those of your partner;
- builds confidence and self-esteem;
- challenges stereotypes that rape is a women's issue, sexism, and traditional views on gender and sexuality;
- encourages empowering positive views on sex and sexuality, and
- eliminates the entitlement that one partner might feel over another. Neither your body nor your sexuality belong to someone else.

Consent in Intimate Relationships

When it comes to sex in your relationship, establishing consent is important.

In intimate relationships, consent is when one person agrees to or gives permission to another person to do something. It means agreeing to an action based on your knowledge of what that action involves; its likely consequences and having the option of saying no. You both have a responsibility to make sure you both feel safe and comfortable every step along the way. Remember, your actions towards the person you're with can greatly affect the way they feel about you, themselves, the relationship, and sex in general. Consent is an important part of healthy sexuality and both people should be involved in the decision to have sex.

The absence of "no" does not mean "yes."

Regardless of a past relationship, their past experiences with other people, or the person they are with, everyone has the right to say "no," and everyone has the right to change their mind at any time.

How do you know if the person you're with has given their consent?

The only way to know for sure if someone has given consent is if they tell you. It's not always easy to let people know that you are not happy about something. Sometimes the person you're with might appear as though they are happy doing something, but inside they're not. They might not know what to say or how to tell you that they are uncomfortable. One of the best ways to determine if someone is uncomfortable with any situation, especially with a sexual one, is to simply ask. Here are some examples of the questions you might ask:

- Is there anything you don't want to do?
- Are you comfortable?

- Do you want to stop?
- Do you want to go further?

When a Person Cannot Give Consent

By NYS penal code 130.5, there are circumstances in which a person CANNOT give consent, no matter what s/he might verbalize. One cannot give consent if:

- the person is severely intoxicated or unconscious as a result of alcohol or drugs;
- the person is physically or mentally disabled;
- a person says “no.” It does not matter if or what kind of sexual behavior has happened previously in the current event, earlier that day, or daily for the previous six months. It does not matter if it is a current long-term relationship, a broken relationship, or marriage. If one partner says, “NO,” and the other forces penetration, it is rape.
- when a person is under the age of consent (varies by state: 17 in New York).

What if the person you're with is too out of it to give consent?

- Drugs and alcohol can affect people’s ability to make decisions, including whether or not they want to be sexual with someone else. This means that if someone is really out of it, they cannot give consent.
- Being with them in a sexual way when they don’t know what is going on is the same as rape.
- If you see a friend who is out of it and is being intimate with someone, you should interrupt them and talk to both your friend and to the other person and tell them that you think your friend is not able to give sober consent. As an active bystander you can take action to keep friends and other people safe

Recognizing non-verbal communication

There are many ways of communicating. The look on someone’s face and their body language is also a way of communicating and often has more meaning than the words that come out of their mouth. A person is probably not comfortable with what is happening if s/he:

- is not responding to your touch;
- pushes you away;
- holds their arms tightly around their bodies;
- turns away from you or hiding their face, or
- has stiffening muscles.

Asking questions and being aware of body language helps you to figure out if the person you’re with is consenting and feeling comfortable, or not consenting and feeling uncomfortable. If you get a negative or non-committal answer to any of these questions, or if your partner’s body language is like any of the above examples, then you should stop what you are doing and talk to them about it.

Slowing down or Stopping

Slowing things down

Taking your time, making sure you are both comfortable, and talking about how far you want to go will make the time you spend together a lot more satisfying and enjoyable for both of you. Here are some suggestions of what you might say to your partner if you feel that things are moving too fast.

- I don’t want to go any further than kissing, hugging, touching.
- Can we stay like this for a while?
- Can we slow down?

Stopping altogether

You always have the right to say “no,” and you always have the right to change your mind at any time regardless of your past experiences with other people or the person you are with. Below are some things you can say or do if you want so stop:

- Say, directly, “No.”
- Say, “I want to stop.”
- Say, “I need to go to the bathroom.”
- In a situation where the other person isn’t listening to you and you feel unsafe, you could pretend you are going to vomit. (It’s amazing how quickly someone moves away from you if they think you are going to be sick).

If someone has attempted or completed a sexual act without your consent:

- Know it is not your fault and there are numerous on-campus and off-campus resources.

The Federal Campus Sexual Assault Victims’ Bill of Rights

- Survivors shall be notified of their options to notify law enforcement
- Accuser and accused must have the same opportunity to have others present
- Both parties shall be informed of the outcome of any disciplinary proceeding
- Survivors shall be notified of counseling services
- Survivors shall be notified of options for changing academic and living situations

WHAT TO DO IF YOU ARE THE VICTIM OF A SEXUAL ASSAULT

GETTING IMMEDIATE SUPPORT

Being raped or assaulted is **not the victim’s fault**. No matter what, no one deserves to be raped. If you were a victim of sexual assault and didn’t resist, don’t second guess yourself! Any action you took to save your life was the appropriate response.

If you are a victim of sexual assault:

Tell someone immediately—a friend, a resident advisor, a security officer. The advantage of telling an RA or security officer is twofold: They can offer immediate support and advice, assist individuals as to where and how to get medical treatment, and assist in the process of reporting the crime.

While victims are not obligated to report a sexual assault to the police, they are strongly encouraged to do so. Reporting a sexual assault does not necessarily mean that a court appearance will be required.

Extreme care is taken to protect the privacy and confidentiality of the victim.

Whether or not a victim chooses to notify campus security or the police, she or he is strongly urged to obtain a medical examination as soon as possible. This action is important not only in case injury or disease is involved but also because medical exams provide evidence needed should the victim decide to report the crime at a later date.

Whether or not victims report the crime and whether or not they receive medical assistance, they should take advantage of on-campus or off-campus counseling services

SEXUAL ASSAULT-GUIDELINES FOR ASSISTANCE

- **IF YOU ARE RAPED OR SEXUALLY ASSAULTED, GET TO A SAFE PLACE AS SOON AS YOU CAN.**
- **TRY TO PRESERVE ALL PHYSICAL EVIDENCE** Do not bathe, wash, shower, douche, brush your teeth, comb your hair, change clothes, or clean up, as these actions will destroy evidence of the attack. Do not touch, move, or destroy any article that may be evidence. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic bag.
- **GET MEDICAL ATTENTION** as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- **CONTACT THE CAMPUS SECURITY DEPARTMENT** by calling ext. 4444 or the Utica Police Department by calling 911. On-campus, the emergency phones will connect you directly with the Campus Security Department dispatcher.
- **TALK WITH A COUNSELOR** who will maintain confidentiality, helps explain your options, give you information, and provide emotional support.
- **CONTACT SOMEONE YOU TRUST** to be with you and support you.

REPORTING A SEXUAL ASSAULT

Medical Treatment

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Immediate Emergency Services

A special exam should be conducted as soon as possible after an assault to make sure of your physical well being and to collect evidence that may be used in criminal proceedings. Even if you have not been physically hurt, this special exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. The exam is performed by an emergency department physician or gynecologist. A female nurse is present throughout the procedure, and a support person of your choice can also be present.

Students can receive the exam at St. Elizabeth's or St. Luke's Emergency Units. Each hospital emergency unit follows the national standard for victim care, rape exams, and evidence collection procedures.

Note: Ordinarily the police are contacted by hospital personnel whenever they provide treatment for injuries resulting from a crime. If you seek treatment at a local hospital and the police are contacted, this does not mean you have to proceed with criminal charges.

What to do and expect at the hospital:

- a. Inform the doctor of the exact acts committed upon you.
- b. The doctor will examine you in a private examination room. No police personnel will be present during the examination.
- c. The doctor will note any bruises, injuries, bleeding, lacerations, etc., internal and external.
- d. With your permission, the doctor will use a sex crimes evidence collection kit during the examination to document the attack. The tests in this kit were designed to be as non-invasive as possible.

Note: You are not obligated to press charges just because you consent to this procedure. However, the use of this kit is very important as evidence should you decide to prosecute later.

Inform the police department investigator of ALL details of the attack, no matter how intimate.

WHERE DO I GO FOR HELP?

The following is a list of local hospitals that provide Sexual Assault Forensic Examiner Services, which are considered the best approach to acute health care for sexual assault patients.

Hospitals

Faxton-St. Luke's Healthcare

St. Luke's Campus

1656 Champlin Avenue

New Hartford, N.Y. 13413

General Information 315-798-6000

Emergency 315-798-6112

St. Elizabeth Medical Center

2209 Genesee Street

Utica, N.Y. 13501

General Information 315-798-8100

Emergency 315-798-8111

ON-CAMPUS SUPPORT SERVICES

Counselors are available for short-term counseling in PrattMWP's Office of Health and Counseling Services.

On Campus

The Health Office is located in the Student Center and counseling is located in the Meeting House Building. Counselors can provide confidential support for you during this difficult period. They can inform you of common emotional reactions to this crisis and discuss coping methods that may assist you immediately after the assault and later. Talking about your concerns with a counselor in a safe, supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call the Counseling Center for information. Counselors will not reveal your identity to anyone without permission. Students may be seen on an emergency walk-in basis or by appointment.

