

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

2017 ANNUAL SECURITY AND FIRE SAFETY REPORT

Contacting Security

The MWPAI 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. In addition to the above, the Security Department monitors a network of closed-circuit television cameras which are strategically located throughout the campus.

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. Depending on the particular circumstances of the crime, the notice will 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.

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.

2016 CRIME DATA

PRATTMWP

CRIME	ON-CAMPUS			OFF-CAMPUS			STUDENT APTS.			PUBLIC PROP.		
	14	15	16	14	15	16	14	15	16	14	15	16
MURDER	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL OFFENSE	1	1	0	0	0	0	1	1	0	0	2	0
ROBBERY	0	0	0	0	0	0	0	0	0	4	1	3
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	6	1	6
BURGLARY	0	0	0	0	0	0	0	0	0	3	10	7
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	1	1	1
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	1	3
DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	13	11	35
WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0	0	1	3
CAMPUS DISCIPLINE												
LIQUOR LAW VIOLATIONS	18	38	0	0	0	0	18	38	0	0	0	0
DRUG ABUSE VIOLATIONS	8	16	0	0	0	0	2	16	0	0	0	0
WEAPONS POSSESSION	2	0	0	0	0	0	2	0	0	0	0	0

1. The Student apartment sex-offense (2014) was a non-forcible sex offense.
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 2014, 2015 or 2016.
4. The weapons (2104) were a BB Gun and Brass Knuckles.

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.

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

VAWA Statistics-2014

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

VAWA Statistics-2015

a- The same incident

Crime	On Campus	Off Campus	Student Apartments	Public Property
Domestic Violence	0	0	0	0
Dating Violence	1	0	1	0
Sexual Assault	1a	0	1a	2
Stalking	2	0	1	0

VAWA Statistics-2016

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	0
Stalking	0	0	0	0

SEX DISCRIMINATION, SEXUAL HARASSMENT & SEXUAL MISCONDUCT POLICY

INTRODUCTION

Munson-Williams-Proctor Arts Institute's mission is to educate students to become creative, responsible professionals who will contribute fully to society. The Institute upholds values and standards that support that mission and holds high expectations regarding the conduct of students, faculty, staff, and administrators. The health, safety, and well-being of all members of the Munson-Williams-Proctor Arts Institute community are the Institute's primary concerns. In furtherance of the mission of the Institute, and in accordance with Title IX of the Education Amendments of 1972 ("Title IX") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), as amended by the Violence Against Women Act/Campus Sexual Violence Act ("Campus SaVE Act"), the Institute is committed to maintaining a community free from all forms of sex discrimination, sexual harassment and sexual violence, including sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Persons found in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment of employees and suspension or expulsion of students.

Questions regarding Title IX and the Campus SaVE Act may be referred to the Institute's Title IX Coordinator. The Institute's designated Title IX Coordinators are:

For student inquiries: Shannon Hitchcock Schantz, Student Life Director/Title IX Coordinator, Meetinghouse, 1124 State St., Utica, New York 13502, 315-797-0000 ext. 2183 shschantz@mwpa.edu

For faculty/staff/visitor inquiries: Jeanette R. Breish, Human Resources Manager/Title IX Coordinator Human Resources Office, 1212 State Street, Utica, New York 13502 315-797-0000 ext. 2108 jbreish@mwpa.edu

SCOPE OF POLICY

This policy applies to all MWPAI students, faculty, and employees, and applies regardless of an individual's sex, race, color, religion, age, national origin, disability, sexual orientation, gender identity/gender expression, familial status, pregnancy, military status, criminal conviction, predisposing genetic characteristics, domestic violence victim status, or other protected status.

This policy applies to conduct that takes place on Institute property and in connection with any program or activity sponsored by the Institute, regardless of where it occurs. Additionally, off-campus conduct may violate this policy if the conduct creates a threatening or uncomfortable environment on MWPAI's campus or within a MWPAI program, or if the incident causes concern for the safety or security of MWPAI's campus. Non-community members (e.g., alumni, family or friends of students, vendors, etc.) visiting campus, participating in a program or activity or interacting with Institute community members are expected to abide by the behavioral expectations in this policy.

This policy is intended to (i) set forth the available resources and reporting options for victims of sexual misconduct; (ii) specify and define prohibited conduct; (iii) describe the Institute's procedures for responding to complaints of sexual misconduct, including the investigation, hearing, and sanctions process; and (iv) describe programs implemented by the Institute to educate and increase awareness among the Institute community regarding sexual misconduct.

DEFINITIONS WITHIN THE POLICY

“**Affirmative Consent**” is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. All references to “consent” in this policy will mean affirmative consent as defined in this policy.

Affirmative consent to engage in one form of sexual contact (such as kissing or fondling) does not imply consent to other forms of sexual activity (such as intercourse). Past consent to engage in sexual activity cannot be presumed to be consent to sexual activity in the future with the same or a different person. A current or previous dating relationship is not sufficient to constitute consent. Consent cannot be obtained from sexual coercion, force, intimidating behavior or threats. Certain conditions prevent a person from being able to consent. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation can be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent. Consent is required regardless of whether the initiator is under the influence of alcohol or other drugs.

As noted above, silence or lack of resistance alone is not deemed affirmative consent and should never be the basis for continued sexual activity. A person can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue; when consent is withdrawn or can no longer be given, the other person must stop immediately.

Sexual relationships between faculty and students and staff and students are problematic due to the inherent power differential. Therefore, sexual or romantic relationships between faculty and students and between staff and students are absolutely prohibited.

“**Complainant**” means the individual making the allegation(s) of sex discrimination, sexual harassment, sexual misconduct or other violation of this policy. That person is usually, but not always, the person who made the initial report to the Institute.

