

**North Country Community College  
Annual Security Report  
Ticonderoga Campus  
For the Academic Year Ending May 2006.**

**Preface**

North Country Community College has enjoyed a long standing tradition of inspiring wellness, living in a relatively crime free environment and cooperating with all local Law Enforcement and Fire and Rescue agencies that oversee the campus.

Shane Chatelle, Director of Buildings and Grounds oversees the safety aspect of the campus while Roberta Karp, Director of Student Life chairs the Wellness Committee to promote a positive life style for the entire College Community.

This document as well as various brochures, mailings and web site information describes North Country's policies and procedures for documenting and reporting criminal activity at the College.

**A. Reporting Criminal Activity and Campus Emergencies.**

If non-threatening criminal activity or a minor medical situation occurs, please call 585-4454 x2203 to report this situation. If a life threatening medical situation or criminal occurrence is witnessed, dial 911 immediately. Situations of this nature may also be reported to the following offices at Saranac Lake via telephone:

Vice President of Academic Affairs	891-2915 x203	Hodson Hall
Vice President for Enrollment Mgt	891-2915 x686	College Hall
Athletic Director	891-2915 x305	Sparks Complex
Presidents Office	891-2915 x201	Hodson Hall

**B. Notification of Campus Community Members of an impending threat of one's well being.**

If a medical, criminal or natural disaster or threat thereof that could constitute a dire emergency to the entire campus, the following procedures will be initiated:

1. A mass e-mail will be sent to all students, staff and professionals on campus.
2. A message will be scrolled through the campus wide monitors instructing the College Community of actions to be taken.
3. Local law enforcement and/or Fire & Rescue professionals will be notified.

Any student, staff, or faculty member may notify Ms. Bella Doolittle at 585-4454 x2203 or Mr. Shane Chatelle at 891-2915 x 267 or any of the numbers previously mentioned to report a potential hazard. All campus buildings have emergency numbers posted in various locations around each building.

### **C. Preparation of Annual Crime Statistics Reporting.**

The Director of Student Life and the Vice President for Academic Affairs prepares the on-line documentation of Campus Crime and Statistics each year. The report is prepared by utilizing information gathered throughout the prior Academic Year by Student Affairs, Academic Affairs and the College Association.

Each semester current students, staff, faculty and applicants are notified via mail and e-mail for the web page address to view the entire Crime Statistics Report (<http://ope.ed.gov/security/Search.asp>). Hard copies of the report may be obtained from the Enrollment Management Office at 20 Winona Avenue from 8:30-4:30 Monday-Thrusday.

### **D. Campus Personnel Arrest Authority**

The College maintains the right through New York State Law for the President to appoint arresting capabilities, the carrying of fire arms for duly trained personnel and employ a Campus Security Force. At this time, none of these options are employed.

Arrests, campus security and law enforcement rest solely on the New York State Troopers and Saranac Lake Village Police (when notified by the New York State Police). The College has a long standing relationship with local law enforcement agencies and has not had to utilize there assistance in law enforcement on campus since the College's inception.

### **E. Confidential Reporting of Suspicious or Criminal Behavior**

Confidential reporting of crime to a law enforcement agency (i.e. State Police), is not possible. Under New York State Law, reporting of a crime is public record. If a College Community member has suspicions of criminal activity he or she may bring this information to or telephone the following offices:

Ticonderoga Academic Coordinator	585-4454 x2203	Ticonderoga Cam
Director of Student Life	891-2915 x204	McCormick Hall
Vice President of Academic Affairs	891-2915 x203	Hodson Hall
Vice President for Enrollment Mgt	891-2915 x686	College Hall
Athletic Director	891-2915 x305	Sparks Complex
Presidents Office	891-2915 x201	Hodson Hall

## **F Procedures for informing Campus Community Members of Security Procedures and Practices**

Each semester new applicants and employees will be mailed a copy of the Annual Security Report. Current employees and students will be e-mailed a copy of this same report.