PrattMWP Counselor

Meeting House

1124 State St. (2nd Floor)

Utica, NY 13502

315-797-0000 Ext. 2012

PrattMWP Health Center

Student Center

501 Kirkland St. (Lower Level)

Utica, NY 13502

(315) 797-0000 Ext. 2230

These individuals and offices maintain an extensive off-campus referral system—from psychiatrists and psychologists to support groups and advocates

Off Campus

The Rape Crisis Center, 797-7740, provides confidential hotline and advocacy services 24 hours a day, 7 days a week, as well as free short-term individual and group counseling. Advocates from the YWCA can be present with you at your request each step of the process.

Rape Crisis Center

Rape Crisis and Domestic Violence Services
315-797-7740

Please contact Student Life Director for additional information.

REPORTING TO THE CAMPUS SECURITY DEPARTMENT

This can be done immediately after the incident by calling the emergency number, 4444. If you decide at a later date to report an incident of sexual assault or rape, you can contact Campus Safety at 4444 or 2175. If you choose to report the incident, a Campus Security Officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s), and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. Note: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are not obligated to contact the police or continue with legal proceedings or college disciplinary action. Remember you can choose whether or not to participate in proceedings at any point.

COLLEGE CONDUCT PROCESS

If you have been sexually assaulted by another student or group of students and are considering college action, you are encouraged to discuss the matter with a counselor and/or any Student Life staff member. This will allow you a chance to review the procedures should you decide to file a formal complaint through the college's conduct process. This discussion does not obligate you to pursue official action. If you are willing to take part in the college conduct process, you should contact the Student Life Office at ext. 2183. Charges may either be filed directly by you or by the college on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the college's Code of Student Conduct regulations, as outlined in the Student Handbook. Assailants could be subject to disciplinary action pending review by the college conduct process. If you have been sexually assaulted or harassed by anyone, this is a violation of the law and/or college policy.

CRIMINAL INVESTIGATION AND CHARGES

If you want to press criminal charges, we recommend that you contact the Counseling Center, Student Life Office, or the Campus Security Department before you notify the local police, so they can assist you with legal processes. Campus Security officers can notify the appropriate authorities, or you may contact them directly. Depending on the timing of your report and your preference, it may be possible for you to make a statement in the presence of a Campus Security Officer and the local police at the same time. Be advised that questioning can be difficult. Remember that you may request that a support person be with you during police interviews (Counselors are available upon request). If it is possible or appropriate for the assailant to be apprehended, the suspect will be taken by police before the local court judge or magistrate and charged with appropriate offense(s) at a preliminary arraignment. You do not need to be present for this proceeding. The assailant may be jailed or released on bail, depending on the circumstances of the crime. One of the conditions of bail is usually that the suspect not try to contact you. If you are contacted by the suspect or feel threatened in anyway, you should immediately call Campus Security and/or local police. Bail can be revoked

and additional charges can be filed if necessary. The District Attorney or Assistant District Attorney will represent you without cost throughout the criminal proceedings. You may also speak with an attorney of your choice.

ANONYMOUS REPORTING

If you are assaulted and do not want to pursue action with the college system or the criminal justice system, you may still want to consider making an anonymous report. With your permission, the Director of Campus Security can file a report on the details of the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the college can keep accurate records about the number of incidents involving students; determine where there is a pattern of assaults with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

See the following PrattMWP policies and procedures

1) Title IX Review, Investigation, and Resolution

Appendix A: Procedures for Resolution of Complaints of Sexual Misconduct or Sexual Harassment

Appendix B: Interim Measures

Appendix C: PrattMWP Title IX Review, Investigation, and Resolution

Following a report of an incident of domestic violence, dating violence, stalking or sexual assault MWPAI and PrattMWP will follow the procedures outlined in the:

Appendix A

PrattMWP College of Art & Design

Procedures for Resolution of Complaints of Sexual Misconduct or Sexual Harassment

I. Procedural Options

As outlined in the Sexual Misconduct and Harassment Policy, an individual who wishes to make a report of Sexual Misconduct or harassment is encouraged to make a report directly to the Title IX coordinator, the Dean of Students Office, or Campus Security Department. In every report of Sexual Misconduct or harassment, the College, through the coordinated efforts of the Title IX team, will conduct an initial Title IX assessment. At the conclusion of the Title IX assessment, the report will be referred for remedies-based resolution or investigation to determine if there is sufficient information to proceed with conduct resolution. Remedies-based resolution does not involve disciplinary action against a respondent. Conduct resolution is a sanctions-based approach that may involve discipline up to and including expulsion.

II. Title IX Assessment

Upon receipt of a report, the Institute, through the coordinated efforts of the Title IX team, will conduct an initial Title IX assessment. The first step of the assessment will usually be a preliminary meeting with the complainant with the Title IX coordinator or a member of the Title IX assessment team. The purpose of the preliminary meeting is to gain a basic understanding of the nature and circumstances of the report; it is not

intended to be a full forensic interview. At this meeting, the complainant will be provided with information about resources, procedural options, and interim remedies.

This initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, an investigation may continue depending on a variety of factors, such as the complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation.

In the course of this assessment, the Institute will consider the interest of the complainant and the complainant's expressed preference for the manner of resolution. Where possible and as warranted by an assessment of the facts and circumstances, the Institute will seek action consistent with the complainant's request.

As part of the initial assessment of the facts, the Title IX assessment team will:

- assess the nature and circumstances of the allegation;
- address immediate physical safety and emotional well-being of the complainant;
- notify the complainant of the right to contact law enforcement and seek medical treatment;
- notify the complainant of the importance of preservation of evidence;
- enter the report into the Institute's daily crime log;
- assess the reported conduct for the need for a timely warning under the Clery Act;
- provide the complainant with information about on- and off-campus resources;
- notify the complainant of the range of interim accommodations and remedies;
- provide the complainant with an explanation of the procedural options, including remedies-based resolution and conduct resolution;
- identify an adviser, advocate, and/or support person for the complainant;
- assess for pattern evidence or other similar conduct by respondent;
- discuss the complainant's expressed preference for the manner of resolution and any barriers to proceeding; and
- explain the Institute's policy prohibiting retaliation.

Where a complainant requests that a name or other identifiable information not be shared with the respondent or that no formal action be taken, the Institute will balance this request with its dual obligations to provide a safe and non-discriminatory environment for all Institute community members and to afford a respondent fundamental fairness by providing notice and an opportunity to respond before action is taken against a respondent.

In the event that a complainant does not wish to proceed with an investigation or conduct resolution, the Title IX coordinator, in consultation with the Title IX assessment team, will determine, based on the available information, including any investigative report, whether the investigation or conduct resolution proceedings

should nonetheless go forward. In making this determination, the Institute will consider, among other factors the following:

- whether the complainant has requested confidentiality;
- whether the complainant wants to participate in an investigation or judicial hearing;
- the severity and impact of the Sexual Misconduct or harassment;
- the respective ages of the parties;
- whether the complainant is a minor under the age of 18;
- whether the respondent has admitted to the Sexual Misconduct or harassment;
- whether the respondent has a pattern of committing Sexual Misconduct or harassment;
- the existence of independent evidence;
- and the extent of prior remedial methods taken with the respondent.

The Institute will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the complainant. The Institute will assess any barriers to proceeding, including retaliation, and will inform the complainant that Title IX prohibits retaliation and the Institute will take strong responsive action to protect the complainant. Where the Institute is unable to take action consistent with the request of the complainant, a member of the Title IX assessment team will communicate with the complainant about the Institute's chosen course of action.

At the conclusion of the Title IX assessment, the Title IX assessment team will determine the appropriate manner of resolution and, if appropriate, refer the report for remedies-based resolution or investigation to determine if there is sufficient information to pursue judicial resolution.

The determination as to how to proceed will be communicated to the complainant in writing. Depending on the circumstances and requested resolution, the respondent may or may not be notified of the report or resolution. A respondent will be notified when the College seeks action that would impact a respondent, such as protective measures that restrict the respondent's movement on campus, the initiation of an investigation or the decision to involve the respondent in remedies-based resolution.

Even if conduct resolution is not pursued, the Institute will have the discretion to require the respondent to participate in remedial measures that ensure sufficient education and counseling of the Institute's policies.

III. Remedies-based Resolution

Remedies-based resolution is a non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a respondent. Where the Title IX assessment concludes that remedies-based resolution may be appropriate, the Institute will take immediate and corrective action designed to maximize the complainant's access to the educational and extracurricular activities at the Institute.

Examples of potential individual remedies are provided in [Appendix B](#) at the end of this policy. Other potential remedies include educational programming, remediation by the title IX Coordinator or an Institute

Administrator, or other forms of restorative justice. Depending on form of remedies-based resolution used, it may be possible for a complainant to maintain anonymity.

The Institute will not compel a complainant to engage in mediation, to directly communicate with the respondent, or to participate in any particular form of remedies-based resolution. Mediation, even if voluntary, may not be used in cases involving sexual violence or assault. The decision to pursue remedies-based resolution, which may occur at any time, will be made when the Institute has sufficient information about the nature and scope of the conduct. Participation in remedies-based resolution is voluntary, and a complainant can request to end remedies-based resolution at any time.

The Title IX coordinator will maintain records of all reports and conduct referred for remedies-based resolution. Remedies-based resolution will typically be completed within thirty (30) business days.