“**Dating Violence**” refers to a pattern of violent behavior that is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual, physical, or psychological abuse, or the threat of such abuse.

“**Domestic Violence**” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of New York, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of New York.

“**Respondent**” means the individual alleged to have committed acts constituting sex discrimination, sexual harassment, sexual misconduct or other violation of this policy.

“**Retaliation**” means taking any adverse action or attempting to take adverse action, including intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s report of a violation of this policy or participation in an investigation or proceeding related to an alleged violation of this policy.

“**Sex Discrimination**” is an act that disadvantages a person and that occurs because of the affected individual’s gender, sexual orientation, gender identity, or gender expression. Examples of sex discrimination include, but are not limited to, denying a student a research opportunity because of the student’s gender; giving a student a lower grade than they deserved because of the student’s gender; denying an employee a raise or promotion because of the employee’s gender.

“**Sexual Assault**” is, consistent with federal law, defined by the Institute as including:

“Non-consensual sexual intercourse.” Sexual assault of this type can include the following:

- Rape: penetration, however slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without affirmative consent or by force or where the victim is incapable of affirmative consent due to mental or physical incapacity.
- Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent. In New York, that statutory age of consent is 17 years old.

“Non-consensual sexual contact” means any intentional touching, however slight, for purposes of sexual gratification or with sexual intent, of any private body part of another person without affirmative consent. Intentional sexual contact includes contact with the breasts, buttocks, or groin, or touching another with any of these body parts or forcing another person to touch any of these private body parts.

“**Sexual Coercion**” is the application of unreasonable pressure, including emotionally or physically manipulative actions or statements, or direct or implied threats, in order to compel the person to engage in sexual activity.

“**Sexual Exploitation**” occurs when, without affirmative consent, a person takes sexual advantage of another. Sexual Exploitation includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over that person; causing the prostitution of another person; acts of incest, electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person without the individual’s affirmative consent; allowing third parties to observe sexual acts without the consent of all involved; engaging in voyeurism; distributing intimate or sexual information about another person without that person’s consent; engaging in consensual sexual activity with another person while knowingly infected with HIV or some other sexually transmitted disease without informing the other person of such infection, and/or exposing one’s genitals in non-consensual circumstances.

“**Sexual Harassment**” means unwelcome conduct, based on sex or on gender stereotypes that a reasonable person would find intimidating, hostile or offensive. Sexual harassment may include, for example, repeatedly subjecting a person to unwelcome sexual attention or sexual advances, requesting sexual favors, exposing a person to unwanted sexually graphic conversation and/or pictures that do not

serve an academic purpose, punishing a refusal to comply with a sexual based request, conditioning a benefit on submitting to sexual advances, engaging in inappropriate or unnecessary touching or rubbing against another, making sexually suggestive or degrading jokes or comments. A “hostile environment” is created when the offensive behavior reaches a level of severity or pervasiveness such that it interferes with an individual’s ability to participate in the Institute’s programs (i.e., to work and to learn) when judged against a reasonable person standard. However, MWPAI encourages individuals experiencing or witnessing sexually offensive behavior to make a report as early as possible so as to have the situation corrected before it reaches the level of a hostile environment. Individuals with a concern need not worry about whether the behavior is sufficiently serious to constitute a hostile environment. MWPAI may, and in the appropriate circumstances will, take action to respond to offensive behavior even if the behavior does not rise to the level of a hostile environment within the meaning of the law.

MWPAI also prohibits “quid pro quo” sexual harassment, which means “this for that” harassment. It is a violation of this policy for any person to condition any benefit on submission to sexual activity. No person should believe that any other person – regardless of their position of authority – has a right to require sexual activity in exchange for any benefit or advantage.

A determination of whether sexual harassment has occurred depends on the totality of the circumstances, including the seriousness or severity of the incident, whether the conduct was an isolated incident or repeated, whether it was threatening or merely annoying, the relationship of the individuals involved in the communication or incident, the context in which the incident or interaction occurred, and the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the community.

“**Sexual Misconduct**” refers generically to the categories of sex-related behaviors prohibited by this policy, including sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct can occur between strangers, acquaintances, or people who know each other well, including those who are involved in an intimate or sexual relationship, and can be committed by anyone regardless of gender, sexual orientation, gender identity or gender expression. Sexual misconduct may occur between members of the same or opposite sex and in heterosexual and homosexual relationships. While certain forms of sexual misconduct can constitute a criminal offense under New York State law, a person’s conduct may violate this policy even if it does not violate State law.

“**Stalking**” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For purpose of this definition:

“Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

“Reasonable person” means a person under similar circumstances and with similar identities to the victim.

RESOURCES AND REPORTING OPTIONS FOR VICTIMS OF SEXUAL MISCONDUCT

Any Institute community member who has been the victim of sexual misconduct has the right to make a report to Campus Security or one of the Responsible Administrators listed below, local law enforcement, and/or the New York State Police, or choose not to report. If reported to the Institute under this policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from the Institute. A Students' Bill of Rights for cases involving sexual assault, domestic violence, dating violence or stalking is attached at the end of this policy. An additional Statement of Rights for any individual reporting a sexual assault, domestic violence, dating violence or stalking is also attached at the end of this policy.

Immediate Medical Assistance and Counseling

If you or someone you know is or may be the victim of any form of sexual misconduct, the Institute strongly urges you to seek immediate assistance. Assistance is available 24 hours a day, 7 days a week, from local police, emergency assistance and MWPAI's Campus Security.