Due to the continual commitment of the Institution for campus safety and well being, the following ancillary information is provided at various areas of the campuses:

- Brochures
  - Sexual Assault Information & Guidelines for Prevention
  - Counseling Referral Brochure
  - ComLinks (Community Action Agency) Brochure
  - How Safe is NCCC? Brochure
  - Hate Crimes Brochure.
  
- Wellness Information Bulletin Board (McCormick Hall)
- Mandatory Residence Hall Program featuring Sexual Assault Services, Lake Placid Police Department and North Country Student Services Staff. College Community is invited to attend. Video broadcasting is sent to the Ticonderoga and Malone campuses.
- College Success Center web site includes information on sexual assault services and support
- Restroom Banter Safety Tips
- Sexual Assault Services Hotline Posters
- Love Yourself Program features Health and Safety (February)
- Distribution of Community Resource Directory for all students and staff
- On-going Wellness Committee Programs for the College Community

The following information was identified by the Wellness committee to be included in distributed information for the 2006-07 Academic Year:

- Safety tips in the Student Activities Calendar which is distributed at the commencement of each semester
- Include a Safety Component addressing Computer/online Safety Tips against online predators
- Include safety information in the College's Crisis Intervention and Counseling Services Brochure

## **G. Educational Programs to promote Rape and Acquaintance Rape Awareness**

During the first week of classes each semester, a mandatory seminar for all new students and staff (voluntary for returning students and employees) is conducted and broadcast to the Branch campuses regarding rape, acquaintance rape and other forcible and non-forcible sexual offenses. This program also discusses non-sexual crime, crime prevention and self defense.

North Country Community College's Sexual Assault Information & Guidelines for Prevention Brochures are distributed at this meeting at all sites. These booklets are also continually available at the Student Service's area.

## **H. Sexual Assault Response and Definition of Sexual Assault Crimes.**

If you are the victim of a rape or date rape you should follow the following procedures:

- Get to a safe place and call a rape crisis center for information or support. North Country Community College students, friends, family and staff living in any of our three campus locations can call 1-877-212-2323 toll free.
- Take care of your body. Call a friend for support and go to the hospital whether you plan to press charges or not.
- Determine whether or not you want to report the incident to the police. If there is any chance you do want to report the assault, you should not shower, bathe, douche, change clothes or straighten up the area until medical and legal evidence is collected because these actions will destroy evidence.
- If you think you've been drugged, tell the nurse or attendant at the hospital. Every hour matters. Chances of getting proof are best when the sample is obtained soon after the substance has been ingested.

If you are a victim of a rape or date rape the College will seek to change your academic and living situation if requested and is reasonably available.

## **North Country Community College Sexual Assault Policy**

1. Any student, faculty member, administrator, or other employee of the North Country Community College will be dismissed immediately following his/her arrest and conviction for a sexually related crime committed while on the premises of property rented or owned by North Country Community College.
2. Any student, faculty member, administrator, or other employee of the North Country Community College will be subject to a review by a Presidential Panel if arrested for a sexually related crime occurring at any site other than property owned or rented by the North Country Community College. The

conviction of this individual for a felonious crime will lead to immediate dismissal.

### **The Legal Ramifications of Sexual Assault**

Sexual assault not only inflicts physical and mental anguish on its victim, but the legal burden that is placed upon the accused can be enormous. Large fines and/or imprisonment ranging from one month in jail to life in prison may be adjudicated to an individual found guilty of a sex related offense. The following information is presented to you in compliance with Chapter 739 of the New York State Laws of 1990.

#### **Sexual Offenses and Crimes**

Sexual Misconduct-involves a male engaging in sexual intercourse with a female without her consent, or deviate sexual intercourse with another person without consent. (Class A Misdemeanor)

Rape in the Third Degree-involves sexual intercourse with an individual when one party (the accused) has attained the age of 21 and the other party is younger than seventeen years. (Class E Felony)

Rape in the Second Degree-involves sexual intercourse when one party (the accused) has attained the age of 18 and the other party is younger than fourteen year. (Class D Felony)

Rape in the First Degree-A male is guilty of rape in the first degree when he engages in sexual intercourse with a female: (1) by forcible compulsion; or (2) Who is incapable of consent by reason of being physically helpless; or (3) Who is less than eleven years old. (Class B Felony)