IV. Investigation

Where the Title IX assessment concludes that conduct resolution (disciplinary action) may be appropriate, the Institute will initiate an investigation. The Institute may designate an investigator of its choosing, provided that the investigator has specific training and experience investigating allegations of Sexual Misconduct and harassment. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest. The Institute will designate a deputy Title IX coordinator or a member of the Department of Campus Security, although the Institute may also choose to engage an external investigator at its discretion.

The investigator will conduct the investigation in a manner appropriate in light of the circumstances of the case. The investigator will coordinate the gathering of information from the complainant, the respondent, and any other individuals who may have information relevant to the determination. The investigator will also gather any available physical or medical evidence, including documents, communications between the parties, and other electronic records as appropriate. The investigator may consider prior allegations of, or findings of responsibility for, similar conduct by the respondent. The complainant and respondent will have an equal opportunity to be heard, to submit evidence, and to identify witnesses who may have relevant information.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. As described in the privacy section of this policy (see section IV), the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The investigation will usually be completed within 30 (thirty) business days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case. At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered. The report will be factual in nature and will not make a finding of responsibility or an assessment of credibility. The complainant and respondent will have the opportunity to file a written response to the investigation report.

The student conduct administrator, in consultation with the Title IX assessment team, will review the investigation report and make a threshold determination as to whether the allegations, if proven, would provide sufficient information upon which a hearing panel could find a violation of this Sexual Misconduct and harassment policy. The student conduct administrator is Residence Life Coordinator, although an appellate conduct administrator or dean may serve as the designee. If the student conduct administrator

determines that this threshold has been reached, a notice of charge will be issued to begin the conduct resolution process.

If the student conduct administrator determines that this threshold has not been reached, the complainant and respondent will be notified in writing. The complainant will have the opportunity to seek review by the Director of Student Life or a Dean by filing a written request for review within five (5) business days. The Director of Student Life or a Dean may affirm the threshold finding of the student conduct administrator, reverse the finding of the student conduct administrator, or remand the matter for additional investigation, as warranted. The Director of Student Life or a Dean will render a decision in writing, to both parties, within five (5) business days of receipt of the request for review. The decision of The Director of Student Life or a Dean is final.

V. Campus Conduct Resolution

Sexual Misconduct and Harassment Policy will occur through the use of an administrative hearing, a Sexual Misconduct and harassment hearing panel, or an external adjudicator.

A. Administrative Hearing

A complaint under this policy will typically be resolved by a Sexual Misconduct and Harassment Panel hearing. A complainant or respondent, however, may request resolution through an administrative hearing, in which the student conduct administrator will meet with the complainant and respondent to determine responsibility and render a decision as to what sanctions, if applicable, may be implemented. Both parties must agree to resolution by administrative hearing. The investigative report will serve as the primary evidence in making a determination of responsibility. Both parties must have notice, the opportunity to review the investigative report in advance, and the opportunity to present relevant information to the student conduct administrator.

An administrative hearing is particularly appropriate when the respondent has admitted to the harassment or misconduct and there is no discernible dispute in the relevant facts of the investigation report; however, at the discretion of the student conduct administrator, it may also be used when the facts are in dispute. In reaching a determination as to whether the Sexual Misconduct and Harassment Policy has been violated, the student conduct administrator will reach a determination by a preponderance of the evidence— that is, whether the conduct was more likely than not to have occurred as alleged. Depending upon the nature and severity of the allegations, the student conduct administrator may decline to handle the matter administratively and refer the case to a hearing panel at any time.

B. Sexual Misconduct and Harassment Hearing Panel

A Sexual Misconduct and Harassment Hearing Panel (which will be referred to here as hearing panel) is a fact-finding board comprised of trained students, faculty, and staff. Each hearing panel will have a minimum of three (3) panelists. Members of the hearing panel pool are elected by a Dean. The hearing panel is supported by the student conduct administrator, who will serve as the convener and the observer. The student conduct administrator will be present at hearing panel meetings but will not be a voting member of the panel. The student conduct administrator will meet with all involved parties prior to the hearing, be present during the hearing to serve as a resource for the hearing panel on issues of policy and procedure, and to see that policy and procedure are appropriately followed throughout the hearing.

All hearing panelists must participate in annual training on non-discrimination, the dynamics of sexual harassment, sexual misconduct and dating violence, the factors relevant to a determination of credibility, the

appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, evaluation of consent and incapacitation, the application of the preponderance of the evidence standard (as required by the U.S. Department of Education's Office for Civil Rights), sanctioning, and the College's policies and procedures. The training will be coordinated by the Title IX coordinator in conjunction with campus and external partners.

C. External Adjudicator

At the discretion of the student conduct administrator, in consultation with a Dean and others, the Institute may retain an external adjudicator, whenever, in the exercise of judgment, doing so will best serve the fair and equitable resolution of the complaint. In such cases, unless otherwise stated in the Sexual Misconduct and Harassment Policy, the external adjudicator will assume the role of convener of a hearing panel. In making the determination to select an external adjudicator, the student conduct administrator will consider, among factors, the nature of the allegations, the complexity of the case, whether there is any issue of conflict of interest, the availability of trained panel members for the hearing, whether the Institute is in session or on break, and any other appropriate factors.

The external adjudicator, if selected, will be a neutral party, usually an attorney, who is familiar with dispute resolution, the dynamics of Sexual Misconduct and harassment, and is trained in the Institute's policies and procedures. The external adjudicator is supported by the student conduct administrator, who will meet with all involved parties prior to the hearing, be present during the hearing to serve as a resource for the external adjudicator on issues of policy and procedure, and to see that policy and procedure are appropriately followed throughout the hearing.

If the external adjudicator determines, by a preponderance of the evidence, that the respondent has violated the Sexual Misconduct and Sexual Harassment Policy, the student conduct administrator, in consultation with the external adjudicator, will determine the appropriate sanction.

D. Pre-Hearing Procedures for Conduct Resolution

1. Initiation of Charges

The Institute is responsible for investigating allegations of Sexual Misconduct and harassment, determining if a threshold has been reached, and initiating charges. If the student conduct administrator makes the threshold determination to resolve the complaint through a panel hearing, the student conduct administrator will also issue a letter to both parties requesting a pre-hearing meeting.

The complainant is not required to write a complaint in preparation for the hearing. Both the complainant and the respondent will be given notice of the specific charges and the opportunity to be heard before a final determination is reached.

2. Group Infractions

When members of a student group, organization, or individuals acting collusively operate in concert in violation of the Sexual Misconduct and Harassment Policy, they may be charged as a group or as individuals, and a hearing may proceed against the group as joint respondents or against one or more involved individuals as appropriate given available information and the circumstances.

3. Advisers and Support Persons

Adviser. In any hearing, the complainant and respondent have the right to be assisted by an adviser of their own choosing. The adviser may accompany the student to any meeting with an Institute employee and to the hearing. The adviser may not speak during the hearing.

Support person. The complainant and respondent have the right to be assisted by a support person of her/his choice. To serve as a support person, the individual will be required to meet with the student conduct administrator in advance of any participation in the proceedings.

The advisor/support person cannot be a witness in the proceedings. They are a silent and non-participating presence who is there solely to observe and provide moral support during the pre-hearing itself. They are not to address the panel, except to ask for a short recess if one of the parties requires some time to compose her/himself or collect her/his thoughts. The student conduct administrator has the right at all times to determine what constitutes appropriate behavior on the part of an advisor/support person and whether they may remain at the proceedings. While the advisor/support person may be present to hear testimony, no written materials are to be shared with an advisor/support person.

Absent extenuating circumstances, witnesses and others involved in an investigation or hearing are not entitled to have an advisor or support person.

4. Role of the Attorney/Outside Agreements

The Institute prohibits outside attorneys from participating in proceedings under this policy. A complainant or respondent may choose to seek the advice and assistance of an attorney at their own expense, but the attorney may not participate in investigatory interviews, remedies-based resolution proceedings, or conduct resolution via an administrative hearing, a panel hearing, or an external adjudicator. Similarly, the Institute will not recognize or enforce agreements between the parties reached outside of these procedures.

5. Pre-Hearing Meeting with Complainant and Respondent

When a hearing is deemed necessary based on the review of the investigation report, the student conduct administrator will contact the complainant and respondent to schedule separate meetings with each party. At this pre-hearing meeting, each party will receive an explanation of the hearing process and have the opportunity to ask any questions before the hearing occurs. If the complainant and/or respondent have elected to have an adviser/support person throughout the hearing process, the adviser/support person is encouraged to be present at this initial meeting.

6. Notice of Hearing

Once each party has met with the student conduct administrator, a notice of hearing is sent to the complainant and the respondent. The notice of hearing provides each party with a statement of the policy violation(s) that are alleged to have taken place and a summary of the facts underlying the allegations. In addition, the notice provides the parties with the designated manner of adjudication (administrative hearing, panel hearing, or external adjudicator), the name of the adjudicator or panel members, and the date, time, and place of the hearing.

In general, the hearing will be scheduled approximately fifteen (15) business days after the notice of hearing is sent. Under extenuating circumstances, this time frame may be extended.