Confidential Resources

A victim is encouraged to seek support for his/her emotional and physical needs. A person seeking confidential emotional or medical care may contact the following resources:

Confidential Campus Resources

MWPAI Counselor

Meetinghouse

1124 State St. (2nd Floor)

Utica, NY 13502

315-797-0000 ext. 2012

MWPAI Student Nurse

Student Center

501 Kirkland St. (Lower Level)

Utica, NY 13502

(315) 797-0000 ext. 2230

These counseling and health services are available to MWPAI students free of charge.

Professional, licensed counselors whose official responsibilities include providing mental-health counseling to Institute students, including those who act in that role under the supervision of a licensed counselor, are not required to report any information about an incident of sexual misconduct to the Title IX Coordinator without a victim's permission. State law requires professional counselors to report: (i) when a patient is likely to engage in conduct that would result in serious harm to the patient or to others; or (ii) if there is reasonable cause to suspect that a minor has been sexually abused.

Off-Campus Confidential Resources

In addition, there are off campus, community confidential resources that are available. Reports to these resources will not constitute a report to the Institute and will not result in the Institute taking any action against the accused. These resources, which may or may not charge service fees, include:

- YWCA of the Mohawk Valley - (24 hours per day/7 days per week); Rape Crisis/Domestic and Sexual Violence Hotline (315) 797-7740
- NYS Domestic Violence Hotline
1-800-942-6906
- St. Elizabeth Medical Center
2209 Genesee Street, Utica, NY 13501
315-801-8100
- St. Luke's Medical Center
1656 Champlin Ave, Utica, New York 13501
315-624-6000

If you have been physically injured or sexually assaulted, the Institute strongly encourages you to obtain a medical examination to determine the extent of your injuries. In addition, the hospital, with your permission, will collect physical evidence in a sexual offense evidence collection kit. Your consent to the completion of a sexual offense evidence collection kit does not obligate you to pursue criminal charges with the police; it is a way to preserve evidence should you choose to pursue criminal charges at a later time. Hospitals are required by law to preserve such evidence for a minimum of 30 days. If you choose to seek medical assistance it is important that you do not bathe, wash, shower, douche, brush your teeth, comb your hair, change your clothes, or clean up so that no evidence of the attack is destroyed. A specially trained nurse or physician will interview you about the circumstances of your assault.

Law Enforcement Notification

If you are the victim of a crime, the Institute strongly encourages you to promptly report the incident to the police. Campus Security and other Institute representatives, indicated below, are available to assist you in notifying law enforcement of an incident of sexual misconduct. You also have the right to choose not to report to local law enforcement. In criminal cases, timing is a critical factor in collecting and preserving evidence. To preserve evidence, it is best that you not change your clothes, shower or even brush your hair, as physical evidence may be lost.

The Utica Police Department, which can be reached at (315) 735-3301, can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner. The New York State Police Sexual Assault Hotline, which can be reached at 1-(844) 845-7269, may also be of assistance in reporting an incident to law enforcement. In addition, an individual making a report to local law enforcement may also be able to obtain services through the New York State Office for Victim Services. The OVS funds local Victim Assistance Programs which will, among other things, offer a crime victim advocate that can provide direct assistance to victims and their families as they navigate the criminal justice process.

Sexual misconduct may constitute a violation of both law and Institute policy. The Institute encourages individuals to report alleged sexual misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy. Therefore, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of the policy, has occurred. In other words, conduct may constitute sexual misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and decline to prosecute.

The filing of a complaint of sexual misconduct under this policy is independent of any criminal investigation or proceeding. The criminal process and the Institute's disciplinary processes are not mutually exclusive or dependent on each other. A person may pursue either a criminal complaint or Institute complaint or both. Any internal investigation and/or hearing process conducted by MWPAI will be conducted concurrently with any criminal justice investigation and proceeding. However, in some cases the Institute may temporarily delay its investigation to enable law enforcement to gather evidence and to engage in a preliminary investigation. Such delays will not last more than 10 days except when law enforcement authorities specifically request and justify a longer delay.

Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by a MWPAI community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter the Institute's property, and MWPAI will abide by a lawfully issued order of protection. Institute officials will, upon request, provide reasonable assistance to any member of the campus community in obtaining an order of protection or, if outside of New York State, an equivalent protective or restraining order, including providing that person with:

- a copy of an order of protection or equivalent when received by the Institute and providing that person with an opportunity to meet or speak with an Institute representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
- assistance in contacting local law enforcement to effect an arrest for violating such an order of protection.

Sex Offenses under New York law are described in Sections 130.00 to 130.96 of the New York State penal Code, available at <http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY=LAWS>

MWPAI'S Non-Confidential Resources

The Institute is committed to providing a prompt, fair, and impartial investigation and resolution to all allegations of sexual misconduct. Therefore, the Institute also encourages the reporting of sexual misconduct to an Institute representative in a timely manner. The following offices and individuals have been trained to receive and respond to alleged violations of this policy:

- Shannon Hitchcock Schantz, Student Life Director/Title IX Coordinator, (315) 797-0000 ext. 2183 or shschantz@mwpai.edu
- Jeanette Breish, Human Resources Manager/Title IX Coordinator, (315) 797-0000 ext. 2108 or jbreish@mwpai.edu
- William J. Quirk, Jr. Security and Safety Director, (315) 797-0000 ext. 2126 or wquirk@mwpai.edu
- Ken Marchione, Chair of Academic Affairs, (315) 797-0000 ext. 2284 or kmarchi@mwpai.edu

Certain Institute employees are considered “responsible employees” who, once they are made aware of an incident of sexual misconduct, have a duty to report that information to the Title IX Coordinator. A responsible employee must report all relevant details about the alleged sexual misconduct shared by the victim to the Title IX Coordinator. These employees, as well as the Responsible Administrators listed above, are not confidential resources. However, even Institute offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information relayed to a non-confidential resource will be relayed on a need-to-know basis and only as necessary for the Institute to investigate and/or seek a resolution.