Sodomy in the Third Degree-When an individual engages in deviate sexual intercourse with a person who is incapable of consent by reason of some factor other than being less than seventeen years old or being twenty-one (the accused) or older engaging in deviate sexual intercourse with a person under the age of seventeen. (Class E Felony)

Sodomy in the Second Degree-When an individual (the accused) engages in forcible deviate sexual intercourse with the victim, engages in deviate sexual intercourse with an individual who is physically helpless, or deviate sexual intercourse with an individual less than eleven years old. (Class B Felony)

Sexual Abuse in the Third Degree-A person is guilty of sexual abuse in the third degree when he subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person's lack of consent was due solely to incapacity

to consent by reason of being less than seventeen years old, and (b) such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person. (Class B misdemeanor)

Sexual Abuse in the Second Degree-A person is guilty of sexual abuse in the second degree when he subjects another person to sexual contact and when such other person is incapable of consent by reason of some factor other than contact with a person less than fourteen years old. (Class A misdemeanor)

Sexual Abuse in the First Degree-When an individual subjects another person to sexual contact by (1) force; or (2) when the victim is physically incapable of consent; or (3) when the victim is less than eleven years old. (Class D Felony)

## **I. Access and Security of Campus Facilities**

Facilities of North Country Community College are prioritized for use as follows:

1. Academic Programming
2. CLL (Center for Life Long Learning) offerings
3. College Clubs and Organizations (Preference given to Association and Foundation events)
4. Non-College per diem charged activities

All outside college groups are required to adhere directly and/or indirectly within the organizations by-laws to the Colleges anti-discrimination policy as set forth by the State of New York and the United States Federal Government. If an organization who requests the use of the facilities does not adhere to the anti-discriminatory policy adopted by the Board of Trustees, refusal for consideration of renting or leasing all or any part of the properties owned by the College, Association or Foundation will be refused.

## **J. Policy on Alcoholic Beverages and Illegal Drugs**

The College is committed to helping its students and its employees achieve their personal and educational goals. Having determined that illicit drugs and alcohol are not compatible with the College's commitment and not necessary to the achievement of these goals, the College requires students, employees, and visitors to refrain from unlawful drug activity and the unauthorized use of alcohol on our campuses and at College sponsored events.

### **Goals:**

North Country Community College has an ethical as well as a legal obligation to address the issue of illicit drug or alcohol consumption by employees, students

and student employees on its campuses, at College sponsored events or on property controlled by the College. To this end, NCCC will:

- Publicize and implement a drug and alcohol abuse awareness and prevention program for all students, employees and student employees.
- Publicize and consistently enforce rules that clearly prohibit the unlawful possession, use or distribution of alcohol or illegal substances by students, employees or student employees on its property or at its activities.
- Publicize and employ a process of reporting illicit and unauthorized possession, use, manufacture or distribution of illegal substances and alcohol.
- Distribute annually the applicable legal sanctions under local, state and federal law for unlawful possession, use, manufacture or distribution of illegal substances and alcohol.
- Distribute annually a description of the health risks associated with the use of illicit drugs and abuse of alcohol.
- Distribute annually a list of regional treatment, rehabilitation or re-entry programs available to students, employees and student employees.
- Distribute annually a clear statement that NCCC will impose disciplinary sanctions on students, employees and student employees consistent with the NCCC Code of Conduct - Statement of Individual Rights and Responsibilities as well as local, state and federal laws.
- Enforce the NCCC policy prohibiting the advertisement of alcoholic beverages.
- Comply with all provisions of the Drug-Free Schools and Communities Act of 1989.
- Comply with all provisions of the Drug Free Workplace Act of 1988.
- Conduct a biannual review of its Drug and Alcohol Abuse Prevention Policy to determine its effectiveness and to implement appropriate changes to the program.