7. Composition of the Hearing Panel

The complainant and the respondent may submit a written request to the student conduct administrator to remove a member of the hearing panel or contest the external adjudicator, if there are reasonable articulable grounds to suspect bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised within four (4) business days of receipt of the notice of hearing. All objections must be raised prior to the commencement of the hearing. A Dean will make the determination whether to remove the panelist or seek an alternative external adjudicator.

8. Pre-Hearing Review of Documents

The complainant and the respondent will each have the opportunity to review all investigative documents, subject to the privacy limitations imposed by state and federal law, at least ten (10) business days prior to the hearing. The investigative documents will include the investigation report, any witness statements, and any other documentary information that will be presented at the hearing.

9. Witnesses

The complainant, respondent, and hearing panel (or adjudicator) all have the right to call witnesses. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character.

In general, neither party will be permitted to call as a witness anyone who was not interviewed by the investigator as part of the College's investigation. If either party wishes to call witnesses, whether or not they were previously interviewed as part of the College's investigation, the following must be submitted no later than ten (10) business days before the hearing to the student conduct administrator by email or in hardcopy format:

- The names of any witnesses that either party intends to call;
 - A written statement and/or description of what each witness observed, if not already provided during the investigation;
 - A summary of why the witness' presence is relevant to making a decision about responsibility at the hearing; and
 - The reason why the witness was not interviewed by the investigator, if applicable.
-
- The student conduct administrator will determine if the proffered witness(es) have relevant information and if there is sufficient justification for permitting a witness who was not interviewed by the investigator. The student conduct administrator may also require the investigator to interview the newly identified witness.
-
- If witnesses are approved to be present, the complainant and respondent are provided with a list of witnesses and any relevant documents related to their appearance at the hearing no later than five (5) business days before the hearing. All parties have the opportunity to pose questions of witnesses (through the panel), regardless of who called them to the hearing.

10. Relevance

The student conduct administrator will review the investigation report, any witness statements, and any other documentary evidence to determine whether the information contained therein is relevant and material to the determination of responsibility given the nature of the allegation. In general, the student conduct administrator may redact information that is irrelevant, more prejudicial than probative, or immaterial. The student conduct administrator may also redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty.

In cases where an external adjudicator will hear the case, the student conduct administrator may forego redaction of investigative materials to allow the external adjudicator to determine the relevance and/ or weight to give to any information.

11. Prior Sexual History and/or Pattern Evidence

Prior sexual history of a complainant. In general, a complainant's prior sexual history is not relevant and will not be admitted as evidence at a hearing. Where there is a current or ongoing relationship between the complainant and the respondent, and the respondent alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of the Sexual Misconduct and Sexual Harassment Policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the complainant with other individuals is typically not relevant and will not be permitted.

Pattern evidence by a respondent. Where there is evidence of a pattern or conduct similar in nature by the respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the panel's determination of responsibility and/or assigning of a sanction. The determination of relevance will be based on an assessment of whether the previous incident was substantially similar to the present allegation or information and indicates a pattern of behavior and substantial conformity with that pattern by the respondent. Where there is a prior finding of responsibility for a similar act of Sexual Misconduct or harassment, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and/or assigning of a sanction.

Any party seeking to introduce information about prior sexual history or pattern evidence should bring this information to the attention of the investigator at the earliest opportunity. The Institute, through the student conduct administrator (or, if the student conduct administrator deems appropriate, through the external adjudicator), may choose to introduce this information, with appropriate notice to the parties. A party who has provided this information to the investigator may submit a written request to the student conduct administrator seeking its admission at the hearing. If this information was not previously submitted, the Institute will refer the new information to the investigator, which may cause the scheduling of the hearing to be delayed.

Where a sufficient informational foundation exists, the student conduct administrator, in consultation with the Title IX coordinator, will assess the relevance, form, and reliability of the information (hearsay will not be permitted) and determine if it is appropriate for inclusion at the hearing. (In cases heard by an external adjudicator, the student conduct administrator may decide to have the external adjudicator make this decision.)

To aid in an advance determination of relevance, the following must be submitted to the student conduct administrator via email or in hardcopy format no later than five (5) business days after the notice of the charge has been made:

- a written statement and/or description of the proposed information, if not already provided during investigation;
- a summary of the relevance of this information to making a decision of responsibility at the hearing; and
- if not provided during the investigation, a brief explanation of why this information was not shared with the investigator.
- If this information is approved as appropriate for presentation at the hearing, the respondent and complainant will be provided with a brief description of the approved information no later than five (5) business days before the hearing.

12. Request to Reschedule Hearing

Either party can request to have a hearing rescheduled. Absent extenuating circumstances, requests to reschedule must be submitted to the student conduct administrator at least three (3) business days prior to the hearing. A request to reschedule a hearing must be supported by a compelling reason for the delay. The student conduct administrator may also reschedule the hearing, without a request by the parties, when there is reasonable cause to do so.

13. Consolidation of Hearings

The student conduct administrator has the discretion to consolidate multiple reports against a respondent in one hearing if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident.

E. Hearing Procedures (for Panel Hearing or External Adjudicator)

1. Attendance at Hearing

If a party misses a hearing for any non-emergency or non-compelling reason, the hearing may be held in the individual's absence at the discretion of the student conduct administrator.

If a respondent chooses to withdraw from the Institute prior to the conclusion of an investigation or conduct resolution under the Sexual Misconduct and Sexual Harassment Policy, for non-medical- or non-disability-related reasons, the hearing may continue in their absence.

A complainant or respondent may request participation by other suitable means that would not require physical proximity to the other party. This can include, but is not limited to, partitioning a hearing room or using technology, such as Skype, to facilitate participation. Any proposed alternative must be reviewed in advance to ensure that it is consistent with the goals of a fair and equitable process.

2. Participants in Hearing Procedures

The hearing is closed, meaning it is not open to the public. The complainant, the respondent, any individuals serving as advisers/support persons, and any individuals who are witnesses may appear before the hearing panel. Witnesses may only be present for their own testimony.

3. Safeguarding of Privacy

All parties involved in a hearing are required to keep the information learned in preparation for the hearing and at the hearing private. Consistent with the Family Educational Rights and Privacy Act (FERPA) regulations, the parties, panel members, and external adjudicators may not share any copies of documents. All copies provided must be returned to the Institute at the conclusion of the hearing and any appeals. Any breach of this duty is subject to disciplinary action by the Institute.

4. Hearing Procedures

A hearing is intended to provide a full and fair opportunity for the complainant and respondent to present their account of events and for the panelists to determine the facts of the case, make a determination regarding the alleged violations of the Institute regulations, and to recommend appropriate sanctions, if necessary.

The hearing panel/external adjudicator is expected to review all information pertinent to the incident in question. The investigative report will be made available for the external adjudicator/panel members to review at least five (5) business days prior to the hearing. Other relevant information supporting the violation(s) alleged may be offered in the form of written statements, documents, items, or oral information from the complainant, the respondent, and witnesses.

A hearing will be called to order by the student conduct administrator, who will explain the hearing process and will provide an opportunity for all parties to ask procedural questions prior to initial statements and the presentation of information.

The investigator will provide a brief opening statement summarizing the investigation. The opening statement should focus on the areas of agreement and disagreement in order to assist the panelists in prioritizing areas of inquiry. The external adjudicator/panelists, complainant, or respondent may make brief inquiries of the investigator at this juncture, as there will be additional opportunity to ask questions of the investigator after the hearing panel has heard from the complainant, the respondent, and any witnesses. The complainant may present a brief narrative statement. The external adjudicator/hearing panel may pose questions to the complainant. The respondent is encouraged to compile a written list of questions to pose to the complainant. The list will be provided to the external adjudicator/hearing panel, who will determine the relevance of the questions and ask the complainant those questions deemed relevant and appropriate.

After the complainant is finished, the respondent may present a brief narrative statement. The external adjudicator/hearing panel may pose questions to the respondent. The complainant is encouraged to compile a written list of questions to pose to the respondent. The list will be provided to the external adjudicator/hearing panel, who will determine the relevance of the questions and ask the respondent those questions deemed relevant and appropriate.

Witnesses on behalf of the complainant and the respondent may then be proffered. Each witness will be permitted to give a brief narrative statement but need not do so. Each witness will then be questioned by the external adjudicator/hearing panel. The complainant or respondent may present a list of written questions to be posed to the witness to the external adjudicator/hearing panel, who will determine the relevance of the questions and pose any questions deemed relevant.

The external adjudicator/hearing panel, complainant, and respondent may then question the investigator.

At the conclusion of the presentation of all witnesses, the complainant and respondent will each be given the opportunity to give a brief closing statement.

5. Questioning of Witnesses

It is the responsibility of the external adjudicator/ hearing panel to assure that the information necessary to make an informed decision is presented. The external adjudicator/panel members may play an active role in questioning both parties and witnesses involved in the case. At times, the external adjudicator/panel members may need to ask difficult or sensitive questions in order to understand areas of factual dispute or gain a full understanding of the context.

At no time will the complainant or the respondent be permitted to directly question one another. As outlined above, the parties may submit questions to the external adjudicator/hearing panel in writing, which may be posed at the discretion of the external adjudicator/hearing panel. Similarly, the external adjudicator/panel members are under no obligation to allow either party to directly question witnesses, and the external adjudicator/panel may require that questions to witnesses be submitted in writing.