If a report is made to anyone other than the Responsible Administrators listed above, the Complainant risks the possibility that the information will not come to the attention of the proper MWPAI officials and may, therefore, not be acted upon.

Confidentiality

If a Complainant reports an incident of sexual misconduct to a Responsible Administrator or other non-confidential Institute employee, but requests that no investigation into the incident be conducted or disciplinary action taken, the Institute will weigh that request against MWPAI’s obligation to provide a safe, nondiscriminatory environment for all members of the campus community, including the Complainant. MWPAI endeavors to comply with Complainant’s wishes with respect to whether responsive action is taken. However, that is not always possible.

If a Complainant requests that no action be taken against the accused, (i.e., no investigation or disciplinary action), the Title IX Coordinator will consult with appropriate administrators and employees in order to consider Complainant’s request. The Title IX Coordinator will consider a range of factors, including, but not limited to, the following:

- The seriousness of the offense;
- Whether there have been other sexual misconduct complaints about the same Respondent;

- Whether the Respondent has a history of violent behavior or is a repeat offender;
- Whether the Respondent threatened further sexual misconduct or other violence against the Complainant or others;
- Whether the sexual misconduct was committed by multiple perpetrators;
- Whether the Complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
- Whether the alleged sexual misconduct was perpetrated with a weapon;
- Whether the Complainant is a minor;
- Whether the Institute has other means to obtain relevant evidence (e.g., security cameras or personal, physical evidence);
- Whether circumstances otherwise suggest an ongoing or future risk to the campus community or the Complainant.

A decision will be made and shared with the Complainant. If, after considering these factors, the Institute determines that it is able to respect the Complainant's request that no responsive action be taken, the Institute will nevertheless take all reasonable steps to respond to the complaint consistent with the Complainant's confidentiality request, and will determine whether interim measures are appropriate or necessary. The Institute will also consider broader remedial action, such as increased monitoring, supervision of security at locations where the reported sexual misconduct occurred, increasing training, education and prevention efforts, and conducting climate surveys.

Similarly, a Complainant may desire to have investigatory and/or disciplinary action taken, but may wish to have his/her identity as the Complainant kept confidential. Depending on the circumstances, this may or may not be possible. If any number of people could have reported the incident or if MWPAI possesses other means to obtain evidence (such as security footage), it may be possible for the Complainant's identity to remain confidential and not shared with Respondent. However, in other cases, it may not be possible to proceed with investigatory or disciplinary action without revealing the identity of the Complainant. If MWPAI honors such a request, the Complainant must understand that the Institute's ability to effectively investigate the incident and pursue disciplinary action against the accused may be limited. The Institute may not be able to honor a Complainant's request for confidentiality when doing so would jeopardize the Institute's responsibility to provide a safe, non-discriminatory environment. The Institute has designated the Title IX Coordinator to evaluate requests for confidentiality. If the Institute determines that it must disclose the Complainant's identity to the Respondent, the Institute will promptly inform the Complainant.

Ultimately, MWPAI retains the right to act upon any information that comes to its attention.

Interim Measures and Accommodations

Interim measures and accommodations may be taken by MWPAI to immediately respond to a situation. The Title IX Coordinator will initiate an appropriate inquiry and take immediate protective measures to support and protect the Complainant and/or the MWPAI community, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, after the intake meeting, the Title IX Coordinator may impose a "no-contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the fact-finding and, if applicable, the adjudication.

The Title IX Coordinator may also take any further protective measures that he/she deems appropriate, including, but not limited to, directing appropriate officials to alter an individual's academic, transportation, housing, and/or employment arrangements, implementing an interim suspension or other appropriate measures.

In addition, any member of the MWPAI community who has been the victim of sexual misconduct may submit a request to the Title IX Coordinator that the Institute take interim measures and/or make accommodations, including, but not limited to, changes in academic, living, transportation, or working situations or the issuance of a no-contact order. The Institute will grant such interim measures and accommodations, provided they are reasonable and available, regardless of whether the victim chooses to proceed with formal resolution process and/or report the incident to local law enforcement. The Institute will provide information about any interim measures and/or accommodations to only those having a need to know such information in order to implement them.

Upon request, the Complainant or Respondent may request a prompt review of the need for and terms of any protective measures and accommodations imposed or requested that directly affects him/her, including the potential addition, modification or elimination of those measures. Such a request may be made by submitting a written request for review to the Title IX Coordinator, providing the basis for that request and any evidence in support of the request. Upon receipt of such a request, the Title IX Coordinator will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. The Title IX Coordinator may, in his/her discretion, modify or suspend the protective measures or accommodations on a temporary basis while the parties are submitting their information and responses. The Title IX Coordinator will respond to any such requests as soon as possible, but generally no later than one calendar week of the request and the parties' submission of any evidence.

Violation(s) of the Title IX Coordinator's directives and/or a no-contact order will constitute a violation of this policy that may lead to additional disciplinary action.