**Alcohol Regulations:**

1. Refrain from the use, possession or distribution of alcoholic beverages on College owned or controlled property or while attending sanctioned off-campus College events. The College permits the consumption of alcoholic

beverages at social functions only when the President in advance of the event has granted permission in writing. In the event the President grants permission, only those individuals authorized by the President shall be permitted to bring alcoholic beverages onto a campus/site for College functions. Consumption of alcoholic beverages shall be permitted only within the approved area designated for said event. No person under the age of 21 years shall consume any alcoholic beverage at any College sanctioned event.

2. Students and employees found in violation of State or Local Laws regarding alcohol use will be reported to the appropriate law enforcement agency. Note: the age limit in New York State for purchase, possession, or consumption of alcohol is 21. Local laws include open container laws that make possession of an open container of beverage alcohol unlawful.
3. Students violating this policy will be referred to the Dean or the College President. Disciplinary sanctions can include suspension, dismissal from the College or participation in a rehabilitation program. Employees and student employees violating this policy will be referred to the appropriate Dean or the College President.
4. Disciplinary action for employees and student employees can include suspension without pay, termination of employment or participation in a rehabilitation program. Compliance with this provision is a condition of employment.

#### **Drugs and Controlled Substances Regulations:**

1. Students and employees found in violation of State or Local Laws regarding drugs and controlled substances use will be reported to the appropriate law enforcement agency.
2. Students possessing, using, manufacturing or distributing illicit drugs on campus or at a College sponsored event will be referred to the Dean of Student Affairs or the College President. Disciplinary sanctions can include suspension, participation in a rehabilitation program or dismissal from the College.
3. Employees and student employees possessing, using, manufacturing or distributing illicit drugs on campus or at a College sponsored event will be reported to the appropriate area Dean. Violation of the policy can result in disciplinary action that may include suspension without pay, participation in a rehabilitation program or dismissal. Compliance with this provision is a condition of employment. These internal disciplinary procedures are not intended to replace those of local law enforcement agencies. Employees convicted of a drug offense that occurred on campus or at a College sponsored event are required by law to so notify the College within five (5) days of conviction.

**College Obligation for Notification:**

The College is obligated to notify the appropriate federal contracting agency, if applicable, within ten (10) days of receipt of notice of an employee conviction as described above.

**POLICY ON  
MAINTAINING A DRUG-FREE WORKPLACE**

North Country Community College is committed to the development and maintenance of a drug-free environment. In accordance with the Drug-Free Workplace Act of 1988, NCCC will not tolerate the illegal manufacture, distribution, dispensing, possession, or use of a controlled substance on its premises.

Premises includes College-provided offices, work location and/or classrooms, lockers, lounges, eating areas, gymnasiums, parking lots, off-campus sites used to conduct student activities, properties controlled by the College and any vehicle engaged in College operations.

Prohibited items and substances include illegal drugs and other mind-controlling substances, inhalants, prescription drugs (excepting those prescribed by a doctor for the person possessing same in their original container), and equipment related to illegal drug or substance use or manufacture.

**REPORTING PROCEDURES:**

Each College employee (including student employees) as well as those newly hired at the time of their orientation, will be notified of the NCCC Drug and Alcohol Abuse Prevention Program Plan with emphasis on the obligation for compliance as a condition of employment.

Any College employee convicted of a criminal drug statute violation which has occurred in or on College owned or operated premises or vehicles shall provide his or her appropriate Dean or the President notification, preferably written, of such conviction, including any resultant conditions, within five (5) days of conviction. Student employees shall notify the Dean of Student Affairs.

Upon receiving notification, a Dean shall immediately provide, in writing, notice to the College President to permit proper notice to be sent to federal contracting agencies where applicable.

The College will offer ongoing drug education and awareness programs for the College community as well as provide drug informational materials. Faculty, staff and students are expected to avail themselves of these programs and materials. (Adopted by the Board of Trustees 12-21-98, Resolution 1989-90-1205)

## **DISCIPLINARY SANCTIONS: STUDENT AND EMPLOYEE**

*Please note that students, employees and student employees who are found in violation of the law will be reported to the appropriate law enforcement officials as well as being subject to College disciplinary action.*

### **Student, Employee and Student Employee Discipline**

All members of the College community should read the full text of the NCCC Code of Conduct - Individual Rights and Responsibilities as approved by the NCCC Board of Trustees for detailed information including time guidelines. What follows is a summary of disciplinary action if a student violates NCCC's policy on drug and alcohol use and abuse.