Parties and other individuals who offer information at a hearing are expected to respond honestly and to the best of their knowledge. The external adjudicator/ panel reserves the right to recall any party or witness for further questions and to seek additional information necessary to make a decision. A complainant, respondent, or witness who intentionally provides false or misleading information may be subject to discipline under this policy.

6. Deliberation

After all of the information has been presented, all parties will be dismissed from the hearing room so that the external adjudicator/hearing panel may deliberate in private. The student conduct administrator may remain for deliberations but may not participate in the deliberations and may not vote. In the case of an external adjudicator, the external adjudicator will make a decision. In the case of a panel, the hearing panel will first try to reach a determination by consensus, but a simple majority vote as to responsibility will suffice. Only the decision on responsibility will be shared with the complainant and the respondent. The vote itself shall not be shared with the parties.

The findings of the external adjudicator/hearing panel will be reduced to writing by the external adjudicator or hearing panel. The findings will detail the findings of fact and determination of responsibility, making reference to the evidence that led to the finding.

7. Preponderance of the Evidence

The external adjudicator/hearing panel will determine a respondent's responsibility by a preponderance of the evidence. This means that the external adjudicator/hearing panel will decide whether it is "more likely than not," based upon the information provided at the hearing, that the respondent is responsible for the alleged violation(s).

8. Sanctions

The complainant and respondent will each have the opportunity to present a written statement about the impact of the violation and/or requested sanctions. The external adjudicator/hearing panel will review these statements only if the external adjudicator/ panel finds the respondent responsible for one or more violations.

A hearing panel that finds a student, group, or organization responsible for a violation of the Sexual Misconduct and Harassment Policy will decide on appropriate sanctions. The hearing panel will make the determination of sanctions in consultation with the student conduct administrator.

If the external adjudicator finds a student, group, or organization responsible for a violation of the Sexual Misconduct and Harassment Policy, the student conduct administrator, in consultation with the external adjudicator, will determine the appropriate sanction.

The sanctions may include, but are not limited to, suspension or expulsion from the Institute or remedial or corrective actions as warranted. In general:

- Any student who is determined to have committed Sexual Misconduct (involving sexual intercourse) may receive a sanction ranging from suspension to expulsion.
- Any student who is determined to have committed Sexual Misconduct (involving sexual contact) may receive a sanction ranging from conduct warning to expulsion.
- Any student who is determined to have engaged in any other prohibited form of conduct may receive a sanction ranging from conduct warning to expulsion.

The hearing panel (or student conduct administrator when an external adjudicator is used) may broaden or lessen any range of recommended sanctions based on serious mitigating circumstances or egregiously offensive behavior. The hearing panel (or student conduct administrator) will not deviate from the range of recommended outcomes unless compelling justification exists to do so. The hearing panel or student conduct administrator may issue a single sanction or a combination of sanctions.

In considering the appropriate sanction within the recommended outcomes, the hearing panel or student conduct administrator will consider the following factors:

(1) the respondent's prior discipline history; (2) how the Institute has sanctioned similar incidents in the past; (3) the nature and violence of the conduct at issue;

(4) the impact of the conduct on the complainant; (5) the impact of the conduct on the community, its members, or its property; (6) whether the respondent has accepted responsibility;

(7) whether the respondent is reasonably likely to engage in the conduct in the future; (8) the need to deter similar conduct by others; and (9) any other mitigating or aggravating circumstances, including the Institute's values.

Absent compelling justifications, if the respondent has engaged in the same or similar conduct in the past, the sanction will be expulsion.

The hearing panel or student conduct administrator should also consider other remedial actions that may be taken to address and resolve any incident of discrimination or harassment and to prevent the recurrence of any discrimination, including strategies to protect the complainant and any witnesses from retaliation; provide counseling for the complainant; other steps to address any impact on the complainant, any witnesses, and the broader student body; and any other necessary steps reasonably calculated to prevent future occurrences of harassment.

9. Notice of Outcome

The student conduct administrator will communicate the finding of the hearing panel to the respondent and the complainant simultaneously. The notice will be in writing and will include notification of appeal options. Any change in the outcome that occurs prior to the time that the outcome becomes final will also be communicated simultaneously in writing. Generally, the outcome of the hearing will be final and communicated to the parties within five (5) business days from the date the hearing is concluded.

The respondent will be informed of any sanctions, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements. The complainant will be informed of any sanctions that directly relate to the complainant.

The imposition of sanctions will take effect immediately and will not be stayed pending the resolution of the appeal.

10. Recording of Proceedings

The Institute will not audio record the judicial proceedings or deliberations, nor is any other individual permitted to record the proceedings.

F. Appeals

Either party may appeal the determination of responsibility or sanction(s) in writing to a Dean or designee. The appeal must be filed within five (5) business days of receiving the written notice of outcome.

The complainant and/or respondent may appeal only the parts of the determination of responsibility or sanctions directly relating to him/her. Dissatisfaction with the outcome of the hearing is not grounds for appeal. The limited grounds for appeal are as follows:

- new evidence that could affect the finding of the hearing and that was unavailable at the time of the hearing;
- procedural error(s) that had a material impact on the fairness of the hearing; and
- the sanctions imposed were grossly disproportionate to the violation committed.

The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. Upon receipt of an appeal, the dean of students will notify both parties. Each party has an opportunity to respond in writing to the appeal. Any response to the appeal must be submitted within five (5) business days from receipt of the appeal.

The appeal will be conducted in an impartial manner by an impartial decision-maker. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying matter. A Dean shall consider the merits of an appeal only on the basis of the three (3) grounds for appeal and supporting information provided in the written request for appeal and the record of the original hearing. A Dean can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal.

If the appeal is based on procedures not having been followed in a material manner, the dean of students can ask that a new hearing occur before a newly constituted hearing panel.

In the case of new and relevant information, a Dean can recommend that the case be returned to the original hearing panel/external adjudicator to assess the weight and effect of the new information and render a determination after considering the new facts.

The dean of students will communicate the result of the appeal to the complainant and respondent within ten (10) business days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

G. Records

The Title IX coordinator will retain records of all reports, allegations, and complaints, regardless of whether the matter is resolved by Title IX assessment, remedies-based resolution, or conduct resolution. Complaints resolved by Title IX assessment or remedies-based resolution are not part of a student's conduct file or academic record.

Affirmative findings of responsibility in matters resolved through judicial resolution are part of a student's conduct record. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of a student's conduct record.

The conduct files of students who have been suspended or expelled from the Institute are maintained in the Dean of Students Office for no fewer than seven years after their departure from the College. Further questions about record retention should be directed to the dean of students.

Medical and law schools and some governmental agencies may require disclosure by the Institute of any judicial findings. Students who transfer to other schools or participate in off-campus study programs may also be required to provide such information. At the end of the academic year the Student Conduct Administrator will produce a summary of case dispositions summarizing the outcome of all cases that were heard that year, without revealing the identity of any of the participants in the proceedings.

Appendix B

PrattMWP College of Art & Design Interim Measures

A. Overview

Upon receipt of a report of Sexual Misconduct or harassment, the Institute will impose reasonable and appropriate interim measures designed to eliminate the reported hostile environment and protect the parties involved. The Institute will maintain consistent contact with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the complainant or the Institute.

A complainant or respondent may request separation or other protection, or the Institute may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader Institute community, and/or the integrity of the investigative and/or resolution process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The Institute will take immediate and responsive action to enforce a previously implemented measure.

B. Range of Measures

The Institute, at its discretion, will implement interim measures with potential remedies that which may be applied to the complainant and/or the respondent, including:

- access to counseling services and assistance in setting up an initial appointment, on and off campus;
- imposition of an on-campus “no-contact directive”;
- rescheduling of exams and assignments;
- providing alternative course completion options;
 - changing class schedules, including the ability to transfer course sections or withdrawal from a course without penalty;
- changing work schedules or job assignments;
- changing a student’s College-owned housing;
- assistance from Institute support staff in completing housing relocation;
- limiting an individual’s or organization’s access to certain Institute facilities or activities pending resolution of the matter;
- voluntary leave of absence;
- providing an escort to ensure safe movement between classes and activities;
- referral for medical services;
- providing academic support services, such as tutoring;
- College-imposed leave or separation; and/or
- any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

C. College Imposed Interim Suspension or Leave

If either the president or the dean of students decides at any point that the well-being of a student or of any member of the College community is at stake, an interim suspension may be imposed on a student who is suspected of violating the Student Code of Conduct, any rules, regulations, or procedures of the Institute, or otherwise poses a risk of safety to the campus, until the time conduct resolution, disciplinary action, or a hearing can be completed. This action assumes no determination of guilt and the hearing will be held as soon as possible. Similarly, the Institute may impose leave for any employee. Such leave will be structured at the Institute’s discretion.