Advisors

In any investigatory meeting or disciplinary hearing held under this policy, the Complainant and Respondent have the right to be accompanied by an adviser of their own choosing (at the party's own expense if the advisor is a paid advisor). The advisor's role is to support the Complainant or Respondent throughout the process and aid in his/her understanding of the investigatory and/or disciplinary hearing process. The advisor cannot be a witness in the proceedings. The advisor may talk quietly with the party, but may not participate in the interview or be disruptive to the meeting. The parties are required to speak on their own behalf. The advisor is not to address the Investigator(s), Adjudicator or Appeals Officer(s), except to ask for a short recess if one of the parties requires some time to compose him/herself or collect his/her thoughts. The Institute has the right at all times to determine what constitutes appropriate behavior on the part of an advisor and violators of these expectations will be asked to leave the proceeding. Investigations and/or disciplinary proceedings will not be delayed based on the availability of a party's desired advisor. Absent extenuating circumstances, witnesses and others involved in the investigation or hearing are not entitled to have an advisor.

Reports of Sexual Misconduct from Others or Anonymous Sources

If the Institute receives a report of alleged sexual misconduct by someone other than the victim (e.g., by a friend or roommate, resident assistants, etc.), the Institute's Title IX Coordinator will promptly notify the victim, and inform the victim of the available resources and assistance. The Institute will accept anonymous reports. However, due to the nature of anonymous reports, MWPAI's ability to take responsive action may be limited.

Time for Reporting

There is no time limit for reporting sexual misconduct. However, the passage of time may make effective responsive action difficult. Further, if the Respondent is no longer a member of the MWPAI community, the Institute's ability to respond may be limited. Therefore, any member of the campus community who believes that he or she has been a victim of sexual misconduct is encouraged to report the incident immediately in order to maximize the Institute's ability to obtain evidence, conduct a thorough investigation and take corrective actions.

INVESTIGATORY AND ADJUDICATORY PROCEDURES FOR RESPONDING TO A COMPLAINT OF SEXUAL MISCONDUCT

The Institute is committed to providing a prompt, fair, and impartial investigation and resolution to all allegations of sex discrimination, sexual harassment, sexual assault, domestic/dating violence, stalking and any other form of sexual misconduct.

Initial Steps

Intake Meeting with Complainant

Upon notice of any allegation of sexual misconduct, the Title IX Coordinator will schedule an individual intake meeting with the Complainant as soon as practical. At the intake meeting, the Title IX Coordinator will provide the Complainant with a general understanding of this policy, and identify forms of support or immediate assistance available to the Complainant (e.g., referrals to appropriate law enforcement agencies; referrals for medical treatment at local hospitals and trauma centers). The Title IX Coordinator will also provide the Complainant with a copy of this policy. The intake meeting may also involve a discussion of any interim measures or accommodations that may be appropriate concerning the Complainant's academic schedule, Institute housing, and/or Institute employment arrangements.

At the initial intake meeting, the Title IX Coordinator will seek to determine how the Complainant wishes to proceed, (i.e., whether the Complainant wishes to pursue Formal Resolution, Informal Resolution (not available for complaints of sexual violence), or does not wish to pursue resolution of any kind). If the Complainant wishes to proceed with either Formal Resolution or Informal Resolution, the Title IX Coordinator will encourage the Complainant to promptly submit a written statement of his/her narrative of the incident.

Fact-Finding/Investigation

If a report appears to allege a plausible violation of this policy, MWPAI will conduct an investigation. An investigation may occur because the Complainant wishes to proceed with a complaint through Formal Resolution or because the Institute determines that this is necessary despite the wishes of the Complainant.

The Title IX Coordinator will promptly appoint a trained Investigator to conduct the investigation. In unusual cases, the Title IX Coordinator may conduct the investigatory phase or MWPAI may engage an outside Investigator. The Title IX Coordinator will provide the Investigator with the names of the Complainant and Respondent as well as the date, location, and nature of the alleged sexual misconduct.

Fact-finding will generally commence within one business day of the Title IX Coordinator's appointment of the Investigator. The purpose of fact-finding is to gather any and all information related to a report of sexual misconduct. The Complainant and Respondent shall receive notice referencing the specific provision(s) of this policy alleged to have been violated and the possible sanctions. This notice shall also include the date, time, location and factual allegations concerning the alleged violation.

The Complainant and Respondent will be given an equal opportunity to present, separately, information in the context of the investigation. The Investigator will meet individually with parties involved, and may interview witnesses and collect and review such evidence as the Investigator deems necessary or helpful to his or her investigation into the alleged sexual misconduct, including written statements from the parties involved.

Both the Complainant and Respondent shall have the right to have their own prior sexual history with persons other than the other party or their own mental health diagnosis and/or treatment excluded from admittance in any investigatory and disciplinary proceeding held under this policy. The Institute endeavors to complete the investigatory phase within 30 days, but this timeframe may be extended if necessary under the circumstances.

Once the investigation is complete, the Investigator will provide a written report containing a summary of the facts discovered during the investigation and an assessment of the credibility of the Complainant, Respondent, and/or witnesses (as relevant). The investigatory report will be submitted to the Title IX Coordinator.

Formal Resolution

At the conclusion of the investigation, the Title IX Coordinator will appoint a trained Adjudicator from a pool of specially trained officials taking into account the circumstances of the case, including the status of the Respondent as a student, faculty member, employee or non-community member.

The Title IX Coordinator will send the Complainant and Respondent written notification of the identity of the Adjudicator. A party wishing to challenge the participation of the Adjudicator must notify the Title IX Coordinator, in writing, within two business days of receipt of the notice of the Adjudicator, stating the specific reason(s) for the party's objection. The Title IX Coordinator will determine, in his/her discretion, whether the party's challenge to the Adjudicator has merit and, if so, will assign a new Adjudicator.