1. All charges must be detailed and submitted in writing to the Office of the appropriate Dean by the individual(s) initiating such charges.
2. The individual believed to be in violation of the NCCC Drug and Alcohol Abuse Prevention Plan will be notified by registered letter of the charges, when they should appear for a consultation meeting, and their right to a hearing.
3. At the above-mentioned consultation meeting the student, employee or student employee will be advised of his/her rights in the proceedings and any possible consequences stemming from the allegations. Students will have all charges reviewed.
4. Sanctions imposed, if any, will be in accordance with the provisions of the NCCC Code of Conduct - Statement of Rights and Responsibilities.

### **LEGAL SANCTIONS**

There are local, state and federal laws prohibiting the unlawful possession or distribution of illicit drugs and alcohol. New York law offers penalties ranging from 15 days to life in prison and up to \$3 million in fines. Penalties are based upon the amount of substance involved, the nature of the offense, and the number of prior offenses.

Each of our campus communities has an "open container" law. Local ordinance #3-1 in Saranac Lake, for instance prohibits possession of any alcoholic beverage in an unsealed container on public streets or park property within the village.

New York also prohibits storage, manufacturing, or counterfeiting of drugs; using children for drug distribution or manufacturing; distributing to children or prisoners; and distribution "within 1,000 feet of a private or public school." There are also penalties for use or purchase of alcohol by a minor on any premises owned by an adult; injury or death by providing alcohol to minors or adults; falsification of proof of age to obtain alcohol; sale of alcohol within 1,000 feet of a church and operating a motor vehicle while under the influence of any intoxicant

or drug. Altering a driver's license will result in revocation of driving privilege by the Commissioner of Motor Vehicles.

Federal laws include similar provisions with penalties ranging to life in prison with fines reaching \$8 million for individuals. Personal property may be confiscated; federal benefits (such as "student loans, grants, contracts, and professional and commercial licenses") may be affected; and the right to receive or purchase firearms may be lost.

### **Brochures and additional Information Available**

Students, faculty and Staff should avail themselves to the following information available on all campuses of North Country Community College:

- How Safe is NCCC?
- North Country Community College Counseling Services Brochure
- North Country Community College Career Brochure
- North Country Traffic and Parking Regulations Brochure
- North Country Community College Drug & Alcohol Abuse Prevention Plan Brochure
- North Country Community College Sexual Assault Information and Guidelines Brochure
- Crisis Intervention Guidelines Brochure
- NCCC Hate Crime Information Brochure

If you have any questions, please contact the Office of Student Services at 891-2915 x204 or the Vice President of Academic Affairs at 891-2915 x205.

<b>Criminal Offenses - On-campus</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Murder/Non-negligent manslaughter</a>	0	0	0
b. <a href="#">Negligent manslaughter</a>	0	0	0
c. <a href="#">Sex offenses - Forcible</a>	0	0	0
d. <a href="#">Sex offenses - Non-forcible</a> (Include only incest and statutory rape)	0	0	0
e. <a href="#">Robbery</a>	0	0	0
f. <a href="#">Aggravated assault</a>	0	0	0
g. <a href="#">Burglary</a>	0	1	0
h. <a href="#">Motor vehicle theft</a>	0	0	0
i. <a href="#">Arson</a>	0	0	0

<b>Criminal Offenses - Non-campus</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Murder/Non-negligent manslaughter</a>		0	0
b. <a href="#">Negligent manslaughter</a>		0	0
c. <a href="#">Sex offenses - Forcible</a>		0	0
d. <a href="#">Sex offenses - Non-Forcible</a> (Include only incest and statutory rape)		0	0
e. <a href="#">Robbery</a>		0	0
f. <a href="#">Aggravated assault</a>		0	0
g. <a href="#">Burglary</a>		0	0
h. <a href="#">Motor vehicle theft</a>		0	0
i. <a href="#">Arson</a>		0	0