Appendix C

PrattMWP College of Art & Design Title IX Review, Investigation, and Resolution

Although a report may come in through many sources, the Institute is committed to ensuring that all reports of sexual misconduct or harassment are referred to the Title IX assessment team, which ensures consistent application of the Sexual Misconduct and Harassment Policy to all individuals and allows the Institute to respond promptly and equitably to eliminate the harassment, prevent its recurrence, and eliminate its effects. This team, led by the Title IX coordinator, assists in the review, investigation, and/or resolution of the report. Members of this interdepartmental team include the Title IX coordinator, the dean of students, and Student Life Director, and the Director of Campus Security. Depending on the relationship of the complainant and the respondent to the Institute (student, staff, faculty, or other) and the nature of the report, additional team members may include the Dean of Faculty, the Manager of Human Resources, and others as may be necessary. The members of this team oversee the resolution of the reported harassment or misconduct through the Institute's complaint processes.

A. Overview of Procedural Options

Upon receipt of a sexual misconduct report, the Institute's Title IX team will conduct an initial Title IX assessment. The goal of this assessment is to provide an integrated and coordinated response to reports of sexual harassment or sexual assault. The assessment will consider the nature of the report, the safety of the individual and of the campus community, and the complainant's expressed preference for resolution.

Following this assessment, the Institute may seek a remedies-based resolution that does not involve disciplinary action against a respondent. Alternately, the matter may be referred for investigation. The goal of the investigation is to gather all relevant facts and determine if there is sufficient information to refer the report for disciplinary action using the Institute's judicial resolution procedures.

The process followed will be determined by the relationship of the respondent to the Institute:

Complaints against a student will be resolved by the "Procedures for Resolution of Complaints of Sexual Misconduct or Sexual Harassment"

which is set forth as **Appendix A** to this Policy.

- Complaints against a staff member, including faculty will be resolved by the Institute policy governing "Sexual and other Unlawful Harassment" staff and related grievance procedures, which can be found on page 48, section 703 of the MWPAI Staff Handbook.

Each process is guided by the same principles of fairness and respect for all parties. Resources are available for both students and employees, whether as complainants or respondents, to provide support and guidance throughout the investigation and resolution of the complaint. See Human Resources or the Student Life Office for assistance.

B. Role of the Title IX Coordinator

The president of the Institute has appointed a member of the Institute community to serve as Title IX coordinator. This office is currently held by **Student Life Director**. The Title IX coordinator can be contacted by telephone, email, or in person during regular office hours.

Susan Risler

Title IX Coordinator

Meeting House

315-797-0000 Extension 2183

The Title IX coordinator oversees the Institute's centralized review, investigation, and resolution of reports of sexual misconduct and harassment. The coordinator also coordinates the Institute's compliance with Title IX.

- The Title IX coordinator is:
responsible for oversight of the investigation and resolution of all reports of sexual misconduct and harassment;
- knowledgeable and trained in relevant state and federal laws and Institute policy and procedure;
- available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the Institute, both informally and formally;
- available to provide assistance to any Institute community member regarding how to respond appropriately to reports of sexual misconduct and harassment;
- responsible for monitoring full compliance with all requirements and timelines specified in the complaint procedures; and
- responsible for compiling annual and semi-annual reports.

C. Time Frames for Resolution

The Institute seeks to resolve all reports of sexual misconduct within sixty (60) days. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Circumstances may arise that require the extension of time frames, including extension beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In general, a complainant and respondent can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution exceed this time frame, the Institute will notify all parties of the reason for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

At the request of law enforcement, the Institute may agree to defer its fact-gathering until after the initial stages of a criminal investigation. The Institute will nevertheless communicate with the complainant regarding Title IX rights, procedural options, and the implementation of interim measures to ensure safety and well-being. The Institute will promptly resume its fact-gathering as soon as law enforcement has completed its initial investigation.

D. Initial Title IX Review and Assessment

In every report of sexual misconduct or harassment, the Title IX coordinator/team, along with the Director of Campus Security and the Dean of Students, will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures **Appendix B** to provide for the safety of the individual and the campus community.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, the investigation may continue depending on a variety of factors, such as the complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation.

E. Investigation

Where the Title IX assessment concludes that Institute disciplinary action may be appropriate, the Institute will initiate an investigation. The Institute may designate an investigator of its choosing, provided that the investigator has specific training and experience investigating allegations of sexual misconduct and harassment. The Institute will provide training for all investigators, and any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest. The investigator may be an employee of the Institute, an external investigator engaged to assist the Institute in its fact-gathering, or a team of investigators that pairs an external investigator with an Institute employee related to the roles of the parties on campus (student, staff, or faculty).

The investigator will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the complainant, the respondent, and any witnesses. As part of the investigation, the Institute will provide an opportunity for the parties to present witnesses and other evidence. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns.

The Institute will seek to complete the investigation within 30 (thirty) business days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case.

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered, which will be forwarded to the Title IX coordinator and the Institute administrator responsible for initiating resolution proceedings. Upon receipt of the investigation report, the Institute will notify all parties that the investigation is complete and provide information about next steps in the process.

Information gathered during the review or investigation will be used to evaluate the responsibility of the respondent, provide for the safety of the complainant and the Institute community, and impose remedies as necessary to address the effects of the alleged conduct. Where there is sufficient information alleged, if proven, that would constitute a violation of policy, the Institute will have the discretion to institute resolution proceedings against the respondent.

Based on the information gathered in the initial Title IX assessment and/or investigation, the Institute will take appropriate measures designed to end the misconduct, prevent its recurrence, and address its effects.

The Title IX coordinator will document each report or request for assistance in resolving a case involving charges of sexual misconduct or harassment, whether by the complainant, a third party, or anonymously, and will review and retain copies of all reports generated as a result of investigations. These records will be kept confidential to the extent permitted by law.

F. Remedies-based Resolution

Where the Title IX assessment concludes that remedies-based resolution may be appropriate, the Institute will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the complainant's access to the educational and extracurricular activities of the Institute. Examples of potential remedies are provided in policy Section IX: Interim Measures. Other potential remedies include targeted or broad-based educational programming or training. In cases that do not involve sexual violence, mediation and other restorative programming may be an appropriate form of remedies-based resolution.

The Institute will not compel a complainant to engage in mediation, to directly confront the respondent, or to participate in any particular form of remedies-based resolution. Mediation, even if voluntary, may not be used in cases involving sexual violence or assault. The decision to pursue remedies-based resolution, which may occur at any time, will be made when the Institute has sufficient information about the nature and scope of the conduct. Participation in remedies-based resolution is voluntary, and a complainant can request to end remedies-based resolution at any time.

G. Resolution

Disciplinary action against a respondent may only be taken through resolution procedures. Because the relationship of students, staff, and faculty to the Institute differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this Sexual Misconduct and Harassment Policy.

Campus Security Policies

Building Access

The Student apartments' entrances are locked 24 hours a day, with access granted via a state of the art proximity card access system. All entrance and exit doors are alarmed and monitored via computer and a fiber-optic closed circuit camera system.

Classroom buildings are open when classes are in session. During the hours that the school is closed, college buildings are locked and only faculty, staff and students with the proper identification can access the buildings. The main academic buildings are alarmed and monitored via computer and a fiber-optic closed circuit camera system.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Facilities, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities, Residence Life, Campus Safety, and Maintenance meet to discuss issues of pressing concern.

Building Closing Times

Due to the various times different buildings must be closed, it is requested that all inquiries be made to the Security Department. All buildings are closed on official school holidays and over breaks.

Residence Hall Security and Safety

PrattMWP is located in an urban environment; therefore, all students must be keenly aware of their own personal safety and security and must contribute to the overall safety and security of all members of the community. PrattMWP's Security Department is located at 1208 State St. The Security Department is available 24 hours a day, 7 days a week. If you experience a security-related problem or need to report an incident, you may do so by calling the Security Department at 797-0000 (x 4444). Security escorts are available by calling ext. 2175. Although 24-hour coverage is provided by the Security Department, each student must be conscious of their personal safety. For example, you are advised not to:

- Walk around the neighborhood/campus alone after dark.
- Leave the door to your room/apartment unlocked, whether or not you are home.
- Carry large amounts of cash.
- Leave personal property alone unattended in public areas.

Emergencies

In case of emergency, call Security from on campus at extension 4444. To report emergencies from your apartment phone you must dial 797-0000 (x 4444). When experiencing a problem which does not necessarily require Security or the Police, you should contact the RA on duty. In case of fire in your room, leave immediately and pull the closest fire pull box as you exit the building. Once you have left the building, call security and give your name, location and type of fire. Each room or apartment is equipped with a smoke detector. Students who tamper in any way with any fire safety equipment, jeopardize their continued residency in PrattMWP Residence Halls. Students who falsely activate a fire alarm will be disciplined.

Lockdown and Lockout Procedures

These lockdown and lockout procedures are established to protect PrattMWP students, faculty, and visitors for threats or emergencies involving gunfire, dangerous intruders and safety hazards. When a lockdown emergency is called, all activity is to cease and all are to find a safe space with the room. No one is to leave that space or open the door for anyone for any reason. When a lockdown warning is issued, students are instructed to follow all directions of Security Officers, faculty members, or administration. When a lockout warning is issued, the main entrance to PrattMWP and

MWPAI buildings is locked and only accessible to authorized people. Students, faculty, and administration will be asked to return inside the building. When it is certain that there is no danger, a Security Officer will announce an “All Clear” and normal operations can resume. LOCKDOWN. LOCKOUT AND EVACUATION POSTERS IN ALL CLASSROOMS AND STUDIOS.