Party's Submissions

Both the Complainant and Respondent will be provided with the same opportunity to share information with the Adjudicator, including the right to submit a written statement to the Adjudicator for consideration and/or to meet individually with the Adjudicator to provide any other relevant evidence. In addition, both parties will have an opportunity to provide the Adjudicator with a list of any additional witnesses who were not interviewed as part of the investigation and whom they wish to be interviewed by the Adjudicator and copies of any documents or other materials they deem relevant. The Adjudicator will provide each party with a copy of the list of witnesses and identification of documents or other information submitted by the other party.

Conduct of the Hearing

The hearing will be conducted as follows:

- The Adjudicator will review the investigatory report and may, if deemed necessary, communicate with the Investigator and/or any party or witness directly as part of the hearing process.
- The Adjudicator is not bound by the Investigator's report; rather, it is advisory.
- The Adjudicator may request additional investigation by the Investigator.
- Both the Complainant and the Respondent may have an advisor, of their own choosing, present to support and accompany them during hearing and appeal stages of the Formal Resolution process. An advisor may not direct questions to the Adjudicator or witnesses at the hearing, but may consult with the party that he or she is assisting. The Adjudicator will not allow an advisor's presence to inhibit the parties' sharing of information or the conduct of the hearing.
- At no time will the Complainant and Respondent be questioned at the same time or be permitted to question each other.

The parties, upon submission of a written request to the Title IX Coordinator, may be permitted to review on campus information in the case file, subject to redaction permitted and/or required by law.

Upon the conclusion of the hearing process, both the Complainant and Respondent shall have access to a full and fair record of the hearing. The record of the Adjudicator's hearing shall be protected from public release until a final determination is made. A final determination is made under this policy when no appeal of the decision of the Adjudicator is sought, or in the event of an appeal, when the decision of the Appeals Officer(s) is communicated to the Complainant and Respondent. Any public release of the full and fair record of the hearing shall be made in accordance with MWPAI policy and federal and state laws.

Determination In all investigations into alleged sexual misconduct, the Institute will evaluate evidence under a "**preponderance of the evidence**" standard. A preponderance of the evidence means that information shows it is "**more likely than not**" that the Respondent violated this policy.

Sanction

The sanction(s) for a violation of this policy will be based on a consideration of all of the circumstances, including the severity of the conduct and the Respondent's disciplinary history. The range of sanctions imposed may include, but are not limited to, any one or more of the following:

- Reprimand or warning
- Change in academic schedule
- Disciplinary probation
- Revocation of honors or awards
- Restricting the Respondent's access to Institute facilities or activities
- Community service
- Issuing a "no-contact" order to the Respondent or requiring that such an order remain in place
- Loss of attendance and/or participation privileges for social functions or Institute programs
- Change or removal of housing assignment and/or housing privileges
- Letter of reprimand
- Change of job assignment and/or work location
- Suspension (limited time or indefinite)
- Demotion or reduction in pay
- Expulsion
- Revocation of degree

If the Adjudicator concludes that the Respondent is responsible for a violation of this policy, based on a preponderance of the evidence, both the Complainant and Respondent shall have the opportunity to submit a written impact statement to the Adjudicator prior to a determination of an appropriate sanction(s). In making a determination regarding sanctions, the Adjudicator may consider the parties' impact statements, if any, and may also consult with the Title IX Coordinator and other appropriate MWPAI officials. The Respondent's disciplinary history, including, but not limited to, past findings of domestic violence, dating violence, stalking or sexual assault, may be considered for purposes of determining an appropriate sanction.

A final determination letter will be issued to the Respondent and the Complainant. Both parties, concurrently, will receive a copy of this determination letter to the extent permitted by law. The determination letter will include the following information: (i) the name of the Respondent; (ii) whether the Respondent has been found responsible or not responsible for specific violation(s) of this policy; (iii) factual findings supporting the determination; (iv) the sanction imposed, if any; (v) the rationale for the decision and sanction; (vi) a notation regarding the right to appeal.

MWPAI may proceed with a complaint, including an investigation and through to a disciplinary outcome, even if the Complainant and/or Respondent elect not to participate.

For those crimes of violence that MWPAI is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing and appeal, if any, shall include the following notation:

- Suspended after a finding of responsibility for a code of conduct violation;

- Expelled after a finding of responsibility for a code of conduct violation; or
- Withdrew with conduct charges pending

Transcript notations for suspensions may be removed at the discretion of the Institute, but no earlier than one year after the conclusion of the suspension. Transcript notations for expulsion shall not be removed.

Appeal

The Complainant and Respondent, if a student, faculty member or employee, may file an appeal of the determination of the Adjudicator. When a party requests an appeal, the other party will be notified.

A party has four grounds under which to appeal the Institute's determination: (i) the Adjudicator committed procedural errors that had a direct impact on the decision, (ii) there is new evidence that has come to light that could have a direct impact on the outcome and which was not reasonably available before or during the investigation and/or hearing before the Adjudicator, (iii) failure to apply a preponderance of the evidence standard; or (iv) a claim that the sanctions are not consistent with past practices or the severity of the alleged sexual misconduct.

Sanctions imposed by the Adjudicator will remain in effect until any timely appeal of the decision is resolved, unless the Title IX Coordinator decides otherwise. Interim measures will remain in effect until the appeal is resolved.