<b>Criminal Offenses - Public Property</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Murder/Non-negligent manslaughter</a>	0	0	0
b. <a href="#">Negligent manslaughter</a>	0	0	0
c. <a href="#">Sex offenses - Forcible</a>	0	0	0
d. <a href="#">Sex offenses - Non-forcible</a> (Include only incest and statutory rape)	0	0	0
e. <a href="#">Robbery</a>	0	0	0
f. <a href="#">Aggravated assault</a>	0	0	0
g. <a href="#">Burglary</a>	0	0	0
h. <a href="#">Motor vehicle theft</a>	0	0	0
i. <a href="#">Arson</a>	0	0	0

<b>Hate Offenses - On-campus</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Murder/Non-negligent manslaughter</a>	0	0	0
b. <a href="#">Negligent manslaughter</a>	0	0	0
c. <a href="#">Sex offenses - Forcible</a>	0	0	0
d. <a href="#">Sex offenses - Non-forcible (Include only incest and statutory rape)</a>		0	0
e. <a href="#">Robbery</a>		0	0
f. <a href="#">Aggravated assault</a>	0	0	0
g. <a href="#">Burglary</a>		0	0
h. <a href="#">Motor vehicle theft</a>		0	0
i. <a href="#">Arson</a>	0	0	0
j. <a href="#">Any other crime involving bodily injury</a>		0	0

<b>Hate Offenses - Non-campus</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Murder/Non-negligent manslaughter</a>		0	0
b. <a href="#">Negligent manslaughter</a>		0	0
c. <a href="#">Sex offenses - Forcible</a>		0	0
d. <a href="#">Sex offenses - Non-forcible (Include only incest and statutory rape)</a>		0	0
e. <a href="#">Robbery</a>		0	0
f. <a href="#">Aggravated assault</a>		0	0
g. <a href="#">Burglary</a>		0	0
h. <a href="#">Motor vehicle theft</a>		0	0
i. <a href="#">Arson</a>		0	0
j. <a href="#">Any other crime involving bodily injury</a>		0	0

<b>Hate Offenses - Public Property</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Murder/Non-negligent manslaughter</a>	0	0	0
b. <a href="#">Negligent manslaughter</a>	0	0	0
c. <a href="#">Sex offenses - Forcible</a>	0	0	0
d. <a href="#">Sex offenses - Non-forcible (Include only incest and statutory rape)</a>		0	0
e. <a href="#">Robbery</a>		0	0
f. <a href="#">Aggravated assault</a>	0	0	0
g. <a href="#">Burglary</a>		0	0
h. <a href="#">Motor vehicle theft</a>		0	0
i. <a href="#">Arson</a>	0	0	0
j. <a href="#">Any other crime involving bodily injury</a>		0	0

<b>Arrests - On-campus</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Illegal weapons possession</a>	0	0	0
b. <a href="#">Drug law violations</a>	0	0	0
c. <a href="#">Liquor law violations</a>	0	0	0
<b>Disciplinary Actions/Judicial Referrals - On-campus</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Illegal weapons possession</a>	0	0	0
b. <a href="#">Drug law violations</a>	0	0	0
c. <a href="#">Liquor law violations</a>	0	0	0
<b>Arrests - Non-campus</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Illegal weapons possession</a>		0	0
b. <a href="#">Drug law violations</a>		0	0
c. <a href="#">Liquor law violations</a>		0	0
<b>Disciplinary Actions/Judicial Referrals - Non-campus</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Illegal weapons possession</a>		0	0
b. <a href="#">Drug law violations</a>		0	0
c. <a href="#">Liquor law violations</a>		0	0
<b>Arrests - Public Property</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Illegal weapons possession</a>	0	0	0
b. <a href="#">Drug law violations</a>	0	0	0
c. <a href="#">Liquor law violations</a>	0	0	0
<b>Disciplinary Actions/Judicial Referrals - Public Property</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>
a. <a href="#">Illegal weapons possession</a>	0	0	0
b. <a href="#">Drug law violations</a>	0	0	0
c. <a href="#">Liquor law violations</a>	0	0	0