Identification Cards

Students are required to make arrangements to have their picture taken for an identification card. It must be carried while on the PrattMWP campus or using PrattMWP facilities. Further, students are required to produce this card when requested by an authorized person, such as security personnel or an administrator/faculty person responsible for a facility. The card will enable them to use all campus facilities and services. Students may be entitled to discounts at student and/or Institute sponsored events and is required for resident and non-resident students to gain access to student apartments. The card serves as identification for the meal plan and must be presented when entering the dining hall.

An I.D. card that has been lost or stolen can be replaced for a \$25 dollar replacement fee. Verification of College status is always required prior to the issuance of an I.D. card. Students who provide false information or misrepresent other persons for the purpose of obtaining a falsified I.D. card will be subject to disciplinary action. Students will not be permitted access into the residence halls without presenting a valid PrattMWP I.D. Lost cards should be reported to the Security Department immediately. Maintaining safe halls is one of the major goals of the Security Department and PrattMWP. Students who fail to show a valid I.D. upon entrance to a residence hall will face judicial action. Lost or stolen identification and/or proximity cards must be reported to Security. A fee of \$25 will be charged for replacement.

Keys

All issued keys remain the property of Munson-Williams-Proctor Arts Institute. Students will sign for keys when they move into their apartments. If students move they must return their keys to the Security Department and sign for the keys to the new apartment. Trading of keys is not allowed and will result in a fine. All lost/stolen keys must be reported to the Security Department immediately. The fee for replacement of a lost or stolen room key is \$5 per key (all issued keys for that core will be replaced) and \$50 per core. The individual who lost the key will be assessed for all keys and cores. The fee for replacement of a lost mailbox key is \$10.00.

Key Sign-out

Students may sign out keys to the studios when the appropriate monitors are available, during designated hours. Keys are not to be transferred to anyone. When signing-out keys students must surrender their apartment keys, they will be returned when the student returns the studio keys. Lost keys will result in a charge for replacement and loss of key sign-out privileges for the semester.

Campus Insurance and Liability Policy

While every effort is made to ensure the safety and security of individuals and their property at PrattMWP, students' property is not covered by an insurance policy that covers losses or accidents sustained. It is important to note that works of art by students are not deemed to be of any monetary value beyond the costs of materials used, which must be properly documented. For this reason, students may want to purchase their own comprehensive insurance (including theft, accident, and personal liability) to protect themselves.

Residential Students, included in your welcome package is a form for you to fill out which lists all your valuable property and the corresponding serial numbers. If you need additional forms they are available at the Security Department office. This list will be maintained in the security office while you are a dormitory resident. The list should be updated when items are purchased or sold. NOTE: The list is to be used as a tool to assist in the recovery of your property should it be lost or stolen. MWPAI assumes no liability for the property other than that previously specified in your housing agreement and the residence hall handbook.

Lost and Found

The Security Department is responsible for the administration and functioning of MWPAI's Lost and Found program. All items of value found on the Utica Campus should be turned into the Security Department 1208 State St. or to a Security Officer. Security can be reached at ext. 2175. The individual should provide the date, time and location the property was found.

Items valued at under \$100

- If the items have identifying marks and/or information, the Security Department will attempt to contact the owner. If the owner cannot be located within (90) ninety days, the property will be given to charity. If the Security Department has available storage space the items will remain in the Security Department, 1208 State St., until the end of the academic year. There is no guarantee the items will remain longer than the 90 days.
- Clothing, shoes, umbrellas fall into the under \$100 category.

Items with a value over \$100

- If the items have identifying marks and/or information the Security Department will attempt to contact the owner, and will check to make sure the item has not been reported stolen. All items will be disposed of in accordance with New York State Law.
- Purses, wallets, checkbooks, bicycles and computers generally fall into this category.

Locating Lost items

Contact Security at ext. 2175 or stop by 1208 State St. If you have lost an item and it has not been turned in to Security, the information will be logged in case the item is turned in at a later date.

Weapons

The possession of any dangerous instrument on campus is prohibited. These include, but are not limited to, any gun, rifle, pistol or other firearm (whether operable or inoperable, loaded or unloaded), dynamite cartridge, bomb, grenade, mine, incendiary or explosive device, BB gun, air rifle, air pistol, firecracker, knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, "nun-chucks", razor and razor blades (except solely for personal shaving) or any device which may readily be used as a weapon or to inflict or cause harm to any person or structure. Likewise, metal darts, dartboards and laser pointers are prohibited as well. **(Prohibited items will be confiscated by Security and not returned).** Any resident found in violation will be subject to disciplinary action and possible legal action, as well. Disciplinary action may include immediate removal from the residence hall and loss of all housing privileges.

Campus Parking Policy

The MWPAI campus is designated as private property and the use of the roadways and parking areas are a privilege restricted to persons who have a direct and legitimate relationship with the college. The object of these regulations is to provide more effective and convenient use for all. Parking is permitted only in designated areas. Regulations are enforced throughout the year, including vacation periods. Any questions pertaining to the regulations must be directed to the Security Department, as we are not responsible for information given out by others. All motor vehicles to be parked on campus must be registered with the Security Department and properly display a current permit. Parking permits cost \$120 annually. The expiration date is located on the permit application. It is the responsibility of the person who registers a vehicle to ensure that the permit is displayed at all times while parked on-campus and is clearly visible. All updates of vehicle registrations must be reported to Security. Motorcycles are subject to the same regulations as other vehicles. Parking areas designated for parking, as established by the regulations of this college, are the only legal parking areas on campus. All other areas, whether marked or not, are illegal. **Lock your vehicle and conceal all valuables. The college assumes no responsibility for vehicles or their contents on campus property.** Any incident must be reported to the Security Department immediately. Parking violations are issued when necessary. Repeated violations may result in the loss of parking privileges and/or the vehicle may be towed by a commercial towing service at the owner's expense. Vehicles may also be "booted" until outstanding fines have been paid. Student transcripts, diplomas, and re-registration will be held until all financial obligations have been resolved by the Security Department. Vehicles without permits displayed so they can be easily viewed by officers may be booted without

notice. All permit holders will be responsible for their permit number regardless in what vehicle it is displayed. There is a \$25 replacement fee for lost permits.

For complete rules and regulations see the "Parking and Traffic Handbook" available in the Security Office. A copy will be provided to all students when they register their vehicle. Fines are payable in the Security Office Monday to Friday 9:30 a.m. to 3 p.m. cash or check. Fines may be charged to the student's account.

Campus Law Enforcement Authority

Munson-Williams-Proctor Arts Institute (MWPPI) Safety and Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at MWPPI. MWPPI security officers have the authority to issue parking tickets, which are billed to financial accounts of students. MWPPI Safety and Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Safety and Security Office at MWPPI maintains a highly professional working relationship with the Utica Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Safety and Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

The MWPPI Security Department maintains a close working relationship with the Utica Police Department (UPD). The officers of MWPPI and UPD communicate regularly on the scene of incidents that occur in and around the campus area. There is no written memorandum of understanding between MWPPI and UPD.

Accurate and Prompt Crime Reporting

If a crime or emergency occurs on campus call Security at Extension 4444 from any on-campus phone. Dispatchers are available at this telephone number 24 hours a day to answer your call. In response to a call, MWPPI Security will take the required action, dispatching an officer or asking the victim to report to the Security Office to file an incident report. Incident reports are forwarded to the Student Life Director office for review and potential action by Student Judicial Services. If assistance is required from the Utica Police Department or the Utica Fire Department, (UFD) MWPPI Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including MWPPI Security, will offer the victim a wide variety of services.

The Student Handbook contains information about on-campus and off campus resources. That information is made available to provide the MWPPI community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for MWPPI. Crimes should be reported to the MWPPI Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the YWCA Rape Crisis Center would not be included in the MWPPI crime statistics.

Counselors and Confidential Crime Reporting

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The Federal rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Security Awareness Programs for Students and Employees

During orientation in August students are informed of services offered by the MWPAI Security Department. Video and PowerPoint presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness e-mails, security alert posters, displays, videos, and articles. When time is of the essence, information is released to the Institute community through security alerts posted prominently throughout campus, through computer memos sent over the Institutes electronic mail system and a voice broadcasting system.

Sex Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the "Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act", the "Jeanne Clery Act" and the "Family Educational Rights and Privacy Act of 1974", the MWPAI Security Department is providing a link to the New York State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The New York State Division of Criminal Justice Services is responsible for maintaining this registry. Follow the link below to access the NYS DCJS website. http://www.criminaljustice.state.ny.us/SomsSUBDirectory/search_index.jsp

Munson-Williams-Proctor Arts Institute and PrattMWP are in Utica, NY Zip Code 13502. To access records for the rest of the City of Utica use zip code 13501.

Anyone who uses this information to injure, harass, or commit a criminal act against any person may be subject to criminal prosecution.

Missing Student Notification Policy and Procedures

If a member of the Institute/College community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify MWPAI Security Department at 315-797-00000 ext-4444. MWPAI will generate a missing person report and initiate an investigation. In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by MWPAI/PrattMWP in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, MWPAI/PrattMWP will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the PrattMWP Student Life Office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. After investigating a missing person report, should MWPAI Security Department determine that the student has been missing for 24 hours, MWPAI/PrattMWP will notify UPD and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, MWPAI/PrattMWP will notify the student's parent or legal guardian immediately after MWPAI Security Department has determined that the student has been missing for 24 hours.