The procedure to file an appeal is as follows:

1. A party wishing to appeal the determination of responsibility and/or the sanction must file a notice of intent to appeal within five business days of the date the party receives the decision letter. The intention to file an appeal must be submitted in writing (either email or hard-copy) to the Title IX Coordinator. This notice of intent to appeal must contain the party's grounds for the appeal.
2. The Title IX Coordinator will appoint an Appeals Officer or, if the Respondent is a student of MWPAI, a panel of up to three (3) Appeals Officers. No Appeals Officer shall have a conflict of interest.
3. The Appeals Officer(s)' entire review process will be based on the party's written request for appeal and MWPAI's record of the case. The Appeals Officer(s) will have access to the investigatory report, the Adjudicator's decision and may, if the Appeals Officer(s) deem it necessary, communicate with the Investigator, the Adjudicator, and/or any party or witness directly as part of the appeals process. However, appeals are not intended to be full re-hearings of the complaint. In most cases, appeals will be considered upon a review of the written documentation or record of the Investigator and/or Adjudicator, and any pertinent documentation regarding the grounds for appeal.
4. The Appeals Officer(s) may affirm the Adjudicator's decision, alter the Adjudicator's decision (with respect to a finding of responsibility and/or sanctions), or return the case to the Investigator for further investigation.

5. A preponderance of the evidence standard will be applied on appeal.
6. The Appeals Officer(s) will make a final determination on the appeal. The Appeals Officer(s) will normally render a decision regarding the appeal within 20 calendar days of the request for appeal.
7. Both the Complainant and Respondent will be notified in writing, concurrently, of the decision on appeal. The Appeals Officer(s)' decision will be final and binding.

Informal Resolution

A Complainant who wishes to file a formal complaint but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as "Informal Resolution." The Informal Resolution procedure is not available for complaints of sexual violence or stalking. Informal resolution must be agreed upon by both parties, and the Title IX Coordinator must agree that information resolution is appropriate.

An informal resolution usually takes the form of mediation in which a designated third-party explores whether the parties can agree on a result. Informal Resolution provides an opportunity for the Complainant to confront the Respondent in the presence of, and facilitated by, a presiding officer or mediator, and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future. The parties will not, however, be required to meet together as part of the Informal Resolution. In either event, the Respondent will have an opportunity to respond. The Complainant and the Respondent each may bring an advisor to the Informal Resolution. Advisors are subject to the same restrictions set forth for advisors in Formal Resolution, outlined above.

The Complainant, Respondent and/or Institute may, at any time, elect to end the informal resolution process and initiate Formal Resolution instead. In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private, except where disclosure may be required by law or authorized in connection with duties on behalf of the Institute.

TIME FRAME FOR RESOLUTION

MWPAI seeks to resolve every report of sexual misconduct within 60 calendar days of the initial complaint, excluding any appeal. The time frames included in this policy may vary depending on the details of the complaint and, in some cases, extenuating circumstances that may require an extension of the time frames. Extenuating circumstances may include the time of the academic year (e.g., during Institute breaks or final exams), the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation by local law enforcement, or other unforeseen circumstances. In the event that the investigation and resolution exceed this time frame, MWPAI will notify the Complainant and Respondent of the reason(s) for the delay and the expected adjustment in the time frame.

PREVENTION AND AWARENESS EDUCATION PROGRAMS

Creating a safe and respectful environment is the responsibility of all members of the Institute community. To promote and maintain this environment, the Institute engages in comprehensive educational programming to prevent sexual misconduct, including sexual harassment, domestic violence, dating violence, sexual assault, stalking, and retaliation. The Institute provides primary prevention and awareness programs for all incoming students and employees, and ongoing prevention and awareness campaigns for all students and employees. If a victim discloses actions constituting a violation of this policy through a public awareness event, such as “Take Back the Night” or a candlelight vigil, the Institute is not obligated to begin an investigation. The Institute may, however, use the information to inform the need for additional education and prevention efforts.

AMNESTY

The health and safety of every student at MWPAI is of utmost importance. The Institute realizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. MWPAI strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to MWPAI officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Institute officials or law enforcement will not be subject to MWPAI's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

ANTI-RETALIATION

MWPAI prohibits retaliation against any person who reports sex discrimination, sexual harassment, sexual assault or any other form of sexual misconduct or participates in the investigation of any alleged violation of this policy, including testifying as a witness. Retaliation should be reported promptly to the MWPAI's Title IX Coordinator. Reports of retaliation will be investigated in accordance with the appropriate Institute policy, and such conduct may result in disciplinary action independent of the sanction(s) or interim measures imposed in response to the underlying allegations of sexual misconduct.

DESIGNATION OF AUTHORITY

Any person assigned a role pursuant to this policy may designate their authority to another appropriate person to avoid conflicts of interest or in other circumstances, as deemed necessary.

COORDINATION WITH OTHER POLICIES

A particular situation may potentially invoke one or more Institute policies or processes. The Institute reserves the right to determine the most applicable policy or process and to utilize that policy or process.

CLERY ACT COMPLIANCE

The Institute is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, MWPAI will issue a timely warning to the campus. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the Complainant will not be disclosed.

TRAINING

Responsible administrators, persons assigned as investigators, and individuals appointed to adjudicate alleged violations of this policy will receive annual training on relevant topics, including discrimination, harassment, stalking, domestic violence, dating violence, sexual misconduct and how to conduct investigations and disciplinary proceedings that protect the safety and respectful treatment of all parties and promote accountability to the MWPAI community.

ADMINISTRATION OF THIS POLICY

The Institute's Title IX Coordinator is responsible to ensure compliance with this policy. Any questions or concerns about the administration of this policy should be directed to the Title IX Coordinators:

Shannon Hitchcock Schantz, 315-797-0000, ext 2183 or shschantz@mwpai.edu,

or

Jeanette Breish, 315-797-0000, ext 2108 or jbreish@mwpai.edu.

Inquiries and complaints may be made externally to the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100.

STUDENTS' BILL OF RIGHTS
IN CASES INVOLVING SEXUAL ASSAULT,
DOMESTIC/DATING VIOLENCE, AND STALKING

All students have the right to:

- Make a report to local law enforcement and/or state Police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by MWPAI;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the Institute courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by MWPAI, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of MWPAI;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of MWPAI.

**STATEMENT OF RIGHTS IN CASES INVOLVING SEXUAL
ASSAULT, DOMESTIC/DATING VIOLENCE AND STALKING**

Anyone reporting an incident of sexual assault, domestic or dating violence or stalking has the right to:

- A. Notify Campus Security, Local Law Enforcement or the New York State Police.
- B. Emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual and who can provide information, including:
 - 1) options to proceed, including the right to make a report to Campus Security (reports to Campus Security are reported to the Title IX Coordinator), Local Law Enforcement, and/or the New York State Police or choose not to report; to report the incident to MWPAI; to be protected by the Institute from retaliation for reporting an incident; and to receive assistance and resources from the Institute, as set out in MWPAI's Sexual Misconduct Policy.
 - 2) where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
 - 3) that the criminal justice process utilizes different standards of proof and evidence than the Institute's misconduct procedures and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney;
 - 4) whether the person they are reporting to is authorized to offer the confidentiality or privacy; and
 - 5) any other reporting options.
- C. If they are a student, to contact the Institute's Health Services and/or Counseling Center, where they may be offered confidential resources pursuant to applicable laws and can be assisted in obtaining services for reporting individuals; or to contact non-Institute confidential resources, including the New York State Office of Victim Services at 1-800-247-8035 or <https://ovs.ny.gov>.
- D. Disclose confidentially the incident and obtain services from the state or local government;
- E. Disclose the incident to the Institute's Responsible Employees who can offer privacy or, in appropriate cases determined by the Title IX Coordinator, confidentiality, subject the Institute's Sexual Misconduct Policy, and can assist in obtaining resources for reporting individuals;
- F. File a report of sexual assault, domestic violence, dating violence, and/or stalking and consult the Title IX Coordinator and other appropriate Institute personnel for information and assistance. Reports shall be investigated in accordance with MWPAI policy. A reporting individual's identity shall remain private if that is what the reporting individual wishes, however privacy is not the same as confidentiality and private information can be shared as necessary to implement and fulfill the Institute's obligations under the law and its policies and procedures;
- G. Disclose, if the accused is an employee of the institution, the incident to Human Resources or to request that a confidential or private employee assist in reporting to Human Resources; and
- H. Receive assistance from appropriate MWPAI representatives if interested in initiating legal proceedings in family court or civil court, such assistance to consist of facilitation in contacting appropriate local agencies who can provide direct assistance with court proceedings.
- I. Withdraw a complaint or involvement from the Institute's processes at any time, with the understanding that in appropriate cases, MWPAI may nonetheless be required to proceed even if the reporting individual does not wish to do so.

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 room key is \$10.00 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.

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, airsoft pistol, firecracker, knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, "nunchucks", 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 Institute. 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 (MWPAI) Safety and Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at MWPAI. MWPAI security officers have the authority to issue parking tickets, which are billed to financial accounts of students. MWPAI 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 MWPAI 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 MWPAI Security Department maintains a close working relationship with the Utica Police Department (UPD). The officers of MWPAI 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 MWPAI 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, MWPAI 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) MWPAI Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including MWPAI 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 MWPAI 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 MWPAI. Crimes should be reported to the MWPAI 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 MWPAI 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.

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 2016

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.

**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

2016	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	Other Responses	sprinkler set off by resident	Fire	fog machine	Steam	construction	False pull station	Candle	TOTAL				
On-Campus Student Housing Facilities																	
1229 Hart St	0	4	0	2	0	0	0	0	1	0	0	1	8	0	0	0	
512 Plant St.	2	0	0	1	0	0	0	0	1	0	0	0	4	0	0	0	
16 Cottage Place	0	3	0	2	2	0	0	0	0	1	0	0	8	0	0	0	
ALARM TOTAL	2	7	0	5	2	0	0	0	2	1	0	1	20	0	0	0	

Statistics For On Campus Student Resident Facilities

2015	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	Other Responses	sprinkler set off by resident	Fire	fog machine	Steam	construction	False pull station	Candle	TOTAL				
On-Campus Student Housing Facilities																	
1229 Hart St	0	5	0	0	2	0	0	0	0	0	0	2	9	0	0	0	
512 Plant St.	1	1	0	1	1	0	0	0	3	0	0	0	7	0	0	0	
16 Cottage Place	0	1	0	1	1	0	0	0	1	0	0	0	4	0	0	0	
ALARM TOTAL	1	7	0	2	4	0	0	0	4	0	0	2	20	0	0	0	

Statistics For On Campus Student Resident Facilities

2014	CAUSES															
On-Campus Student Housing Facilities	System Trouble	Cooking	Cigarette type smoke	Unknown	Oth0 erResponses	sprinkler set off by resident not fire	Fire	fog machine	Steam	construction	Falsepull 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	1	1	0	0	0	1	0	0	0	6	0	0	\$0.00
512 Plant St.	0	0	1	2	0	0	0	0	6	0	0	1	10	0	0	0
16 Cottage Place	0	0	2	0	2	0	0	0	1	1	0	0	6	0	0	0
ALARM TOTAL	0	3	3	3	3	0	0	0	8	1	0	1	22			

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

Sex Discrimination, Sexual Harassment & Sexual Misconduct (Title IX)

Procedures for Resolution of Complaints of Sexual Misconduct or Sexual Harassment

Students' Bill of Rights involving Sexual Assault Domestic/Dating Violence and Stalking

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

William J. Quirk, Jr., Security and Safety Director, Munson-Williams-Proctor Arts Institute

E-mail: wquirk@mwpai.edu Phone: 315-797-0000 Extension 2126