FIRE SAFETY

Student Housing Evacuation in the Case of a Fire

In the event of a fire, PrattMWP expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system, if the system has not already sounded, as they leave. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, PrattMWP policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees, except Facilities Staff, in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm, if necessary as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building. Emergency evacuation plans are posted in every residence hall suite, classroom and studio.

Fire Drills

Fire drills are conducted throughout the year in all campus buildings (student apartments, academic buildings, and administrative buildings). All students, faculty, and staff are required to participate. Evacuate the building immediately if you hear a fire alarm.

JANUARY-DECEMBER 2013

4 FIRE DRILLS WERE CONDUCTED IN EACH OF THE THREE RESIDENCE HALLS

Fire Safety Education and Training Programs Provided to Students and Employees

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Fire safety education and training programs are taught by local fire authorities as well as the Security and Safety Director who is experienced in fire safety matters. If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location. They are to remain in that location so that the Residence Life Coordinator, Graduate Resident Assistant or Resident Assistant has documented that the student has left the building.

Person(s) or Organization to Whom Students and Employees Should Report That a Fire Occurred

Per federal law, MWPAI/PrattMWP is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the MWPAI Security Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

MWPAI Security Department (315) 797-0000 extension 2175

Student Life Office (315) 797-0000 extension 2183

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Decorations

We ask that all students refrain from posting pornographic material or other material that could possibly offend others including, but not limited to, references pertaining to race, religion, sexual orientation and ethnicity. Live, cut Christmas trees are prohibited. String lights are prohibited due to fire safety requirements. Candles or any other open flame items such as sterno or oil lamps are forbidden.

Window Decorations

No window coverings may be placed over the window. Aluminum foil, cardboard, tape, newspaper, computer paper, garbage bags, contact paper, posters, flags, etc., may not be used to cover windows. Residents are prohibited from installing any blinds or curtains. Decorative lights, such as Christmas lights, party lights are prohibited.

Electrical Appliances

New York State Dormitory fire code prohibits the use of decorative lighting including Christmas lights, party lights, or similar mini-bulb string lighting; the use of lamps without UL approval or covered by decorative shades, the use of extension cords; and the connecting together or “daisy-chaining” of multiple power strips. Appropriate UL approved power strips with surge protectors are permitted. Students are reminded to avoid placing any cords, including computer and television cable under area rugs or overloading any one electrical outlet. We also ask students to consider using energy efficient fluorescent light bulbs in lamps. For a complete list of approved electrical appliances please refer to your **Residence Hall Housing License**.

OPEN FLAME(S) AND SMOKING ARE PROHIBITED IN ALL INSTITUTE BUILDINGS.

Fire Safety Sanctions

Covering Any Fire or Smoke Detection Device or Carbon Monoxide Detector (CO2)

First Offense:

- Immediate Social Discipline Probation
- Minimum of a \$1,000 fine per responsible student
- Restitution charges for damage to equipment or property
- An educational component

Second Offense:

- Immediate removal from the Residence Halls
- Potential for removal from PrattMWP
- Minimum of a \$1,000 fine per responsible student
- Restitution for damage to equipment or property
- Potential for the case to be handed over to the Utica City Fire Department and Utica City Police Department

Tampering with Sprinklers, Pull Stations, Fire Equipment, Carbon Monoxide Detectors

Each Offense:

- Immediate Social Discipline Probation
- Minimum of a \$1,000 fine per responsible student
- Restitution for any damage to equipment or property
- An educational component

Obstructing, Tampering With or Inappropriate Use of Emergency Fire Exits or Emergency Phones

Each Offense:

- Immediate Social Discipline Probation
- Minimum \$500 fine per responsible student
- Restitution for damage to equipment or property
- An educational component

Inappropriate Discharge of Fire Extinguishers

Each Offense:

- Immediate Social Discipline Probation
- Minimum \$250 fine per responsible student
- Replacement/Refill charge for each discharged extinguisher
- All associated cleaning charges
- Restitution for damage to equipment or property
- An educational component

Causing an Avoidable Fire Alarm

Each Offense

- Immediate Social Discipline Probation
- Minimum \$200 fine per responsible student
- Restitution for damage to equipment or property
- An educational component

Burning, Open Flame, or Smoking Within Residence Hall

- Immediate Social Discipline Probation
- Minimum \$200 fine per responsible student
- Restitution for damage to equipment or property
- An educational component

JEANNE CLERY ACT & NEW YORK STATE KERRY ROSE FIRE SPRINKLER NOTIFICATION ACT

1229 Hart St.

- Wet sprinkler throughout the entire building. Including suites, bedrooms, mechanical rooms, stairwells and hallways. Flow and valve tamper switches monitored by the fire alarm panel.
- Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges & student rooms; hard-wired heat detectors in kitchens.
- Sounder bases on all smoke detectors.
- All building doors are fire rated. Hallway and stairwell doors close automatically when an alarm signal is received.
- Carbon Monoxide detectors are installed in all bedrooms.
- Stairwells and elevator have automatic smoke hatches
- Fire alarm panel annunciates to Security.

512 Plant St.

- Wet sprinkler in mechanical rooms, stairwells, hallways and basement. Flow and valve tamper switches monitored by the fire alarm panel.
- Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges & student rooms; hard-wired heat detectors in kitchens.
- Carbon Monoxide detectors are installed in all bedrooms.
- Hallway doors are fire- rated and close automatically when an alarm signal is received.
- Fire alarm panel annunciates to Security.

16 Cottage Place

- Wet sprinkler in mechanical rooms, stairwells, hallways and basement.
- Flow and valve tamper switches monitored by the fire alarm panel.
- Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges & student rooms; hard-wired heat detectors in kitchens.
- Carbon Monoxide detectors are installed in all bedrooms.
- Horn Strobes in each suite.
- All building doors are fire rated.
- Hallway doors close automatically when an alarm signal is received.
- Fire alarm panel annunciates to Security

RESIDENCE HALL FIRE ALARM STATISTICS

Statistics For On Campus Student Resident Facilities

2011	CAUSES													Injuries relating to fire resulting in treatment at medical facility	Death related to Fire	Value of Property Damaged by Fire
	System Trouble	Cooking	Cigarette type smoke	Unknown	Oth0 erResponses	sprinklerset off byresident not fire	Fire	fog machine	Steam	construction	Falsepull station	Candle	TOTAL			
On-Campus Student Housing Facilities																
1229 Hart St	0	6	0	1	1	0	0	0	0	0	0	0	8	0	0	\$0.00
512 Plant St.	1	0	0	6	1	0	0	0	2	1	0	0	11	0	0	0
16 Cottage Place	1	1	0	0	1	0	0	0	1	0	0	0	4	0	0	0
ALARM TOTAL	2	7	0	7	3	0	0	0	3	1	0	0	23			

Statistics For On Campus Student Resident Facilities

2012	CAUSES															
On-Campus Student Housing Facilities	System Trouble	Cooking	Cigarette type smoke	Unknown	Other Responses	Fire sprinkler set off by resident	Fire	fog machine	Steam	construction	False pull station	Candle	TOTAL	Injuries relating to fire resulting in treatment at medical facility	Death related to Fire	Value of Property Damaged by Fire
1229 Hart St	0	3	0	2	0	0	0	0	0	0	0	0	5	0	0	\$100.00
512 Plant St.	1	0	2	3	0	0	0	0	2	0	0	0	8	0	0	0
16 Cottage Place	0	0	0	4	0	0	0	0	0	0	0	0	4	0	0	0
ALARM TOTAL	1	3	2	9	0	0	0	0	2	0	0	0	17			

Property Damage: 1 Microwave oven.

Statistics For On Campus Student Resident Facilities

2013	CAUSES															
On-Campus Student Housing Facilities	System Trouble	Cooking	Cigarette type smoke	Unknown	Other Responses	Fire sprinkler set off by resident	Fire	fog machine	Steam	construction	False pull station	Candle	TOTAL	Injuries relating to fire resulting in treatment at medical facility	Death related to Fire	Value of Property Damaged by Fire
1229 Hart St		3			1								4	0	0	0
512 Plant St.	1			1					3				5	0	0	0
16 Cottage Place			1	1	2				3				7	0	0	0
ALARM TOTAL													16			

Additional resources and references:

1. Munson-Williams-Proctor Arts Institute- Emergency Action Plan-
 - Hard copies available in the Security Office or
 - <http://www.mwpai.org/staff-information/security/>
2. Munson-Williams-Proctor Arts Institute- Emergency Action Plan Flip Chart and Lockdown, Lockout, Evacuation procedures posted in all classrooms and studios
3. Parking and Traffic Handbook-
 - Hard copies available in the Security Office or
 - <http://www.mwpai.org/staff-information/security/>
4. PrattMWP Residence Hall housing License- See the Student Life Director, Meeting House 1124 State St, 2nd Floor.
5. PrattMWP College of Art & Design
 - Sexual Misconduct and Harassment Policy
 - Procedures for Resolution of Complaints of Sexual Misconduct or Sexual Harassment

For additional information, questions or copies of this report contact:
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